

# Payroll FAQ

## **When do I get paid?**

Pay dates for monthly payroll are normally the last business day of the month, with some exceptions to accommodate certain long holiday breaks. The last business day does not necessarily mean the last worked school day of the month, it means the last normal working business day.

## **When will my direct deposit go through?**

Direct Deposits are scheduled to be deposited by 2:00 pm on the date of pay. Some financial institutions may authorize the deposit at an earlier date or time but it is important to note that this is not within the control of the TCBOE Payroll Department. If your deposit was deposited a day early in one month and is not shown a day early for the next month, this is not something TCBOE Payroll controls.

## **When can I get my paycheck?**

Paychecks are mailed prior to the date of pay.

## **Can I have my check direct deposited to more than one bank?**

Yes, you can add 1 additional bank account and assign a flat amount to be deposited.

## **How will I get my paycheck during the summer?**

Paychecks and paystubs are mailed to the address on record with Payroll.

## **I haven't received my check yet, what can you do about it?**

Payroll mails checks two days prior to the pay date. TCBOE and Payroll **does not** have any control over the mail service. A reasonable amount of time needs to be allotted for delivery of your paycheck. To ensure you receive your pay, we encourage that you enroll in direct deposit.

## **I received extra pay in my check, why doesn't my stub tell me what it is for?**

Unfortunately, our current payroll computer system does not allow us to identify by name any extra earnings, only deductions. The best way to ensure you are paid for all your stipends and extra earnings is to for you to keep a record of the extra work you did and keep in contact with your funding coordinator to ensure the proper paperwork is submitted to Payroll.

## **I'm working summer school and I'm told I have to exempt my taxes, is this true?**

No, this is not true. Your summer school pay is included in a separate check in June, and will be taxed separately from your regular paycheck. Depending on your financial situation, exempting taxes from your paycheck may be a disadvantage to you. Also, if you wanted to do this for a specific time period, it would be your responsibility to return to our office to change it back. We do not hold tax status changes for a later date.