

## **Frequently Asked Questions about Time Entry and Payroll**

**Updated March 2, 2016**

### **PAYCHECK FAQs:**

#### **There are no federal withholdings on my pay check. Why?**

Federal Withholding Taxes are calculated based on the IRS federal tax table.

The calculation is based on your bi-weekly gross amount and the W-4 exemption certificate that you completed. If the gross did not meet the federal tax table minimum, no tax will be taken. You can chose to pay additional federal tax by completing a new W-4.

#### **How do I change my Federal Withholding?**

From MyMC, click on the Forms tab at the top of the page, scroll down and click on Payroll, scroll down and find the "W-4 Employee's Federal Withholding Form". Print that form, complete it, sign it and send it to the Payroll Office for processing. The change will be effective on the next payroll processed unless there is an effective date indicated on the top right margin of the tax form. These forms require both a social security number and an M number in order to be processed. Please write your MC ID number next to your last name.

Montgomery College will withhold state tax from residents of Maryland, Virginia, the District, West Virginia, and Pennsylvania. There is no form for Pennsylvania; a flat tax rate will be withheld automatically.

#### **My mailing address is Washington, DC but I live in Maryland. Which tax form should I complete?**

The tax form should be the state of residence, in this case Maryland.

#### **I am a federal work student at Montgomery College, why is social security not taken from my work study check?**

Student employees are exempt from paying social security and medicare when working for the college.

#### **I received a manual check instead of my usual direct deposit. I did not close my direct deposit account. What happen to my direct deposit on file?**

Payroll receives notification from our bank informing us of changes to individual account numbers and/or routing numbers. Payroll prenotes (tests) this change and it generates a manual check. Employee will be notified when such change is made to his/or her account.

#### **How do I change my direct deposit?**

Download and complete the direct deposit authorization form and submit it to the Payroll Office along with a voided check (or a copy of a check). Do not send a deposit slip because the numbers are often different from the account number. Please do not close your existing bank account until your new direct deposit has taken effect. It takes TWO pay periods for a new direct deposit to be effective. The first payment after the completion of a form will be paid by physical check. All checks will be mailed to the home address on record. The second payment will be deposited to the new account.

#### **I do not want direct deposit for my paycheck. What can I do to receive my manual check faster through the mail?**

Payroll mails the paychecks the day before check date.

Payroll recommends Direct Deposit.

#### **How many direct deposit accounts can I setup?**

You can setup as many direct deposit accounts as you want. Account numbers must be different for each direct deposit.

#### **My W2 earnings Box 1 do not match my direct deposit amounts. Why?**

W-2 earnings in Box 1 are your Federal Taxable Wages.

Your direct deposit amounts are your net earnings after taxes.

The amounts are shown on your pay advice available through MyMC.