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Updated September 2025

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General Payroll Information

What is the regular pay period and when do we get paid?

Montgomery College follows a biweekly payroll schedule which means our pay periods are two (2) weeks long and we are paid every two (2) weeks, or every other Friday. The pay period begins on Saturday and ends two (2) weeks later on Friday. Once the pay period closes, payroll is processed and we are paid for the closed pay period on the following Friday. This means that the last day of the pay period and payday alternate each Friday.

If a pay date is on a holiday, when do we get paid?

Our biweekly pay date will be adjusted for any holidays and College closures to the preceding business day.

What are the pay dates for the current year?

View the current Pay Periods and Pay Dates Schedule on the [Payroll website](#) for all pay periods and pay dates.

What are the paid holidays at Montgomery College?

Paid holidays for staff may vary each fiscal year. View the current Pay Periods and Pay Dates Schedule on the [Payroll website](#) for the current paid holidays for staff.

What is the difference between gross and net pay?

Gross income is the amount of money earned **BEFORE** expenses, deductions, and taxes have been applied. Net income is the amount of money employees take home in their paychecks **AFTER** expenses, deductions, and taxes have been applied.

Why is my take-home pay different than my annual salary?

This question is related to the difference between gross and net pay. The difference in amounts is attributed to the amount of taxes being deducted and various other payroll deductions that apply. Your take-home pay is directly related to your tax withholding elections, as well as benefits and retirement plan elections and. You can also use the [IRS withholding estimator](#) to see how your withholding elections affect your take-home pay.

What is shift differential and who is eligible to receive it?

Shift differential is an additional hourly rate that is added to an employee's base hourly rate if they work during a specified shift. At Montgomery College, employees who work any portion of time between 10 p.m. and 6:30 a.m. are eligible to receive shift differential of \$1.75 per hour worked.

What is the difference between a non-exempt (hourly) employee and an exempt (salaried) employee?

The Wage and Hour Division of the Department of Labor (DOL) enforces the Fair Labor and Standards Act (FLSA), which establishes minimum wage, overtime pay, and recordkeeping (i.e., time tracking) standards.

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- **Non-exempt employees are eligible for overtime pay, hourly wages, and must complete a biweekly timesheet.** As the name implies, they are not exempt from the requirements of this law and employers must comply. This means that once a non-exempt employee works over 40 hours per week, their employer must pay them at a rate of 1.5 times the employee's hourly rate. Hourly employees are typically paid only for hours worked and are required to track all hours worked, often to a set increment of an hour, and use of accrued leave in a timesheet.
- **An exempt employee is not required to be paid overtime pay, is excluded from hourly minimum wage requirements, and are not required to complete a biweekly timesheet.** As the name implies, these employees are also exempt from the requirements of hourly time tracking under FLSA. One of the main differences between exempt employees and non-exempt employees is that exempt employees receive fixed compensation or a salary for the work they perform, not for the specific number of hours worked, while non-exempt employees earn an hourly wage and are paid for hours worked.

If I think there is something wrong with my paycheck, what should I do?

There is a difference between *what we are paid for* and *how we are paid*. Even though the Payroll team processes payroll, what you are paid is managed through other functional teams in HRSTM. The Records, Compensation, Benefits, Absence, and HR Financial operations teams all either input data directly or audit employee-entered data which then flows through to payroll for processing and payment to employees. In addition, part-time faculty and WDCE instructor pay is entered.

If there is an error in pay, it is most likely that it stems from an issue in what the earnings and/or benefits deductions should be and therefore the payroll team is not always best suited to diagnose or correct the problem. In addition, hourly employee pay is driven by Time Entry and Time Off and therefore if hours are incorrect, Time Entry is the first place that employees check for errors that may have caused incorrect pay.

Please contact us by sending an email to the [Payroll Services Team](#) your concerns, and we would be happy to assist or connect you to the appropriate team for support.

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Tax Withholding Elections

Where do I complete my federal and/or state tax elections?

Employees must complete their tax withholding elections in Workday through the Pay app. Under Actions, go to Withholding Elections. The page will default to the Federal tab, but employees should make sure they have an election for the Federal, State, and Local tabs, if applicable.

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What happened to the old withholding allowances?

Allowances are no longer used for the redesigned Form W-4 to increase transparency, simplicity, and accuracy. In the past, the value of a withholding allowance was tied to the amount of the personal exemption. Due to changes in law, currently you cannot claim personal exemptions or dependency exemptions.

How should I complete my Federal and State tax forms?

HRSTM cannot instruct employees how to complete their tax forms. Employees should consult a tax professional if they need specific advice regarding the correct tax withholding elections.

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What happens to my tax withholding elections if I previously left the College and was recently rehired?

Your tax withholding elections will remain unchanged if you leave the College and are rehired at a later date. We encourage all rehired employees to review their tax withholding elections to ensure they are correct.

I am a Student Worker (Student Assistant or Federal Work Study Student) at the College. Why don't I have any Social Security or Medicare taken from my paycheck?

All student employees and workers are exempt from paying Social Security and Medicare when employed by a school, college, or university. View the [IRS: Student Exception to FICA Tax](#) website for more information.

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Timekeeping Compliance

Why is submitting my timesheet on time important?

Time submissions are a legal record of work hours and must be completed accurately and promptly. Delays in submitting timesheets can delay your paycheck or cause incorrect payment amounts.

When are timesheets due?

Timesheets are due every other Saturday by 12:00 p.m.—the Saturday after the close of the pay period on Friday. Employees and supervisors must submit, review, and approve entries on time.

What are some best practices for maintaining accurate timekeeping?

- Enter hours or clock in/out daily and immediately after your shift starts/ends.
- Enter all paid time off in advance and enter last minute time off as soon as you return to work.
- Review your timesheet mid-week and again before submission.

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- Communicate with your supervisor about any discrepancies or questions about your schedule.

Can I pre-fill or estimate future hours on my timesheet?

No. Timesheets must reflect actual hours worked. Pre-filling hours that haven't occurred is not prohibited.

What if I worked additional hours, but forgot to enter them?

Extra hours that will result in overtime must be approved in advance. Submit a correction request as soon as possible and notify your supervisor. If it's after payroll has run, the hours may be paid on the next pay cycle as an off-cycle payment. Working overtime without approval may result in disciplinary action.

What is considered unauthorized overtime?

If a non-exempt employee works more than scheduled hours without prior supervisor approval, it is considered unauthorized. However, the time must still be recorded and compensated in accordance with FLSA requirements. Continuing to work overtime without approval may result in disciplinary action.

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Overtime

Am I eligible for overtime if I work more than 40 hours in a week?

It depends. Only non-exempt (hourly) employees are eligible to earn overtime at the premium overtime rate of time and a half if they work more than 40 hours in a workweek. In addition, only certain time off types contribute to the 40-hour total, including holiday, civic/court attendance, and operational status change (OSC) time off hours and/or paid administrative leave hours. Only hours actually worked, holiday hours, civic/court attendance hours, and authorized OSC hours shall be included in computing the 40-hour threshold for overtime premium pay purposes. For example, if an hourly employee is on annual time off for four (4) days and works ten (10) hours on the fifth day, they will be paid for all ten (10) hours, but would not be eligible for overtime at the premium rate. If they worked all week and worked 10 hours on Friday, the additional two (2) hours would be paid at the overtime rate.

What are the different types of overtime I might see on my timesheet and/or Payslip?

- **Overtime Straight** is paid overtime that is equal to an employee's hourly rate. OTS may occur if an employee has more than 40 hours in one week, but some of those hours are from time off.
- **Overtime Premium** is paid overtime that is time and a half (x1.5) of an employee's hourly rate. Hours will appear in the weekly summary as Overtime Premium when an employee has worked or worked and used a combination of eligible time off for more than 40 hours in one workweek.

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- **Overtime Over Regular** is typically only applicable to part-time employees and refers to hours worked over the regularly scheduled hours. Overtime over regular hours are paid at the normal hourly rate.
- **Overtime Hours** will only appear for employees who are in a Short-Term Casual Temporary position. This is overtime type is equivalent to Overtime Over Regular and Overtime Premium, if applicable.

Who approves overtime and how should it be requested?

Overtime must be pre-approved by your supervisor.

What if I worked additional hours, but forgot to enter them?

Extra hours that will result in overtime must be approved in advance. Submit a correction request as soon as possible and notify your supervisor. If it's after payroll has run, the hours may be paid on the next pay cycle as an off-cycle payment. Working overtime without approval may result in disciplinary action.

What is considered unauthorized overtime?

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Biweekly Payslips and Deductions

How do I access and read my Payslip?

Employees can access Payslips in Workday through the Pay app online and in the Workday mobile app. Employees can easily print Payslips to PDF to fulfil requests for this information. For detailed instructions on how to read your Payslip based on your employee type, please reference the [Your Pay in Workday Guide](#).

When is my Payslip available for viewing?

Payslips are available two (2) days before the scheduled pay date, which is typically by close of business on Wednesdays.

What if I need a Payslip from a pre-Workday pay period?

Employees hired before January 2022 can access Banner paystubs through MyMC under Employee Resources in Pay Information (Historical Data pre-2022).

My Payslip shows zero hours worked—what happened?

This could indicate a missing or unsubmitted timesheet. Check your timesheet and your supervisor immediately to correct the issue.

What are the different deductions I see on my Payslip?

There are two (2) basic categories of paycheck withholdings: taxes and deductions.

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- For **taxes**, employees will potentially see federal taxes, including social security and Medicare taxes, and state and local taxes.
- For **deductions**, employees have pre-tax deductions for eligible health plan premiums and retirement contributions and post-tax deductions for other benefits plans, like life insurance and voluntary plans, and union dues. Some employees may also be required to pay additional taxes on tuition benefits that exceed the annual IRS limit. Taxable tuition is not a standard deduction, but rather the amount of the taxable benefit is entered to calculate the additional tax withholding due.

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Annual Tax Statements (W-2 and 1095-C)

When are W-2s available?

Annual tax statements for employee pay, known as Form W-2, are processed and mailed no later than January 31 each year for the previous tax year.

Where can I access my W-2?

Employees can elect to receive an electronic copy only of their W-2, or to receive a paper and electronic copy of their W2 through the Workday Worklet Pay app.

Why is the amount listed on my final paystub different than the amount listed on my W-2?

The main reasons why the amounts on a final pay stub of the year and a Form W-2 may be different are:

- The employee participated in a company health insurance plan that is a pre-tax deduction.
- The employee participated in a company-sponsored retirement plan like a 403(b) and/or 457(b) plan.

When are 1095-Cs available?

Annual tax statements for health insurance, known as Form 1095-C, are processed and mailed no later than January 31 each year for the previous tax year.

Where can I access my 1095-C?

Employees can elect to receive an electronic copy only of their 1095-C, or to receive a paper and electronic copy of their 1095C through the Workday Worklet Benefits app.

What should I do if I need a W-2 and/or a 1095-C from a pre-Workday pay period?

Through MyMC, employees hired before January 2022 can find annual tax forms under Annual Tax Statements (Historical Data pre-2022) in the Employee Resources section.

Employees in need of additional assistance for a W-2 form from a previous tax year, should contact the [Payroll Team](#).

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Employees in need of additional assistance for a 1095-C form from a previous tax year, should contact the [Benefits Team](#).

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Getting Paid (Live Checks vs. Direct Deposit)

How do I sign up for direct deposit?

Employees can access Payment Elections in Workday through the Worklet Pay app online. There are step-by-step instructions available in the [Manage Payment Elections Job Aid](#) on how to sign up for direct deposit. ([Esto también está disponible en español.](#))

How many accounts can I have for my Payment Elections?

Employees can have up to three (3) accounts for payroll deposits and one (1) account for expense deposits (i.e., reimbursements for expense reports).

How do I get paid through my Payment Elections?

Once accounts are added, employees can have Payment Elections for payroll payments into up to three (3) accounts and for expense payments into one (1) account. Payroll payments would include regular biweekly pay and any off-cycle payroll corrections. Expense payments would include any reimbursements requested through expense reports.

What is direct deposit and why is it better than receiving a live check?

Direct deposit is an automatic clearing house (ACH) transaction that is a safe, proven, and confidential method of receiving a payment. With direct deposit, an employee can receive his or her paycheck via electronic transfer directly into a checking and/or savings account.

Additional benefits of using direct deposit include:

- Timely depositing of checks, sometimes visible the day before the pay date
- Reduced time required for checks to clear
- Reduced chance of delayed delivery of checks and losing or having them stolen
- No need to spend time visiting a bank or ATM to deposit checks
- Payments can be divided automatically among multiple designated employee accounts

Is there a cost to elect direct deposit?

There is no cost to employees for direct deposit. In fact, many banks offer free checking services to individuals who will be paid via direct deposit.

If I sign up for direct deposit, or make changes to my existing Payment Election accounts, when will the changes take effect?

Payment Election requests are validated on a weekly basis. If Payment Elections are submitted by the last day of the pay period, approved changes will take effect on the subsequent pay date.

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If I am to receive a live check, when will I receive it in the mail?

Live checks are printed prior to the pay date and mailed on the applicable pay date. Montgomery College has no control over the United States Postal Service and therefore cannot guarantee when employees will receive live checks by mail. Employees are strongly encouraged to enroll in direct deposit.

What happens if I do not receive my live check in the mail?

Montgomery College has no control over the United States Postal Service and therefore cannot guarantee when employees will receive live checks by mail. Employees receiving live paper checks must wait ten (10) delivery days before requesting a replacement check. Contact the [Payroll Services Team](#) for assistance with requesting a replacement check.

What happens to my Payment Elections if I previously left the College and was recently rehired?

To avoid making a deposit into an inactive or erroneous account, your Payment Elections will be automatically deleted if you leave the College and are rehired at a later date. All rehired employees will be required to set up new Payment Elections to ensure they are correct.

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Payroll Corrections and Off-Cycle Payments

What is an off-cycle payroll correction?

Off-cycle payrolls are processed to issue payments outside the regular pay schedule, typically to correct missed or underpaid earnings due to timekeeping or data entry errors.

When will I receive a corrected payment if there was an error?

Not all errors will be processed on the off-cycle payroll. If approved, off-cycle payments are typically issued on the Friday following the original pay date. Payroll will confirm the exact date after the correction has been submitted and approved.

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