

Frequently Asked Questions:

I want to....

- Add or change direct deposit → please see “payroll guide - to add additional or change direct deposit accounts in Workday”
- Change my withholding in Workday → please see “payroll guide - to change your withholding in Workday”
 - <https://www.irs.gov/individuals/tax-withholding-estimator> Here is the link to the IRS website and their federal tax withholding estimator.
 - <https://www.mass.gov/guides/withholding-taxes-on-wages> Here is the link to the Massachusetts website and their state tax withholding calculation. (Located on middle of webpage)
- Enter my hours in Workday → please see “payroll guide – to enter hours in Workday”
- Enter my hours in Workday and the time period shows as “locked for payroll processing” → Pay dates for biweekly payrolls are on the Friday following the end of the pay period. (See Biweekly 2023 or Monthly 2023 calendars.) Time entry locks at 3 pm on the Monday after the pay period ends. After 3 pm, you have the following options:
 - Contact payroll and request your hours be entered or adjusted for the pay period (only available until noon on Tuesday. After this time, payroll is being completed and time entry will need to wait until Friday when time entry unlocks)
 - Wait for the time entry to reopen on Friday @ 11 am and enter your hours for the next payroll.
- Submit a paper timesheet for my unpaid retro hours
 - Blank paper timesheet is available in “Forms”
 - Example of a completed paper timesheet is available for reference
 - The paper timesheet process includes the following:
 - Week of the time entry
 - In/Out times per day of time entry (please indicate AM or PM)
 - Enter the # of hours worked in the correct column
 - Signature and date of employee
 - Signature and date of supervisor
 - Paper timesheet should be submitted to supervisor
 - Once approved, it can be submitted to payroll@wpi.edu for processing
- Update my address → contact Quintyn in Talent for assistance

- View and download my pay slips and/or W2 → please see “ADP – instructions to create account”. This will provide access to view and download any pay slip or tax document from WPI regardless of whether you currently have an active profile. If you have any issues, please email payroll@wpi.edu to request assistance.

FYI...

- Massachusetts provides a tax deduction toward the first \$2,000.00 of Social Security and Medicare tax that an employee pays per year. This deduction phases out once the \$2,000.00 amount is reached.
- An international student requires a tax analysis to be completed annually regarding their taxation. If you have FICA taxes (OASDI/Social Security or Medicare) being deducted and you do not think you should, please send payroll and talent an email. Payroll and Talent are working together to process the tax analyses and then update the Workday profile for the taxation requirements as determined by the analysis.
- 1042-S documents are processed by both payroll and accounts payable departments. The deadline to have them postmarked to recipients is March 15. Please do not request a status update before then.
- The deadline for W2s is to have them postmarked to recipients by January 31. Please do not request a status update before then. If you have received a W2 and have questions or found an error, please contact payroll immediately at payroll@wpi.edu.