

PAYROLL NEW EMPLOYEE ORIENTATION

WELCOME TO



PALOMAR COLLEGE

Learning for Success

PAYROLL SERVICES

LOCATION, HOURS AND PHONE NUMBER

- **LOCATION:** San Marcos Campus, A113 – A122 ([Map](#))

- **HOURS:**

8:00 a.m. to 5:00 p.m. Monday through Thursday

8:00 a.m. to 4:30 p.m. Friday

- **MAIN PHONE LINE:** 760-744-1150 Ext. 2886

- **FAX NUMBER:** 760-761-3542

This is a dedicated fax line. It comes directly to the Payroll Services office. The faxed information is only seen by the Payroll staff.

- **Email:** payrolldepartment@palomar.edu

WHO WE ARE

Brandi Taveuveu – Manager, Budget and Payroll

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Catherine Macabitas - Payroll Technician for Classified, CAST and Administrative Staff

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Andrea Valdez Navor- Payroll Technician for Full Time and Part Time Faculty

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Cynthia Battaglia - Payroll Technician for Temporary and Student Employees

Phone: (760) 744-1150 Ext. 2937

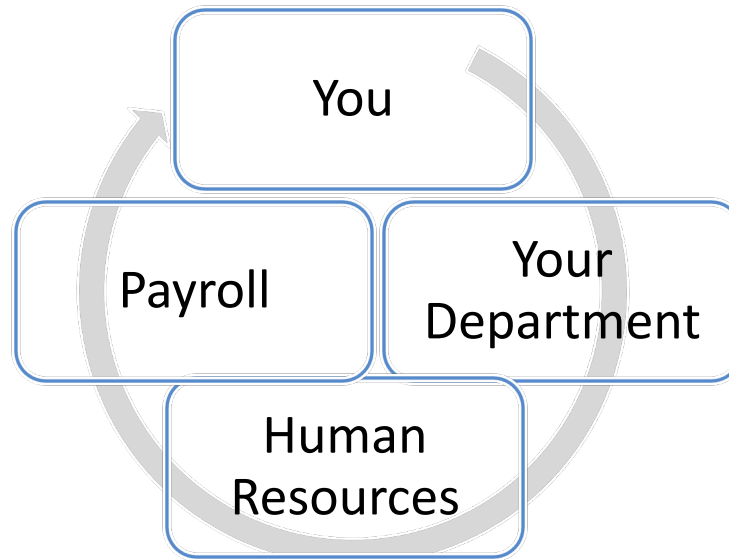
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Joel Ortiz – Business Systems Analyst

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THE PAYROLL PROCESS



The payroll process requires collaboration between you, your department, Human Resources and Payroll. We work as a team to make sure you are paid accurately and on time. We strive to provide you with excellent customer service to meet your payroll needs.

HOW AM I PAID?



- You are paid on a monthly basis.
- Payday is dependent upon your employment category.
- If payday falls on a weekend or a holiday, payday is the last working day prior to that date.
- Select direct deposit to bank account or receive paycheck via USPS mail.

FACULTY AND ADJUNCT

Faculty

- Paid on the last working day of the month.
- Paid monthly by contract.
- Absence Reports are due on the 1st of the month.

More Full-time Faculty payroll information can be found here:

<https://www.palomar.edu/payrollservices/academic-personnel/>

Adjunct

- Paid on the 20th of each month during the semester.
- Paid for number of hours per assignment divided by number of paydays covered.

More Adjunct Faculty payroll information can be found here:

<https://www.palomar.edu/payrollservices/adjunct-faculty/>

CLASSIFIED, CAST AND ADMINISTRATORS

- Paid on the last working day of the month.
- [Absence Reports](#) are due on the 1st of the month.
- [Overtime Report](#) & [Extra Hour Reports](#) are due on the 16th of the month.
- All other forms are due the 10th of the month.
- If you are a Supervisor, then review salary account codes, hours, and pay rates for your employee.

More Classified, CAST and Administrators payroll information can be found here:

<https://www.palomar.edu/payrollservices/classified-employees/>

TEMPORARY AND STUDENT EMPLOYEES

Temporary Employees

- Paid on the 10th of the month.
- [Time Reports](#) are due on the 25th of the month.

More Temporary Employee payroll information can be found here:

<https://www.palomar.edu/payrollservices/temporary-employees/>

Student Employees

- Paid on the last working day of the month.
- [Time Reports](#) are due on the 16th of the month.

More Student Employee payroll information can be found here:

<https://www.palomar.edu/payrollservices/student-employees-2/>

DEDUCTIONS

Required Deductions

- Federal Taxes - withheld in accordance to your W-4 form.
 - Effective 1/1/2020, employees will no longer be able to request adjustments to their withholding using withholding allowances.
 - Instead, using the new Form W-4, employees will provide employers with amounts to increase or reduce taxes and amounts to increase or decrease the amount of wage income subject to income tax withholding.
 - Employees who have submitted Form W-4 in any year before 2020 are not required to submit a new form merely because of the redesign.
 - Use IRS Tax Withholding Estimator to determine how to complete the 2020 W-4. <http://www.irs.gov/W4App>
- State Taxes- withheld in accordance to your DE-4 form.
- FICA Taxes (Social Security and/or Medicare)
- Retirement Withholdings - CalPERS, CalSTRS, or APPLE

Voluntary Deductions

- 403 B Retirement Plans
- 457 Deferred Compensation
- For other types of voluntary deductions contact HR.

RETIREMENT RESEARCH

Research regarding past employment and earnings for buy-back of CalPERS and CalSTRS service.

CalPERS:

888- CalPERS (or 888-225-7377)

CalSTRS:

800-228-5453

APPLE:

800-634-1178



W-2 FORMS

- W-2 forms are mailed to your address by the end of January.
- To change your mailing address, contact HR.
- For reissue of W-2, submit Duplicate W-2 form to Payroll.

<https://www.palomar.edu/payrollservices/wp-content/uploads/sites/236/2014/04/w2duplication.pdf>



QUESTIONS???

Visit Palomar College Payroll Services website
for more information.

General Information

<https://www.palomar.edu/payrollservices/general-information/>

Payroll Forms

<https://www.palomar.edu/payrollservices/general-payroll-forms/>

THANK YOU!!