

Who to Call for Assistance

Effective October 4th, 2016

Payroll	Student Employment
Provide and process form I-9 for all employees. Offer the completion of withholding forms and tax treaty forms for NRA's http://payroll.uconn.edu/PY/forms/forms.html	Process employment verifications
Provide and process direct deposit forms http://payroll.uconn.edu/PY/forms/forms.html	Answer questions regarding Federal Work Study
Process detailed wage verifications and employment verifications	Process authorizations to split and unencumber work study allotments
Provide and process W-4 and CT-W4 tax withholding forms http://payroll.uconn.edu/PY/forms/forms.html	Assist employers with JobX problems and concerns
Provide W-2 forms and answer related questions. Research address discrepancies related to paychecks/W2s http://payroll.uconn.edu/PY/for_employees/tax_w2.html	Answer questions regarding the Progressive Disciplinary Policy for Students
Resolve overpayment and underpayments	Handle the Student Employee grievance process
Answer all questions regarding biweekly paychecks/direct deposits	
Answer all questions regarding timecard issues, including student sick time usage and accruals http://payroll.uconn.edu/PY/student_sick/StudentSick.html	
Questions regarding ePay access, including password resets http://payroll.uconn.edu/PY/ePay/ePay.html	