

**Western Kentucky University  
Payroll Department**



1906 College Hgts Blvd, #11006  
Bowling Green, KY 42101-1006

Location:  
Wetherby Administration Building  
Room G10  
Ground Floor, On Fine Arts side of WAB, 1<sup>st</sup> door on left

Phone Number: 745-5365

Fax Number: 745-8904

*Welcome to Western! This is a brief guide to assist you in preparing any payroll forms or answer any questions you may have. If you ever need assistance, or have a question not addressed in this guide feel free to call us at 745-5365, 745-2074 or 745-2073. We will be glad to help in any way we can.*

## **Introduction to Staff**

**Vickie R. Townsend**, *Manager, Payroll & Tax Compliance*,  
Phone: 55352 Vickie is responsible for filing all Quarterly and Year End Payroll Tax Reporting, Remitting Child Support, Wage garnishments, and tax liens to appropriate representatives. Provides direction and support to any department that needs assistance.

**Tommie Driver**, *Assistant Payroll Manager*, Phone: 52073  
Tommie is responsible for the Monthly Faculty and Administrative Payroll and Semi-Monthly Payrolls

**Vickye Heater**, *Senior Payroll Associate*, Phone: 52074  
Vickye is responsible for Monthly Part-Time Payroll and Biweekly Payroll for Staff

**Janet Haynes**, *Senior Payroll Associate*, Phone: 55365  
Janet is responsible for the Student and Graduate Assistant Payrolls.

## **Payroll Descriptions**

**MN-Monthly Administrative and Faculty Payroll:** This payroll is paid on the last working day of the month. For example, if the 31<sup>st</sup> is on a Sunday, this payroll would be paid on Friday, the 29<sup>th</sup> of that month. An EPAF is required for an employee to be paid from this payroll. Supplemental pay can be paid in the form of Form 16's and worksheets from Academic Affairs. The deadline to receive paperwork for this payroll is typically the 10<sup>th</sup> of the Month. These forms would need all appropriate signatures before it is received in the payroll department. Employees on this payroll are eligible for direct deposit.

**MP-Monthly Part-Time Payroll:** This payroll is paid on the last business day of the month. It usually consists of Part-time Faculty, Graduate Assistants and Employees paid on a one-time basis. An EPAF is required for an employee to be paid on this payroll. Supplemental pay can be paid from Form 16's and worksheets from Academic Affairs. The deadline to receive paperwork for this payroll is typically the 10<sup>th</sup> of the Month. These forms would need all appropriate signatures before it is received in the payroll department. Employees on this payroll are eligible for direct deposit.

**SM-Semi-Monthly:** This payroll is paid on the business day closest to the 15<sup>th</sup> and the last business day of the month. For example, if the 15<sup>th</sup> is on a Sunday, this payroll would be paid on the 13<sup>th</sup> the previous Friday. An EPAF is required for an employee to be paid on this payroll. Supplemental pay can be paid from Form 16's and worksheets from Academic Affairs. The deadlines to receive paperwork for this payroll is typically the 1<sup>st</sup> (15<sup>th</sup> Payroll) and 16<sup>th</sup> (30<sup>th</sup> or 31<sup>st</sup> Payroll) of the Month. These forms would need all appropriate signatures before it is received in the payroll department. Employees on this payroll are eligible for direct deposit.

**BW-Bi-Weekly Payroll:** This payroll is paid every two weeks on Fridays. A schedule is available on the Controller's web page. This payroll consists of both full-time and part-time employees. All employees on this payroll are paid on an hourly basis. Supplemental pay can be paid from a Form 16. A recap sheet is supplied every two weeks to report hours worked for each employee. Employees on this payroll are eligible for direct deposit.

**ST-Student Payroll-**This payroll is also paid every two weeks on Fridays. It follows the same schedule as the biweekly payroll above. All students on this payroll must go through Student Employment to be on this payroll. To contact Student Employment email [ashley.pinson@wku.edu](mailto:ashley.pinson@wku.edu). Students cannot be paid from a Form 16. Employees on this payroll are not eligible for direct deposit.

Click on link below for payroll calendar.

[Bi-Weekly Payroll Calendar](#)

## **Employment Action EPAF's**

<http://www.wku.edu/Dept/Support/HR/>

*This form can be obtained from the Human Resources Website under Online Forms.*

EPAF's are prepared in order that personnel actions can be entered into the HR/Payroll system. This includes (for example) appointments, promotions, title changes, salary changes, terminations, when employees go on and come back from medical leave and sabbatical. They are used for full and part-time employees as well as graduate students. ***They are not used for part-time faculty and students paid through Student Financial Assistance.***

EPAF's or the recommendation that results in an EPAF usually originates at the department or unit level. They must be signed by the unit head/director, the Dean and the appropriate Vice President before they can be processed in Human Resources. Recommendations/Form 4s for faculty appointments are usually prepared by Academic Affairs and are forwarded to the Vice President's office. In this case, signatures of the department head and Dean are not required on the EPAF.

If the funding source is a grant, Grant Accounting and Sponsored Programs must approve the EPAF. If funding is through a Foundation Account, the Foundation Trust Accountant must sign the EPAF.

These signatures and approvals are required before Human Resources and Payroll can process EPAF's. Human Resources forwards EPAF's to the Budget Office and President for approval. Personnel actions are entered into the system after these signatures are obtained, however all personnel actions are pending formal approval by the Board of Regents.

If the EPAF is for an appointment (for more than six months), promotion or other action that would require Affirmative Action, that paperwork (Waiver or Forms 1, 2 and 3) must be approved before the EPAF can be processed.

*The Waiver Form is required for temporary (up to one year) or ongoing, occasional work assignments. Permanent employment, part-time or full-time, requires that the Affirmative Action, (Forms 1, 2 and 3) process be followed. These forms can be found at:*

<http://www.wku.edu/Dept/Support/HR/>

*Selecting the link “Position Hiring Process” accesses the Guidelines, Steps and links to completing Forms 1, 2, and 3. A TOPNET logon ID is required. More information regarding employment policies at WKU can be found under the “Recruitment and Selection Policy” link.*

## Form 16's

<https://asaweb.wku.edu/php/prod/forms/pf16.php>

*This form can be obtained from the financial affairs website under forms.*

**Payroll Form 16 is used to pay supplemental pay to an employee already on payroll. Examples are straight time for any hours worked over 37.5 and 40 hours, over-time for any hours worked over 40. These form 16's need only a supervisor's signature.**

**Other examples are for Awards, One-time pay Stipends, and when retiring teachers are teaching summer school. These form 16's follow the same approvals as EPAF's. (Unit Head/Director, Dean, Vice President, Grant and Sponsored Programs for Grant funding, Foundation Trust Accountant for Foundation funding.**

**Important areas to complete are Pay-type, Earnings code (if known), department, Index-account number to be charged, Period ending (this form 16 will not be paid before ending date.) Please verify Payee's name and WKU ID number before submitting. The gross amount does not include fringes, those are expensed as gross + any fringes.**

## **Inter-Account Form**

<https://asaweb.wku.edu/php/prod/Forms/InterAccount.php>

*This form can be obtained from the Financial Affairs website under forms.*

**This form should be completed to move any funds from one account to another.**

- *Payroll charges and fringes can only be moved between different orgs and the same account. (If it starts in 61111, then it stays in 61111)*
- *Fringes also need to be moved. (FICA 6.2%, MQFE 1.45%, Workers Compensation .50%, Retirement-varies by plan, etc.)*
- *This form will need approval by the responsible person for the accounts and sent to Accounting (Attn: Michele Ramsey) located in the Wetherby Administration Bldg. Room 15.*

## **FAQS**

### ***Who do I contact to change where a payroll check is delivered?***

You will need to contact Tonya Woosley in Human Resources. She will need a Department Org number. This is typically your index number except in the case of grant or Foundation accounts.

### ***When are W-2s issued and how do I change my address in the system?***

W-2's are generally issued late January in the following year. Federal law requires they be issued by January 31<sup>st</sup>. It is important to keep an employee's address updated so that if a check is mailed or when W-2's are issued they go to the correct address. An employee can change his or her address by completing a Warren County Public School Certificate of Residency. This form is available on the Human Resource Website under Online Forms. Complete, sign, and return to the payroll department.

### **Can I have my payroll check direct deposited?**

Yes, an employee can have their payroll check direct deposited into one or two accounts. This form can be accessed through the financial affairs website under Forms. Complete the form using correct routing and accounts numbers. Your bank can help you with these or feel free to stop by the payroll office for assistance. You will need to attach a voided check to this form as well.

<http://www.wku.edu/Dept/Support/FinAdmin/NewForms.htm>

### ***What should I do if I lose a payroll check?***

Contact Jackie Alford in Accts Payable at 745-2246. You will have some paperwork to complete. They can check to see if the check has been cashed and reissue your check.

### ***How can I obtain a copy of my pay stub or W-2?***

By logging on to Western's website ([www.wku.edu](http://www.wku.edu)) and logging on to TOPNET you have access to the following information about your payroll. If you do not have a pin number, please contact Barbara Scheidt at 745-8812.

**Copies of pay stubs paid throughout year**  
**Earnings, Benefits & Deductions history**  
**Beneficiary**  
**W-4 Information about exemptions and W-2's (copy)**  
**Direct deposit allocation**  
**Vacation and Sick Leave balances**