

# New Payroll System Frequently Asked Questions



## FAO 1

**QUESTION: Why is the University moving to a new Payroll System?**

**ANSWER:** Since the State's Central Payroll system is more than 25 years old and will no longer be available after July 2011, the University must transition all Central Payroll campuses to a new payroll system.

**QUESTION: Which UNC campuses will be moving to a new system?**

**ANSWER:** The following campuses will be moving to the new payroll system:

- Elizabeth City State University
- Fayetteville State University
- NC Agricultural and Technical State University
- NC Central University
- UNC Asheville
- UNC Pembroke
- UNC School of the Arts
- Western Carolina University
- Winston-Salem State University

**QUESTION: How will this new system affect my pay?**

- ANSWER:**
- If you are a permanent employee, you will continue to be paid on a monthly basis, the last working day of the month. There will be no change to your monthly pay or deductions.
  - Generally, if you are a student or temporary employee paid a flat monthly amount (e.g., graduate assistant, research assistant or adjunct faculty), you will continue to be paid on a monthly basis.
  - If you are a student or temporary employee paid on an hourly basis, you will be moving from a monthly payroll to a bi-weekly payroll. Your hourly rate will not change. Your paycheck amounts will be smaller each pay period, but you will be paid more frequently.

**QUESTION: When will my campus move to the new system?**

**ANSWER:**

Campus	Anticipated Go-Live*
UNC - Pembroke	October, 2009
UNC- Asheville	January, 2010
Western Carolina University	January, 2010
NC Agricultural and Technical State University	July, 2010
Winston-Salem State University	July, 2010
Fayetteville State University	October, 2011
NC Central University	October, 2011
Elizabeth City State University	January 2011
UNC School of the Arts	April 2011

\* For most campuses this reflects the date of bi-weekly "go-live" in staggered implementation approach.

QUESTION: **What changes can you expect to see with this new system?**

ANSWER:

- All employees will now be able to utilize a self-service portal that allows them to view their pay stubs and W-2s online.
- Permanent employees will be able to view their benefits and deductions information online.
- Students and temporary employees paid on an hourly basis will be moving to a bi-weekly pay cycle.

QUESTION: **Will my paycheck continue to be direct deposited?**

ANSWER: Yes. If you currently have direct deposit, your check will continue to be direct deposited. Only under limited circumstances will an employee receive a paper check, such as the first paycheck for a newly hired employee and the last paycheck for a separating employee.

QUESTION: **Will I have to submit a new direct deposit form?**

ANSWER: No. Your direct deposit information will be converted from the old system.

QUESTION: **Since I may be paid from two different payroll systems during the calendar year, will I receive two W2s?**

ANSWER: Yes. If you are paid from both Central Payroll and the new payroll system during a calendar year, you will receive two W2s. Both W2s will be required when filing your taxes.

*Example: Your campus goes live with the new system on April 1, 2010. You will receive a W2 from the Central Payroll system for January 1 – March 31, 2010, and a W2 from the new system for April 1 – December 31, 2010. Both W2s will be issued January 2011.*

QUESTION: **What is employee self-service?**

ANSWER: It is a website that employees can access to view certain human resource and payroll information. For example, employees can view pay information online such as pay stubs, benefits and deductions, and W2s.

QUESTION: **How will I access employee self-service?**

ANSWER: Since this will vary by campus, more information on accessing employee self-service as well as training sessions will be provided on your campus prior to go-live. Watch for further information from your HR office.