Payroll Frequently Asked Questions (FAQ)

**How and when will I receive my paycheck?**
Walla Walla University uses the direct deposit system for the payment of employment earnings as an alternative to issuing periodic payroll checks. Your net payroll earnings are electronically deposited each payday into an account of your choice. The type of account may be either a checking or savings account in any financial institution which accepts Automated Clearing House (ACH) payments.

**How do I sign up for or change my direct deposit account?**
Direct deposit forms are available on the Payroll website in the Forms section. To change your account, print this form, fill it out, and attach a voided check to it. The completed form should be returned to the Payroll Office for the changes to be made.

**When will I receive my first direct deposit?**
If you have just signed up for direct deposit or have just changed your deposit account, you will receive a paper check the first payroll after the change. The second payroll will be deposited directly to your account.

**When will my direct deposit be made?**
Direct deposits are made biweekly on the Thursday following the end of each pay cycle. There is a payroll calendar available on the Payroll website with specific pay dates for this school year.

**How can I know ahead of time how much my check will be?**
You can estimate your paycheck amount by using the Paycheck Calculator link available on the Payroll website, under Resources. Enter the state in which you work at the top of the screen. It may be helpful to have an old paystub handy for the necessary tax information. Note: This is an estimation and should not be considered to be the exact amount which you will be paid.

**Who should I contact if my direct deposit was not received?**
See the “How to contact the Payroll Office” section below.

**Who should I contact about errors in my paystub?**
See the “How to contact the Payroll Office” section below.

**How can I update my W-4 if there is a change in my tax exemption status?**
W-4 filing status may be changed at any time by submitting a new W-4 to the Payroll Department. W-4 forms are available in the payroll office or by visiting www.irs.gov.
Can the Payroll Department help me file my taxes?
The Payroll Department can answer questions regarding deductions from your paycheck; however, they cannot give advice about withholding strategies. This information should be discussed with your personal financial advisor or accountant.

Where and when should I receive my W-2 forms?
All W-2 forms will be available on myWWU by January 31. To access your W-2 form, go to Main Menu > Self Service > Payroll and Compensation > View W-2/W-2c Forms. All employees will receive a paper copy mailed to the address listed on file. If you do not receive your W-2 you should contact the payroll office at (509) 527-2190.

How do I clock in and out for work?
You will clock in and out for work using the online timecard on the WWU website.

Can I have my earnings applied directly towards my tuition?
Yes. You can contact Student Employment at (509) 527-2357 to request a Voluntary Payroll Deduction.

How to contact the Payroll Office
Brithny Sanderson
HR Specialist/Payroll Coordinator
(509) 527-2190
payroll@wallawalla.edu
WWU Payroll Website
Haffner House, 2nd Floor