

## Payroll Services - Frequently Asked Questions

### **Q1. Why did I have more taxes than usual taken out of my last paycheck?**

A1. This is usually due to a taxable benefit or an award being added to your pay, such as Tech Fit or Employee Education.

### **Q2. Will I receive a W-2 for the amount of my stipend that is paid through Accounts Payable?**

A2. No, W-2s are not issued for stipend payments.

### **Q3. When are W-2s mailed?**

A3. W-2s are mailed no later than January 31<sup>st</sup> each year. Reprints are available from Payroll no earlier than 10 business days after this date. Employees are encouraged to elect electronic receipt of W-2s through Banweb.

### **Q4. I am a resident of Wisconsin, why are Michigan taxes being withheld from my check?**

A4. Residents of Wisconsin, Minnesota, Illinois, Indiana, Ohio and Kentucky who are working in Michigan can have their residency state's taxes withheld instead of Michigan taxes. A withholding certificate from the state of residency and a Certificate of Non Residency form (obtain from Payroll) must be submitted by the employee.

### **Q5. I am living and working in a state other than Michigan, why are Michigan taxes being withheld from my check?**

A5. Employees working outside of Michigan should contact Payroll Services to ensure the correct taxes are being withheld.

### **Q6. Why are there no FICA taxes deducted from my pay check?**

A6. Undergraduate and graduate students enrolled at least half time (or less if in the final semester of their course of study) are exempt from FICA taxes while working during actual semester dates. Enrolled students will have FICA taxes deducted if they are working outside of the semester start and end dates, except during University breaks of 5 weeks or less between enrolled semesters.

### **Q7. We have had a change in Timekeepers and/or Department Coordinators, what should we do?**

A7. Please fill out a new Department Contact Form (obtain from the MTU.edu/HR website).

### **Q8. A timesheet approver will be leaving the department, can their proxy approve timesheets until the position is filled?**

A8. Once the approver's position is inactive, proxies will no longer be valid and employees will be unable to access their timesheet. EPAFs need to be created prior to the approver's last day to change the approver of each affected employee. For faculty and staff, use CETIME, for students use CETIME.

### **Q9. Why wasn't my employee paid on payday for the manual time sheet I submitted?**

A9. If a manual time sheet is submitted after an employee's job ends, it cannot be processed during a regular pay cycle. The timesheet will be held and processed during the next off cycle. Off cycle checks and direct deposits are generally issued on the Fridays opposite payday Fridays.