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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.

STEP 3
Select “Add Account.”
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.

STEP 4

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.”

*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.

STEP 5
Enter Check-In and Check-Out Time. Enter comments for explanation of time edit.
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.

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.
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.
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.

STEP 3
Select Edit.
STEP 4

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

STEP 4 – Federal Elections
Do not change Company and Effective Date. Select Ok.
STEP 5 – Federal Elections

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”.

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

STEP 4 – State Elections

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

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-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.

STEP 4
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

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55-220 Kulanui Street
Laie, Hawaii 96762-1294
Phone: 808-675-4548
Email: fnspayroll@byuh.edu
https://financialservices.byuh.edu/payroll_information