



Payroll FAQs

[When is payday?](#)

[How do I set up direct deposit?](#)

[Does my bank need to sign my direct deposit form?](#)

[Do I need to reactivate my direct deposit each school year?](#)

[What if my banking information has changed?](#)

[When will I receive my first pay check?](#)

[Where do I go to pick up my pay check?](#)

[How do I change my tax withholding?](#)

[How soon do I need to submit tax withholding changes for a paycheck?](#)

[I'd like to claim exemption from taxes. What forms do I need?](#)

[When do specific payroll deductions come out of my pay?](#)

[What do the different boxes on my W-2 mean?](#)

[How do I get a replacement copy of my W-2?](#)

[Why haven't I been paid on my claim form yet?](#)

[What happens if I lose my paycheck?](#)

[What if I have other payroll questions?](#)

When is payday?

Answer:

Paychecks are issued biweekly on Fridays. Please review the [2018-2019 Payroll Calendar](#) for more detailed information on pay dates, payroll deductions, and pay periods.

[Return to top of page](#)

How do I set up direct deposit?

Answer:

To set up direct deposit for the first time or to make changes to your existing direct deposit account(s), please fill out a new [Direct Deposit Authorization Form](#). Completed forms must be submitted to Payroll along with a preprinted voided check (if depositing into a checking account.) Please note that the first pay cycle with a new account is a prenote transaction, with a zero dollar amount sent to verify with the bank that the account details are correct. Assuming there are no changes to be made to either the routing or account number, the regular direct deposit will take effect with the next pay date after that.

[Return to top of page](#)

Does my bank need to sign my direct deposit form?

Answer:

No. If you are depositing to a checking account, a preprinted, blank voided check is recommended. When depositing into a savings account, it is recommended to include a letter from your financial institution verifying the routing and account numbers.

[Return to top of page](#)

Do I need to reactivate my direct deposit each school year?

Answer:

No. Unless you have notified us otherwise, we will continue to use the banking information we have on file for you. If you wish to make changes to your bank account(s), you must complete a new [Direct Deposit Authorization Form](#).

[Return to top of page](#)

What if my banking information has changed?

Answer:

Any changes must be reported to the Business Office immediately. Otherwise, your deposit(s) will continue to be made to the account(s) we have on file. You will need to complete a new [Direct Deposit Authorization Form](#) and the Business Office will let you know when the changes will take effect. A new authorization form will void all previous bank accounts so be sure to include all accounts you want deposits made to on the new form. Please note that the first pay cycle with a new account is a prenote transaction, with a zero dollar amount sent to verify with the bank that the account details are correct. Assuming there are no changes to be made to either the routing or account number, the regular direct deposit will take effect with the next pay date after that.

When will I receive my first pay check?

Answer:

For the 2018-2019 school year, the first pay for 12 month employees is July 13, and the first pay for 10 month employees is September 7.

For new hires mid-year, payment is made two to three weeks after your first working day, depending on where it falls within that pay period. Please review the [2018-2019 Payroll Calendar](#) for more detailed information on pay periods, pay dates, and payroll deductions.

Please contact Payroll for more specific details.

[Return to top of page](#)

Where do I go to pick up my pay check?

Answer:

If your paycheck is direct deposited, your paystub will be emailed to your Cortland email address on payday. Checks for substitutes are typically mailed out unless requested otherwise. Upon request, paper paychecks and paper paystubs are delivered to the buildings each payday.

[Return to top of page](#)

How do I change my tax withholding?

Answer:

To change your *federal* withholding, please complete a new [W-4 form](#).

To change your *New York State* withholding, please complete a new [IT-2104 form](#).

Tip – the lower the number of exemptions, the more tax will be deducted (i.e. claiming S – 0 will result in a higher withholding amount than M – 2.)

[Return to top of page](#)

How soon do I need to submit tax withholding changes for a paycheck?

Answer:

Please allow two weeks prior to the intended pay day for updates to take effect; i.e. if you wish changes to be made with the 9/22 payroll, the properly completed form(s) must be received no later than 9/8.

[Return to top of page](#)

I'd like to claim exemption from taxes. What forms do I need?

Answer:

To claim exemption from *federal* withholding, please complete the [W-4 form](#). Leave blocks 5 and 6 blank and fill in exempt on line 7.

To claim exemption from *New York State* withholding, please complete the [IT-2104E](#) form.

[Return to top of page](#)

When do specific payroll deductions come out of my pay?

Answer:

Please review the [2018-2019 Payroll Calendar](#) for more detailed information on pay dates, payroll deductions, and pay periods.

[Return to top of page](#)

What do the different boxes on my W-2 mean?

Answer:

Please review the [W2 Information](#) document for details.

[Return to top of page](#)

How do I get a replacement copy of my W-2?

Answer:

We are able to issue replacement W-2 forms from current and prior years. Please contact Payroll for assistance.

[Return to top of page](#)

Why haven't I been paid on my claim form yet?

Answer:

Claim forms must be completed in full, signed by the claimant and building principal/supervisor, then approved by the assigned administrators before being sent to payroll for processing. Once received by payroll, the claim forms will be included in the payroll being entered at that time.

[Return to top of page](#)

What happens if I lose my paycheck?

Answer:

Direct deposit is encouraged. Mailed paychecks can take up to ten business days to arrive at their destination. In the event of a lost check, we do have the ability to replace it. Please note it can take up to 3 business days for a replacement check to be issued. Please contact Payroll for assistance.

[Return to top of page](#)

What if I have other payroll questions?

Answer:

We encourage you to review both the Weekly Message email and the News and Alerts section on the website for the most up to date information. If you have a question not answered here, please email Payroll (payroll@cortlandschools.org) In most cases, we will respond to your inquiry within one business of receipt.