

# 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](mailto:payrolldepartment@palomar.edu)
- **Website:** [palomar.edu/payrollservices/](http://palomar.edu/payrollservices/)

# WHO WE ARE

**Brandi Taveuveu – Manager, Budget and Payroll**

Phone: (760)744-1150 Ext. 2880

Email: [btaveuveu@palomar.edu](mailto:btaveuveu@palomar.edu)

**Mai Logan– Manager, Payroll Oversight**

Phone: (760)744-1150 Ext. 2880

Email: [mlogan@palomar.edu](mailto:mlogan@palomar.edu)

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

Phone: (760) 744-1150 Ext. 2884

Email: [cmacabitas@palomar.edu](mailto:cmacabitas@palomar.edu)

**Adriana Alvarez - Payroll Technician for Full Time and Part Time Faculty**

Phone: (760) 744-1150 Ext. 2138

Email: [aalvarez4@palomar.edu](mailto:aalvarez4@palomar.edu)

**Cynthia Battaglia - Payroll Technician for Temporary and Student Employees**

Phone: (760) 744-1150 Ext. 2937

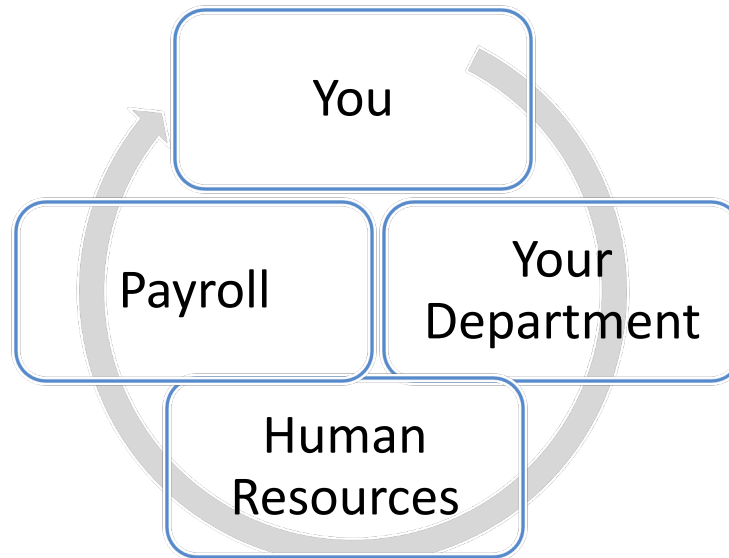
Email: [cbattaglia@palomar.edu](mailto:cbattaglia@palomar.edu)

**Joel Ortiz – Business Systems Analyst**

Phone: (760) 744-1150 Ext. 2887

Email: [jortiz1@palomar.edu](mailto:jortiz1@palomar.edu)

# 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 1<sup>st</sup> of the month.

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

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

## Adjunct

- Paid on the 20<sup>th</sup> 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 1<sup>st</sup> of the month.
- [Overtime Report](#) & [Extra Hour Reports](#) are due on the 16<sup>th</sup> of the month.
- All other forms are due the 10<sup>th</sup> 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 10<sup>th</sup> of the month.
- [Time Reports](#) are due on the 25<sup>th</sup> 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 16<sup>th</sup> 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!!**