



## Payroll Services

New Employee Welcome!

Welcome to Austin Peay State University! We know this is a busy time, transitioning to a new job. Please take a minute to read this letter, which will introduce you to some of the services [the Payroll Services Department](#) has to offer and the many items you can do on-line through [APSU One-Stop Website](#). You may visit our office located in the Browning Building room 132 if you require further assistance. If you do not have your One-Stop login contact [Govstech@apsu.edu](mailto:Govstech@apsu.edu).

We have two payroll cycles: Bi-weekly and Monthly; payroll schedules for both can be found on the Payroll web page <http://www.apsu.edu/business-services/payroll/index.php>

**BI-WEEKLY:** Clerical and Support Staff, Temps, Student Workers, Resident Assistants, and Graduate Assistants are paid every two weeks on Friday. APSU's workweek runs Sunday at midnight to Saturday at 11:59pm. The pay period consists of two work-weeks. Timesheets are submitted either through Web Self Service or by clocking in and out using Time Clock Plus (University Rec Center, Public Safety, and Physical Plant). All hours worked must be reported and any hours over 40 in a workweek are premium time at time-and-a-half (comp-time earned or paid overtime depending on department and position). Timesheets are due every other Monday at midnight at you are paid on Friday (13 days after the end-of-the-pay period). Resident Assistants and Graduate Assistants do not submit timesheets.

**MONTHLY:** Executive, Administrative, Professionals, Coaches, and Faculty are all paid monthly. Monthly paid employees (except for Adjuncts, and 10 or 11 month Faculty) submit leave reports. Only Leave taken is reported on the leave reports and even if no leave is taken a leave report must be submitted (if no leave is taken, pick any day and enter a "0" and submit). The leave report period is from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month. Whereas the payroll cycle is from the 1<sup>st</sup> to the last day of the month and you are paid current on the last business day of the month.

**LEAVE INFORMATION:** For both bi-weekly and monthly benefited employees, leave accrued in the current month may not be used until you have worked 51% of the month. Please see the [HR Leave policy](#) for your accrual amount.

**DIRECT DEPOSIT:** APSU Payroll Services is an electronic payment only department. This means APSU does not issue payments via live checks. In order to receive your payroll payment you are required to set up a valid direct deposit account in OneStop/WebSelf Service. If you do not have a valid US based bank account you can set up a direct deposit via US Bank Focus Card. Please contact APSU Payroll Services at [payroll@apsu.edu](mailto:payroll@apsu.edu) for more information.

On our website- <http://www.apsu.edu/business-services/payroll/index.php> you will find lots of payroll information

*Contact Information	*Timekeeping and leave reporting instructions
*Forms	*Tax Information
*Payroll Schedules	*Instructions to set up your Direct Deposit and W-4
*Policies	*Payroll Forms

### **WEB SELF SERVICE:**

Employee Tab

- Sign up for Direct Deposit
- Complete Form W-4 Employee's Withholding Allowance Certificate  
(Employment of Foreign Nationals may require additional forms, contact the Payroll Services)
- View & request electronic receipt of your Form W-2 Wage & Tax Statement
- View Pay Statements
- View Benefits and Deductions
- View Leave Balances
- Submit Timesheets and Leave Reports
- Set up Parking deduction

Welcome to Austin Peay State University.

Sincerely,

Your APSU Payroll Services Team

