# **PAYROLL FAQs**

<https://my.lccc.edu/campusm/home#pgitem/1000014664>

# **How do I change my direct deposit?**

You can change your banking information by submitting the Employee Payroll Direct Deposit form found on the intranet. Using the link below, scroll down to the section Direct Deposit Forms and click on the form.

<https://my.lccc.edu/campusm/home#pgitem/1000024881>

If you need assistance accessing the intranet, please contact the IT Help Desk at 610.799.1161.

Please do not close the bank account currently on file until you verify funds have been received in the new account.

# **What if I move?**

It is important to notify the college of an address change as soon as possible. An address change can affect the amount of tax required to be deducted from your pay and the local tax code reported on your W2. If you need to change your address, you will need to submit a Local Earned Income Tax Residency Form which can be found on the intranet under Faculty & Staff Resources/Forms.

https://my.lccc.edu/campusm/home#pgitem/1000024881

# **How do I change my federal withholding?**

You can change your federal withholding by completing a new W4 which can be found on the intranet under Faculty & Staff Resources/Forms.

<https://my.lccc.edu/campusm/home#pgitem/1000024881>

# **How do I view my paystubs?**

Paystubs can be viewed in Employee Self Service. You can also view direct deposit information, taxes, W2s, leave balances and more. Please contact the IT Helpdesk if you have trouble accessing Employee Self Service.

# **When is pay day?**

Current and prior year pay schedules can be found on the intranet under Faculty & Staff Resources/Human Resources/Payroll Information & Report Day Schedules.

<https://my.lccc.edu/campusm/home#pgitem/1000015147>

# **Can I submit my hours in advance?**

Yes. You do not have to wait until the Monday due date to submit your hours.

# **Did you know….**

All contracts, Change Forms, and any other miscellaneous items to be processed must be submitted by the end of business on the Monday preceding a payroll week. (Policy No. 3-408)

<https://www.lccc.edu/about/sponsor-communications/>

Documents are to be submitted to Human Resources