Payroll at DePaul University

DePaul Foundations: New Employee Orientation
Pay Periods and Paydays

• Paydays occur biweekly on alternate Fridays
• Pay period begins on Monday morning and ends on Sunday night
• Each pay period is two weeks

See Payroll Calendar for exact dates (financialaffairs.depaul.edu)
Time Reporting

Salaried Employees (Exempt)
- Sick
- Vacation
- Floating Holiday
- Jury Duty
- Voting
- Blood Donation
- Bereavement

Hourly Employees (Non-exempt)
- Regular Hours
- Sick Leave
- Holidays
- Vacation
- Floating Holiday
- Early Close
- Jury Duty
- Voting
- Blood Donation
- Bereavement
- Family Member Called to Active Service
Time Reporting on Campus Connect

1. Navigate to the Self Service menu.
2. Select the Time Reporting option.
3. Access the Time Reporting and Approval features.
Options for Receiving Your Paycheck

• **Direct Deposit** - Preferred method
  – Employees can elect to have their pay deposited in up to four separate accounts (checking or savings)

• **Paper Check** - Issued on payday

• **Cash Pay Card** - ATM-like card
Pay Deductions

Your paycheck will include withholdings for:
• Federal tax
• State tax
• Local tax
• University benefits

The University honors wage garnishments of the following types:
• Court-ordered
• Support payments
• Student loan repayments
Payroll Functions on Campus Connect

Self-Service functions available:

- View current and former paychecks
  - Available Thursday evening
- View/update Direct Deposit
- View compensation history
- View/update W-4 tax information
- View W-2 forms
- Update W-2 electronic consent
- View employee reimbursement history
- Faculty/Staff gift deduction
Reminder

Keep your mailing address up-to-date so that paper checks and W-2s go to the correct place!
Questions or Concerns?
Contact us:

By phone:
Main Line (312) 362-8692
Fax (312) 362-5725

By email:
payroll@depaul.edu

In Person
55 E. Jackson Blvd., 19th Floor
(The corner of Jackson and Wabash)