

# Payroll @ DePaul

## Pay Periods and Payday

The University pay period begins on Monday morning and ends on Sunday night. Each pay period is two weeks. Paydays occur bi-weekly on alternate Fridays. Review the [Payroll Calendar](#) for more information.

## Payment Options

### *Direct Deposit*

The preferred method of payment is direct deposit. All employees may have their paychecks directly deposited into personal savings, checking, or money market accounts. You may designate up to four different accounts for direct deposit. By arranging direct deposit for your paycheck, you ensure that your check is safely deposited each payday and that your money is accessible to you, even when you are out of town.

To arrange for direct deposit:

- Complete the online Direct Deposit form through Employee Self Service in **Campus Connection**:

For Employees > Employee Self Service > Payroll and Compensation > Direct Deposit

- Or, complete the [Paper Direct Deposit Form](#) and submit it to the payroll office.

### *Paper Check*

Employees may choose to be paid by paycheck. Payroll issues paper checks on payday and distributes them through the US mail to employee home addresses. Paychecks may take up to 10 days to be received.

### *CashPay*

Employees may choose to be paid by CashPay, an ATM-like card that allows the employee to access their pay through purchases and ATM withdrawals. Contact the Treasurer's Office at (312) 362-8848 for more information on the CashPay payment option.

### Resources:

[University Policy on Direct Deposit of Earnings](#)  
[Paper Direct Deposit Form](#)

## **Time Reporting**

### ***Salaried Employees (Exempt)***

Salaried employees are responsible for documenting and submitting the number of vacation and floating holiday hours taken each pay period. Report vacation and floating holiday hours by entering them in the Time Reporting system in Campus Connection. As part of the review process, the budget manager or the employee's direct supervisor will review and approve the Vacation/Sick Leave Balance Report on a monthly basis.

### ***Hourly Employees (NonExempt)***

Hourly employees are responsible for documenting and submitting the number of hours worked during each pay period. Use the Time Reporting system in Campus Connection to record:

- Hours worked
- Vacation time taken
- Sick time taken
- Holidays
- Floating Holidays

Your hours begin with the time you start work, exclude the time you take for lunch, and end with the time you leave work.

Consult your supervisor about submitting your time. Your supervisor will approve the number of hours you submit through the online timesheet approval process. The payroll department will calculate your paycheck based on the hours that you have reported. Hourly employees receive overtime pay for hours they work over 40 hours per week.

### **Online Resources:**

[Time Entry via Elapsed Time Tutorial](#)

[Hourly Time Reporter](#) on the Financial Affairs webpage

[Salaried Time Reporter](#) on the Financial Affairs webpage

[University Policy on Non-Exempt Payroll Timesheets](#)

[University Policy on Vacation Reporting for Exempt Employees](#)

[University Policy on Sick Pay](#)

[University Policy on Paid Absences](#)

[University Policy on Paid Holidays](#)

[University Policy on Vacation](#)

## **Time Approval for Managers**

Managers are responsible for making sure that hourly employees' report their time worked (including vacation and sick time) by the close of each time reporting period. They are also responsible for approving time entered by their hourly employees each period.

Managers do not approve vacation hours reported by salaried employees. Managers approve hours through Campus Connection for hourly employees. Please refer to the [Approve Time by Manager Tutorials](#) for information on how to approve time for hourly employees.

## **Pay Deductions**

Your paycheck will include withholdings for all applicable federal, state, and local tax and University benefits. The University honors all court-ordered garnishments, support payments, and student loan repays.

## **Pay Stubs**

DePaul staff may view their paycheck through Employee Self Service in Campus Connection:

For Employees > Employee Self Service > Payroll and Compensation > View Paycheck

Please refer to the [View My Paycheck Tutorial](#) for instructions on how to view your paycheck in Campus Connection.

Employees may print copies of their paycheck for their records. Payroll does not mail pay stubs to employees.

## **Change in Personal Information**

You may change all of your personal information through Employee Self Service in Campus Connection:

Demographic Portfolio>Addresses/Email Addresses/Emergency Contacts

## **Questions and Concerns**

If you have questions or concerns about your paycheck, please contact the Payroll Office at (312) 362-8540 or email [payroll@depaul.edu](mailto:payroll@depaul.edu).

### **Payroll Office**

Ken Armbruster  
55 E. Jackson Boulevard, 19<sup>th</sup> floor  
Phone: 312-362-8540  
Fax: 312-362-5725  
Email: [payroll@depaul.edu](mailto:payroll@depaul.edu)