

Brigham Young University–Hawaii

# Payroll Guide



**BYU**  
HAWAII

FINANCIAL SERVICES

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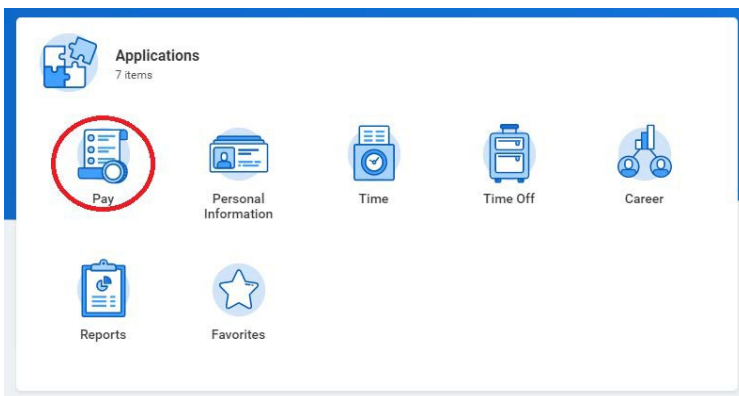
## DIRECT DEPOSIT

### BENEFITS OF DIRECT DEPOSIT

- \* **Peace of Mind** - with Direct Deposit, you don't have to worry about receiving your payment late because of mail delays or having your check lost or stolen.
- \* **Prompt Payment** - you will have access to your money earlier, since the deposit will be credited on the payment date, thus eliminating any mail delays.
- \* **Convenience** - If you need cash, simply go to an ATM teller to withdraw cash that has already been deposited to your account!
- \* **Freedom** - Your payment will be automatically deposited to your account, whether you are on vacation, traveling, or ill.
- \* **Time Savings** - with Direct Deposit, you will have more time to do the things you enjoy since you do not have to make a special trip to deposit your check.
- \* **Weather Proofing** - many times, bad weather makes getting out to deposit your check inconvenient or even hazardous. Direct Deposit by electronic funds transfer eliminates this problem

### STEP 1

Select “Pay” on your workday Home page.



## STEP 2

Select “Payment Election” under View/Update Elections.

← Pay

Recent Payslips

Payment Date	Gross	Net	
10/19/2018	\$383.81	\$179.75	<a href="#">View</a> <a href="#">Print</a>
10/05/2018	\$389.66	\$184.54	<a href="#">View</a> <a href="#">Print</a>
09/21/2018	\$263.91	\$163.43	<a href="#">View</a> <a href="#">Print</a>
09/07/2018	\$263.66	\$78.71	<a href="#">View</a> <a href="#">Print</a>
08/24/2018	\$630.39	\$383.63	<a href="#">View</a> <a href="#">Print</a>

Next Pay Date: 11/02/2018

Pay History

My Time

- [Request Time Off](#)
- [Time Off Balance](#)

My Statements

Compare Periods

	09/16/2018 - 09/29/2018 (Standard 2-weekly)	09/30/2018 - 10/13/2018 (Standard 2-weekly)	Change Amount
Earnings			

View/Update Elections

Withholding Elections

**Payment Elections**

## STEP 3

Select “Add Account.”

Employee

[Actions](#)

[Email](#) [Team](#)

[Summary](#)

[Job](#)

[Compensation](#)

[Pay](#)

Results Pay Group Input Payslips **Payment Elections**

Default Country [United States of America](#)

Default Currency [USD](#)

Payment Election No payment elections specified.

**Add**

## STEP 3 - Continued

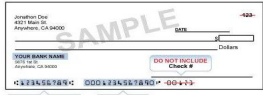
Enter your Account Type, Bank Name, 9-digit Routing Number and Account Number. Then Select OK.

\*Account Number is not your 16-digit Debit Card number.

**Add Account**

Add account information for use when electing direct deposit for payments. Assign the account a nickname for easy identification later. The bank na

Worker  
Account Country: United States of America  
Sample Check:



**Account Information**

Account Nickname (optional):

Account Type: ☒ Checking ☐ Savings

Bank Name:

Routing Transit Number:

Account Number:

**OK** **Cancel**

## STEP 4

### Payment Election

Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.

Pay Type: Regular Payments  
Worker  
Default Country: United States of America  
Default Currency: USD  
Number of Elections Allowed: 10

Payment Elections: 1 item

Order	Country	Currency	Payment Type	Account
1	United States of America	USD	Direct Deposit	American Oak

\*Balance / Amount / Percent

☒ Balance

☐ Amount

☐ Percent

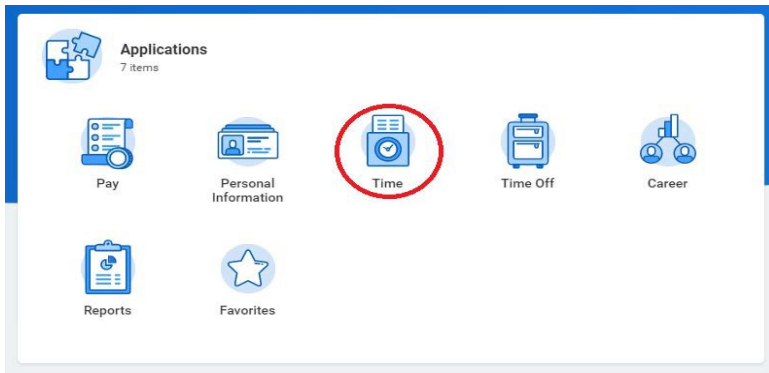
**OK** **Cancel**

Once your accounts have been added, designate your payment election to each account as an Amount, Percent, or Balance. The last account must be set to Balance. Then Select OK.

## CHECK IN & CHECK OUT

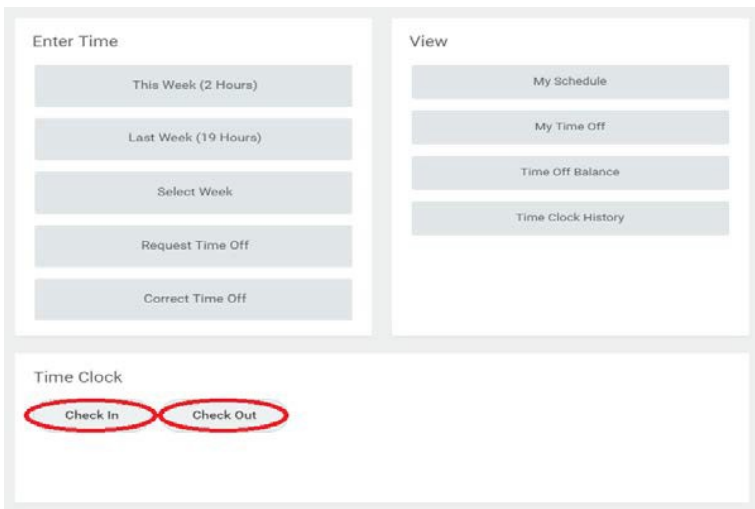
### STEP 1

Select “Time” on your workday Home page.



### STEP 2

Select Check-In when you start working and Check-Out when you finish working.



**STEP 3\***

If you forgot to Check-In and/or Check-Out, you need to edit your time by Monday 12pm of the pay week.

To edit your time, select the date you want to edit by selecting “This Week” or “Last Week.”

The screenshot displays a user interface for time management, organized into three main sections:

- Enter Time:** Located on the top left, this section contains five buttons. The first two, "This Week (2 Hours)" and "Last Week (19 Hours)", are highlighted with red rectangular borders. Below them are three more buttons: "Select Week", "Request Time Off", and "Correct Time Off".
- View:** Located on the top right, this section contains four buttons stacked vertically: "My Schedule", "My Time Off", "Time Off Balance", and "Time Clock History".
- Time Clock:** Located at the bottom, this section contains two buttons: "Check In" and "Check Out".

\*If you are a PCC (ADP time and attendance) or TMA employee, please use appropriate time clocks as instructed by your Supervisor.

## STEP 4

Select the Unmatched Time block on the date that hours need to be fixed.

Today < > Oct 21 – 27, 2018

Sun 10/21  
Hours: 0

Tue 10/23  
Hours: 0

Unmatched Check-in  
9:23am  
Needs Attention

Unmatched Check-in | 9:23am

Regular  
9:15am - 11:15am  
2 Hours  
Not Submitted

7 AM  
8 AM  
9 AM  
10 AM  
11 AM

## STEP 5

Enter Check-In and Check-Out Time.  
Enter comments for explanation of time edit.

### Enter Time 01/22/2018

Time Type \*  ⌵

In \*

Out \*

Out Reason \*

Hours \* 0

**Details**

Comment

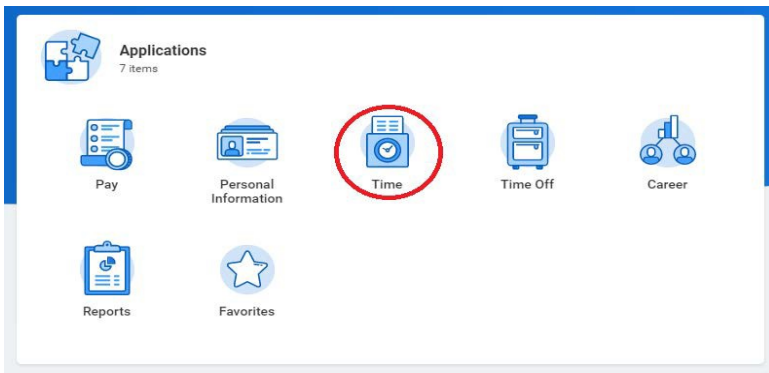


## SUBMIT YOUR HOURS

Submit your hours after you have checked out on your last shift for the week. Timesheets are due to Supervisors by 12pm on Monday of the pay week. Be sure all time is entered before submitting.

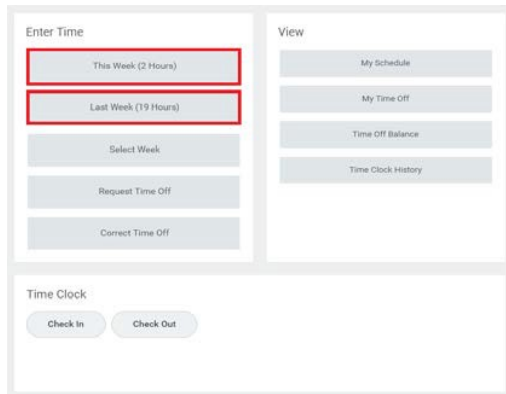
### STEP 1

Select Time on your workday Home page.



### STEP 2

Select “This Week” when you submit before Sunday. Select “Last Week” when you submit on Sunday or Monday before 12pm.



## STEP 3

Before you submit your timesheet, be sure to review that all your hours are input correctly. After you have reviewed it, select Submit.

Today < > Oct 14 - 20, 2018

17.823333 17.823333

View Week

Time Period Locked: 09/30/2018 - 10/13/2018

Pay date: 09/30/2018 - 10/13/2018

Submit Enter Time

Regular 10:00am - 11:00pm 2:00:00:00 hours 1:166667 hours

Regular 10:00am - 11:00pm 2:00:00:00 hours 1:166667 hours

Regular 10:00am - 11:00pm 2:00:00:00 hours 1:166667 hours

Submit Enter Time

## NOTE

Any Unmatched Time block causes a system error and payroll process will not be completed, which means you will not be paid. If you missed the deadline to submit your time on Monday 12pm of the pay week, you will need to complete the Time Edit Request Form and turn in to the Payroll office.

You can find the form on Payroll office page.

URL:

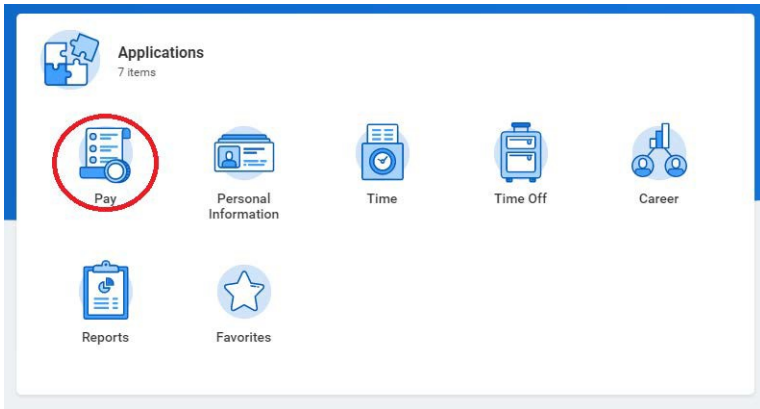
<https://financialservices.byuh.edu/payroll> information

## PAYSLIP

You can review your Payslips and print them out as needed.

### STEP 1

Select "Pay" on Home page.



### STEP 2

Select View in Recent Payslips section.

The screenshot shows the 'Pay' section of the application. The 'Net' row in the 'Recent Payslips' table has a 'View' button circled in red. The 'Pay History' chart shows earnings and deductions over time. The 'Compare Periods' table compares earnings and deductions for two periods. The sidebar on the right contains navigation options for 'My Time', 'My Statements', 'View/Update Elections', and 'Earnings/Deductions History'.

Period	Net	View	Print
07/24/2018 - 07/29/2018 (Hawaii Bi-weekly)	\$179.76	View	Print
08/06/2018 - 08/11/2018 (Hawaii Bi-weekly)	\$184.54	View	Print

	07/16/2018 - 07/29/2018 (Hawaii Bi-weekly)	08/06/2018 - 08/11/2018 (Hawaii Bi-weekly)	Change Amount
<b>Earnings</b>			
Hourly	\$389.66	\$383.61	↓ (\$6.05)
<b>Deductions</b>			
Federal Withholding	\$39.43	\$38.73	↓ (\$0.70)
GIA	\$150.00	\$150.00	\$0.00
Medicare	0.00	0.00	0.00

Period	Earnings	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
07/08/2018 - 07/21/2018 (Hawaii Bi-weekly)	\$776.67	0.00	\$124.30	\$150.00	\$502.37
07/22/2018 - 08/04/2018 (Hawaii Bi-weekly)	0.00	0.00	0.00	0.00	\$0.00
08/05/2018 - 08/18/2018 (Hawaii Bi-weekly)	\$756.42	0.00	\$110.74	\$284.00	\$361.68

## WHAT YOU WILL FIND ON PAYSLIPS

On your Payslip you will find: Pay Period Dates, Pay Date, Gross Pay, Net Pay, Deductions, Tax, Payment Method (Check or Direct Deposit) and Amount Paid to each Election. Your home address will always be displayed on your printed Payslips.

**Payslip** 10/13/2018 (Regular) - Complete [Actions](#)

[Previous Payslip](#)
[Return to My Payslips](#)
[Print Payslip Image](#)
[Print Multiple Payslips](#)

**Company Information** 1 item

Name	Address
Brigham Young University-Hawaii	55-220 Kulanui Street Lae, HI 96762 United States of America

**Payslip Information** 1 item

Name	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
		09/30/2018	10/13/2018	10/19/2018	

**Current and YTD Totals** 2 items

Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Employee Taxes	Post Tax Deductions	Net Pay
Current	38.00	383.81	0.00	54.05	150.00	179.76
YTD	787.91	8,464.47	0.00	1,167.79	3,145.03	4,151.65

**Earnings** 1 item

Description	Dates	Hours	Rate
Hourly	09/30/2018 - 10/13/2018	38.00	10.10
		Total:	

**Employee Taxes** 2 items

Description	Amount	YTD
Federal Withholding	38.73	856.90
State Tax - HI	15.32	310.89
Total:	54.05	1,167.79

**Taxable Wages** 1 item

Description	Amount	YTD
Federal Withholding - Taxable Wages	383.81	8,464.47

**Withholding** 3 items

Description	Federal	Work State
Marital Status	Single	Single
Allowances	1	0
Additional Withholding	0	0

**Payment** 1 item

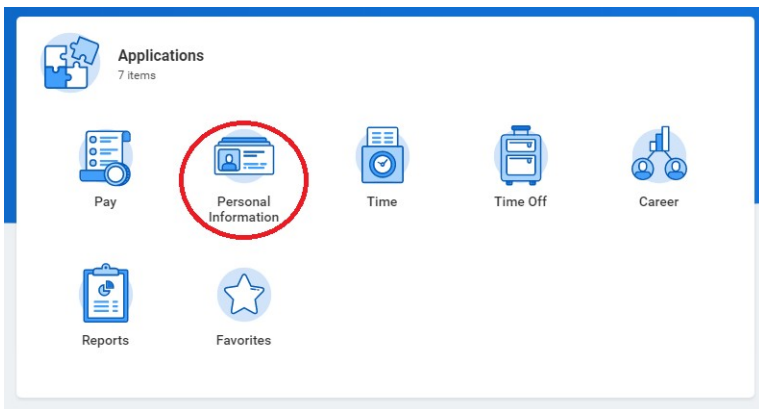
Payment	Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
Payroll Payment: 10/19/2018	American Savings Bank	American Savings Bank		179.76	USD

## ADDRESS UPDATE

Be sure to update your address each time you move. Confidential documents such as W-2 and paychecks will be mailed to your Primary Address in Workday. (We recommend that you set up to receive an electronic copy of your W-2 for security purposes. See page 19.)

### STEP 1

Select “Personal Information” on Home page.



## STEP 2

Select Contact Information under Change.

Change

Contact Information

Personal Information

Emergency Contacts

Legal Name

Preferred Name

Social Networks

View

Addresses

Email Addresses

Address Changes


Name

Phone Numbers

Worker Documents

### STEP 3

Select Edit.


Search

## My Contact Information

Edit

→

Edit

### Home Contact Information

1 item


Address	Usage	Visibility	Shared With	Effective Date
<div> <div>B10341 #5748</div> <div>55-220 Kulamuri St.</div> <div>Lake, HI 96762</div> <div>United States of America</div> </div>	Home (Primary)	Private		08/26/2016

### Work Contact Information

1 item

Email Address	Usage	Visibility
<div> <div></div> </div>	Home (Primary)	Private

## STEP 4

Select  to edit your address. Select Submit after it is updated.

### Home Contact Information

Primary Address

Address  
BYUH #5746, 55-220 Kulanui St, Laie, HI 96762

Usage

Visibility  
Private

Additional Address

Add

Primary Phone

Add

Additional Phone

Add

Submit

Save for Later

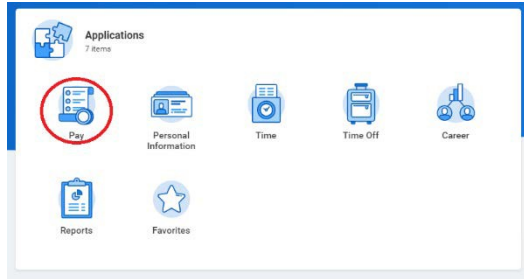
Cancel

## TAX WITHHOLDING ELECTION (W-4)

Complete Form W-4 so that your employer can withhold the correct federal and state income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

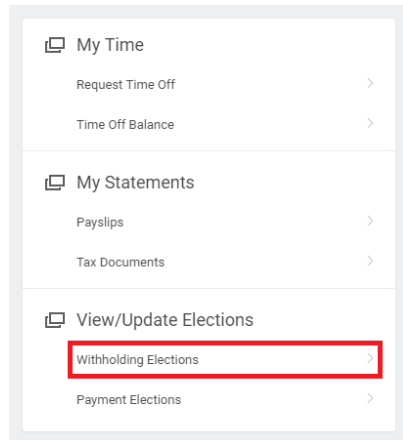
### STEP 1

Select “Pay”  
on Home  
page.



### STEP 2

Select Withholding  
Election under  
View/Update Elections.





## STEP 3

Select Federal Elections or State Elections. Then select Update.

### Withholding Elections

Home Address	BYUH #5746 55-220 Kulanui St Lale, HI 96762 United States of America		
Social Security Number			
	<b>Federal Elections</b>	State Elections	Local Elections   Tax Allocations
Company	Brigham Young University-Hawaii		
Effective Date	09/05/2018		
Lock In Letter			
Payroll Withholding Status	Single		
Number of Allowances	1		
Additional Amount	0.00		
Exempt			
Nonresident Alien	Yes		
Last Name Differs from SS			
Last Updated	09/05/2018 09:41:03.778 AM		
Last Updated By	Update		

## STEP 4 – Federal Elections

### Complete Federal Elections

Do not change Company and Effective Date. Select Ok.

Worker

Company \*

Effective Date \*

OK

Cancel

## STEP 5 – Federal Elections

W-4 Data

[View Blank Form](#)

Nonresident Alien ☒

If you are a nonresident alien, see Notice 1392, Supplement

Last Name Differs from SS ☐

If your last name differs from that shown on your social sec  
You must call 1-800-772-1213 for a replacement card.

Marital Status ☒ Single

If married, but legally separated, or spouse is nonresident

Number of Allowances

Total number of allowances you are claiming from the appl

Additional Amount

Additional amount, if any, you want withheld from each pay

Exempt ☐

I claim exemption from withholding for 2018 and I certify th  
\* Last year I had a right to a refund of all federal income tax  
\* This year I expect a refund of all federal income tax withthe  
If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your "Electroni

1. Under penalties of perjury, you declare that you have exar
2. You understand that your payroll tax withholding election
3. You understand that all submissions are contingent upon

If you do not wish to use the electronic signature option, ple  
The form is not valid without a signature.

I Agree ☒

[OK](#) [Cancel](#)

Fill out the form and select OK.

By law, if you are a Non-Resident Alien, who is not a U.S citizen and has not passed the green card test or substantial presence test, you must check Nonresident Alien box. Marital status will need to be "Single" with an allowance of 0 or 1.

Visit following links for further details on Non-Resident Alien Taxation.

<https://www.irs.gov/pub/irs-pdf/n1392.pdf>

<https://www.irs.gov/pub/irs-pdf/p15.pdf>

## STEP 4 – State Elections

Do not change Company, Effective Date, State and Withholding Form Type. Select Ok.

### Complete State and Local Withholding Elections

Worker

Company \* X Brigham Young University-Hawaii

Effective Date \* 10/23/2018

State \* X Hawaii

Withholding Form Type \* X HW-4 - Withholding

OK

Cancel

## STEP 5 – State Elections

Fill out the form and select OK. Marital status will need to be Single with an allowance of 0 or 1 for Non-resident aliens.

W-4 Data

[View Blank Form](#)

Nonresident Alien ☒

If you are a nonresident alien, see Notice 1392, Supplement

Last Name Differs from SS ☐

If your last name differs from that shown on your social sec You must call 1-800-772-1213 for a replacement card.

Marital Status \* X Single

If married, but legally separated, or spouse is nonresident

Number of Allowances 1

Total number of allowances you are claiming from the appl

Additional Amount 0.00

Additional amount, if any, you want withheld from each pay

Exempt ☐

I claim exemption from withholding for 2018 and I certify th  
 \* Last year I had a right to a refund of all federal income tax  
 \* This year I expect a refund of all federal income tax withthe  
 If you meet both conditions, click the Exempt Box.

LEGAL NOTICE

Your Name and Password are considered as your "Electronic

- Under penalties of perjury, you declare that you have exar
- You understand that your payroll tax withholding election
- You understand that all submissions are contingent upon

If you do not wish to use the electronic signature option, ple  
 The form is not valid without a signature.

I Agree ☒

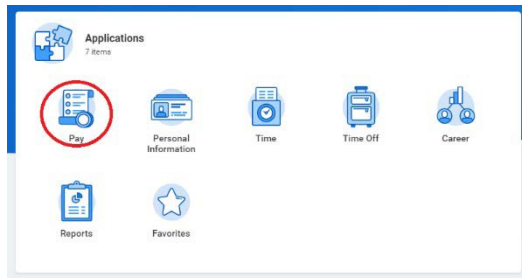
OK Cancel

## W-2 (TAX DOCUMENT)

To prevent your W-2 for being mailed to the wrong address, we highly recommend that you opt-in to receive an electronic copy of your year-end tax documents. This will allow you to review and print your W-2 from anywhere at any time.

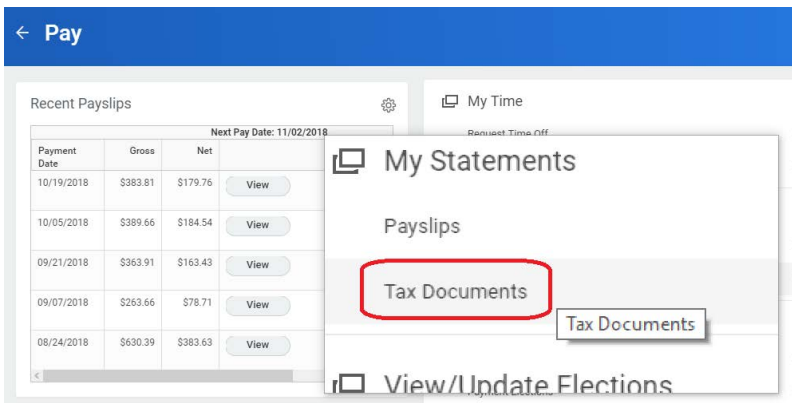
### STEP 1

Select Pay on Home page.



### STEP 2

Select Tax Documents under My statements.



### STEP 3

Select Edit to opt-in to "Receive electronic copy of my Year End Tax Documents." Select View/Print to view and print your W-2.

#### My Tax Documents

1 item

Company	Current Year End Tax Document Printing Election	Printing Election
Brigham Young University-Hawaii	You are currently not receiving a paper copy of your Year End Tax Documents.	<b>Edit</b>

2 items

Tax Year	Company Name	Tax Form	Issued Date	Employee Copy	Federal Copy	State/Local Copy
2017	Brigham Young University-Hawaii	W-2	01/23/2018	<b>View/Print</b>		
2016	Brigham Young University-Hawaii	W-2	01/27/2017	View/Print		

### STEP 4

Opt-in to "Receive electronic copy of my Year End Tax Documents." Select Ok.

#### ← Change Year End Tax Documents Printing Elections

Worker

Company Brigham Young University-Hawaii

Last Updated 10/23/2018

Current Year End Form Printing Election You are currently not receiving a paper copy of your Year End Tax Documents.

New Election

☒ \* Receive electronic copy of my Year End Tax Documents

☐ Receive both electronic and paper copies of my Year End Tax Documents

**Important Note : If you select the option to "Receive electronic copy of my Year End Tax Documents" :**

**Disclaimer Text** Online Statements require a computer with Internet access and Adobe Reader to view and print the tax document. After you submit your consent, it will remain valid for all future tax years or until you revoke your consent (so this process does not need to be repeated). If you do not submit your consent, the Payroll Department will provide you with a paper copy of your Year End Forms (Original/Corrected) although you will still be able to access the electronic version as well. If you have any questions, please contact the Payroll Office.

**OK** Cancel

## Q&A

Q. I don't have a bank account. How do I receive my paycheck?

*A. Paychecks can be picked up at the Cashier's office from 10am-3pm on payday.*

R. What happens when I quit my job?

*A. You will still have access to Workday, view and print payslips and W-2. Make sure to update your address if you have moved.*

*\*If you forgot your ID and password, contact IT Help Desk 808-675-3921.*

## CONTACT US

If you have questions regarding Payroll, feel free to contact us. Payroll office is located in the Financial Service Office and is open from 8:30am-5:00pm.

## CONTACT INFORMATION

Financial Services

55-220 Kulanui Street

Laie, Hawaii 96762-1294

Phone: 808-675-4548

Email: [fnspayroll@byuh.edu](mailto:fnspayroll@byuh.edu)

[https://financialservices.byuh.edu/payroll information](https://financialservices.byuh.edu/payroll%20information)