

UPSTATE

MEDICAL UNIVERSITY

PAYROLL SERVICES NEW EMPLOYEE ORIENTATION

OFFICE HOURS AND CONTACT INFORMATION

- STATE PAYROLL
 - Jacobsen Hall, Room 100
 - Monday-Friday, 7:00am – 4:30pm
 - Phone: 315-464-4840
 - Emails: StatePR@upstate.edu
- RESEARCH PAYROLL
 - Jacobsen Hall, Room 101
 - Monday-Friday, 8:00am – 4:30pm
 - Phone: 315-464-6350
 - Email: RFPRTeam@upstate.edu
- TIMEKEEPING SERVICES
 - Jacobsen Hall, Room 100
 - Monday-Friday, 7:00am – 4:30pm
 - Phone: 315-464-6355
 - Email: TIMEKEEP@upstate.edu

PAYROLL SERVICES WEBSITE

www.upstate.edu/payroll/

- Calendars, Schedules, Tutorials and Forms are available on the payroll services website:

Upstate Home University Hospital Find a Doctor About Library Volunteer HR Directions Calendar Directory Contact iPage

UPSTATE MEDICAL UNIVERSITY State University of New York Payroll Services

Web Pages People Search Upstate's Intranet More options

Home Calendars & Handouts Forms

Payroll Services > Forms & Handouts

Payroll Services Forms

Payroll Services Home

What's New

State Payroll Services

Research Foundation Payroll Services

Timekeeping Services

Calendars & Handouts

Forms

Kronos Information & Tutorials

Monthly Attendance Information & Tutorials

Policies & Procedures

FAQs

External Links

Payroll Services requires the original form with original signatures, please mail or hand deliver the original form to the respective office.

General

- [Authorization for Check Diversion](#)

State Payroll

- [Federal Tax Form / W-4](#)
- [State Tax Form / IT-2104](#)
- [State Exempt Tax Form / IT-2104E](#)
- [Direct Deposit Form - State](#) (Must print double-sided)
- [529 College Savings Form](#)
 - [NY's 529 College Savings Program](#) (Link to external site)
- [Veteran Status Form](#)
- [Oath of Office](#)
- [Oath of Office - Native American](#)

Research Foundation Payroll

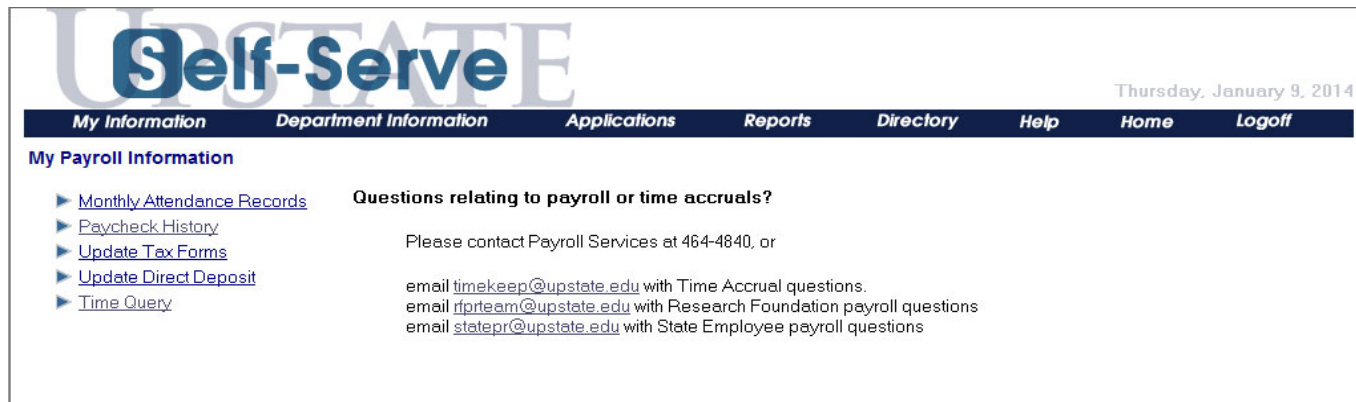
- [Federal Tax Form / W-4](#)
- [State Tax Form / IT-2104](#)
- [Direct Deposit Form - RF](#) (Must print double-sided)
- [Hourly Timesheet - Research](#)
- [Compensatory Time Payment Election](#)
- The multi-paged Employee/Fellow Action Forms are available by contacting the [Research Payroll Office](#). The last revision dates are as follows, please make sure you are using the most recent version:
 - Employee Appointment Form (purple) 05/06
 - Employee Change Form (green) 07/07 (now online)
 - [Action Codes List](#) 07/07
 - Academic Fellowship Form (olive) 05/09

SELF-SERVE OVERVIEW

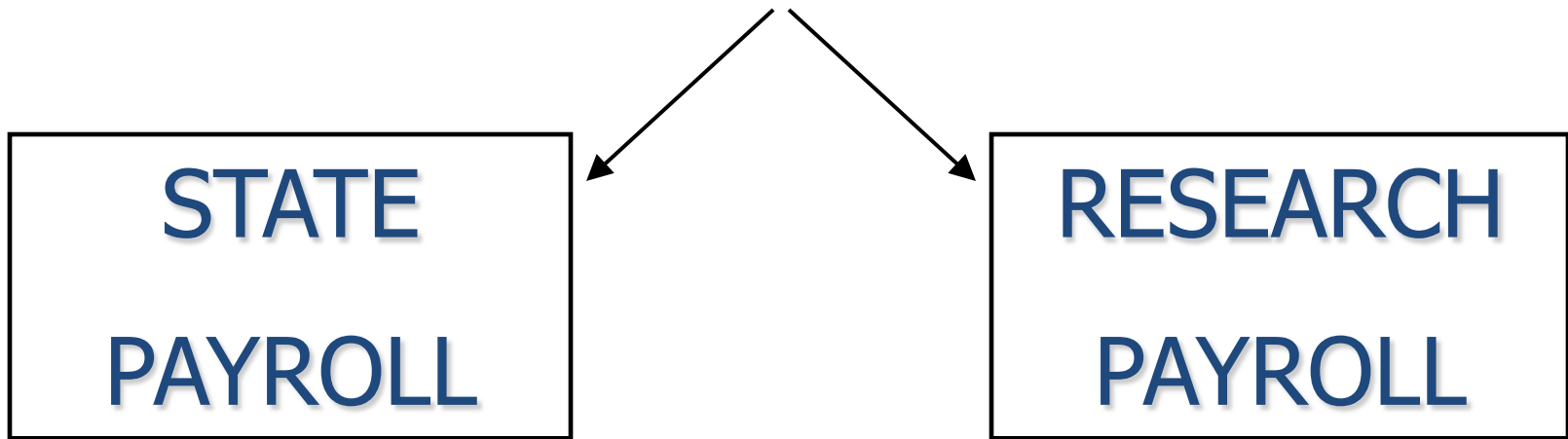
www.upstate.edu

iPage  Self Serve

- Update Personal Information
 - Time Accrual Management
 - Time Reporting for Faculty and Professional Employees
 - State Paycheck History
 - Update Tax Withholding Information
 - Add/Update Direct Deposit Information
- Check with Supervisor on obtaining access.



The screenshot shows the UPSTATE Self-Serve portal. At the top, the 'UPSTATE Self-Serve' logo is displayed. To the right, the date 'Thursday, January 9, 2014' is shown. Below the logo is a dark navigation bar with the following menu items: 'My Information', 'Department Information', 'Applications', 'Reports', 'Directory', 'Help', 'Home', and 'Logoff'. The main content area is titled 'My Payroll Information' and contains a list of links: 'Monthly Attendance Records', 'Paycheck History', 'Update Tax Forms', 'Update Direct Deposit', and 'Time Query'. To the right of this list is a section titled 'Questions relating to payroll or time accruals?' which provides contact information for Payroll Services, including a phone number (464-4840) and three email addresses: 'timekeep@upstate.edu' for Time Accrual questions, 'rfprteam@upstate.edu' for Research Foundation payroll questions, and 'statepr@upstate.edu' for State Employee payroll questions.



- Paycheck distribution
- Pay Period Schedules
- Timesheet Requirements

PAY PERIOD

2014 State Pay Period Schedule*

PP	HOURLY		HOURLY	ANNUAL		TIME	EXCEPTION PAY (f.e. Overtime)		CHECK	PP
			TIME SHEET			SHEET DUE			DATE	
			DUE							
19	11/28/13	12/11/13	12/13/13	12/05/13	12/18/13	12/20/13	11/21/13	12/04/13	12/31/13*	19
20	12/12/13	12/25/13	12/27/13	12/19/13	01/01/14	01/03/14	12/05/13	12/18/13	01/15/14	20
21	12/26/13	01/08/14	01/10/14	01/02/14	01/15/14	01/17/14	12/19/13	01/01/14	01/29/14	21
22	01/09/14	01/22/14	01/24/14	01/16/14	01/29/14	01/31/14	01/02/14	01/15/14	02/12/14	22
23	01/23/14	02/05/14	02/07/14	01/30/14	02/12/14	02/14/14	01/16/14	01/29/14	02/26/14	23
24	02/06/14	02/19/14	02/21/14	02/13/14	02/26/14	02/28/14	01/30/14	02/12/14	03/12/14	24
25	02/20/14	03/05/14	03/07/14	02/27/14	03/12/14	03/14/14	02/13/14	02/26/14	03/26/14	25
26	03/06/14	03/19/14	03/21/14	03/13/14	03/26/14	03/28/14	02/27/14	03/12/14	04/09/14	26
01	03/20/14	04/02/14	04/04/14	03/27/14	04/09/14	04/11/14	03/13/14	03/26/14	04/23/14	01
02	04/03/14	04/16/14	04/18/14	04/10/14	04/23/14	04/25/14	03/27/14	04/09/14	05/07/14	02
03	04/17/14	04/30/14	05/02/14	04/24/14	05/07/14	05/09/14	04/10/14	04/23/14	05/21/14	03
04	05/01/14	05/14/14	05/16/14	05/08/14	05/21/14	05/23/14	04/24/14	05/07/14	06/04/14	04
05	05/15/14	05/28/14	05/30/14	05/22/14	06/04/14	06/06/14	05/08/14	05/21/14	06/18/14	05
06	05/29/14	06/11/14	06/13/14	06/05/14	06/18/14	06/20/14	05/22/14	06/04/14	07/02/14	06
07	06/12/14	06/25/14	06/27/14	06/19/14	07/02/14	07/04/14	06/05/14	06/18/14	07/16/14	07
08	06/26/14	07/09/14	07/11/14	07/03/14	07/16/14	07/18/14	06/19/14	07/02/14	07/30/14	08
09	07/10/14	07/23/14	07/25/14	07/17/14	07/30/14	08/01/14	07/03/14	07/16/14	08/13/14	09

i.e. if start date
is 7/1

Date of first
pay check