

PAYROLL TIPS AND TRICKS...

How do I enroll, change or stop my direct deposit?

All GVSU employees are encouraged to enroll in direct deposit as a method to receive their paycheck.

- Print out, complete and submit the [Direct Deposit Enrollment form](#) to the Payroll Department at 1035 JHZ
 - If you want to cancel your direct deposit, please email a request to stop at payroll@gvsu.edu
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Paper Checks

Faculty and Staff Employees (including student employees) can pick up their paper check on pay day at the Cashiers Windows of the Student Services Building, between the hours of 9:00 a.m. and 5:00 p.m. with valid I.D. Checks are also able to be cashed at the windows. If your check is not picked within 4-6 weeks from the check date, your check will be sent back to the Payroll Office at 1035 JHZ and you can pick it up there.

What if I didn't get paid?

If you didn't get paid, one of 4 things could have happened:

- You got paid but it was sent to an invalid direct deposit bank account (Check [myBanner](#) to verify your direct deposit information)
 - Your Personnel information has not yet been entered in Banner either because Human Resources did not receive it in time from your department or you have not yet completed your required new hire paperwork
 - Your timesheet wasn't submitted and/or approved in time
 - Either way, give us a call at 616-331-2237
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What if I lost my check?

If you lost your paper check, please contact the Payroll Office at 616-331-2237 or email payroll@gvsu.edu

Earning Statements

- Earning statements are emailed each pay day unless your form of payment is a check
- Your earning statement can also be viewed on [myBanner](#)
- Your earning statement includes your current and year-to-date earnings, W-4 filing status, benefit deductions, available leave balances, accrual rates, and your adjusted service date

You are responsible for reviewing the information and notifying Payroll if an error has occurred

Overpayments

If you discover that an overpayment has occurred, contact Payroll at 616-331-2237 as soon as possible.

Benefits/Deductions

Most questions regarding your benefits and/or deductions can be addressed by calling our Benefits department at extension 1-2220 or direct at 616-331-2220

W-4

- Form W-4 needs to be completed upon hire so that GVSU can withhold the correct federal income tax from your pay
- Consider completing a new Form W-4 each year and when your personal or financial situation changes
- You can view, print & update your W-4 by following these instructions:
 - Log on to [myBanner](#)
 - Click on “Employee”
 - Click on “Tax Forms”
 - Click on “W-4 Tax Exemptions/Allowances”
 - You can now view, print or update your W-4
 - To update, click on the “Update” link at the bottom of screen
 - Click on the “HELP” link in upper right corner for further instructions
- You can also complete a paper [W-4 form](#) and return to Payroll, 1035 JHZ
- [Worksheet to Estimate Federal Tax Withholding](#)
- [Net Pay Calculation Worksheet – 2014](#)

W-2

Electronic Consent

- To support GVSU's sustainability efforts, all employees are highly encouraged to not have your W-2 mailed to you and access it online instead
- Sign up for Electronic Consent by following these instructions:
 - Log on to [myBanner](#)
 - Click on "Employee"
 - Click on "Tax Forms"
 - Click on "Electronic W2 Consent"
 - Review the consent information provided
 - Check the box "Consent to receive W-2 electronically" - Remember, your consent will remain in effect until you go in and unclick this check box
 - Click the "Submit" button

How to access a copy of your current or past W-2(s)

- Log on to [myBanner](#)
- Click on "Employee"
- Click on "Tax Forms"
- Click on "W-2 Year End Earnings Statement" (note: if Western notified you about a correction made to your W-2, click on "C-2c Corrected Wage & Tax Statement" to access your W-2C)
- Select the year of the W-2 you wish to view and click on "Display"
- To print your W-2, click on "Printable W-2"
 - Click Submit
 - Enter your universal username & password
- The printable version is accepted by the IRS

How to review your W-2 mailing address

- Log on to [myBanner](#)
- Click on "Personal Information"
- Click on "View or Update Addresses and Phones"
- Click on "View Addresses and Phones" towards the bottom of the page
- If you need to update your address and/or phone number, please complete a [Change of Address form](#) or contact Human Resources by calling 12215, stop by suite 1090 JHZ or email hro@gvsu.edu

How to read and understand your W-2

- [W-2 Information](#)
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Need your W-2(s) but no longer an employee?

As a previous employee, you will always have access to the employee information on [myBanner](#), including your W-2(s).
