

Ohio University Southern — Business Office
Riffe 261 – Hours 8:00 am – 5:00 pm
Spring Semester HR & Payroll Handout (2185)
Date: January 16, 2018



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Accessing your paystub and payroll information:

<https://www.ohio.edu/oit/multi-factor/enroll.cfm>

You will need to use multi-factor authentication to access e-Business Suite or My Personal Information from off campus. You must be on campus to activate this service and it can take up to an hour for it to process.

<http://www.ohio.edu/finance/payroll/index.cfm>

Click on 'My Personal Information' in menu. You will need your OAK ID and Password to login. Please note that instructions on how to use 'My Personal Information' are also available on the Payroll website.

You will also be able to find your 2017 W2 on this site toward the **end of January**. Payroll usually sends out an email when they are ready. You can change your address and other tax information as well as managing your direct deposit.

New Direct Deposit Form – you are now able to have your pay direct deposited into two or more accounts. Here is the line to the new form.

http://www.ohio.edu/finance/payroll/upload/PR_direct_deposit-3.pdf

You also now have the option of having your pay deposited into separate accounts.

<https://www.ohio.edu/finance/payroll/upload/8-20-15 MPI Manage Payments-DirectDeposit.pdf>

https://www.ohio.edu/hr/benefits/pto/absence_management.cfm - Adjunct faculty do earn sick time and this is the link to track and submit it when used.

Direct deposits occur on the actual pay day except when the pay day falls on a weekend or holiday, it may be a day or two earlier.

OUS Adjuncts Schedule for Spring Semester (if your class is full on January 16):

January 31, February 15 & 28

March 15 & 31, April 15 & 30

May 15

OUS Adjuncts & Overload Schedule for Spring Semester:

February 15 & 28

March 15 & 31, April 15 & 30

May 15

Just as a reminder, contracts must be processed 15 days before the next pay, so if the start date of any given semester is less than 15 days, you will be paid on the next date. If you have not received an email from Payroll, please contact us. There are times when contracts do get missed.

Adjunct Hourly Rates per Semester Hour:

Ph.D. or other doctorate	\$1075.00
Master's Degree	\$1000.00
All others	\$ 890.00