



# New Employee Orientation

# Payroll Office Introduction



# Information about Payroll:

There are two types of Payroll:

- Regular for full time permanent staff and adjunct professors
- Non-Regular for students and temporary employees

Employees can be 10 months or 12 months on a **biweekly** schedule. The first pay date is determined according to where the start date falls within a pay period according to the payroll calendar (i.e. start date is 9/6/25, first pay would be 9/26/25).

- Payroll calendars can be found on the Payroll website (<a href="https://payroll.tcnj.edu/payroll-schedules/">https://payroll.tcnj.edu/payroll-schedules/</a>).
- Hourly employees who complete time cards should submit them to their line manager on the last day of the pay period, which is typically the Friday before a pay date.
- Supervisors or their delegate <u>MUST</u> approve an employee's timecard (for hourly employees) no later than 10am the Monday of pay week to ensure the employee is paid on time.
- Pay careful attention to the type of time you enter. Different entries have different values (Overtime premium, emergency, snow removal).
- If you are docked hours, please discuss with your supervisor. Payroll and HR do not control docking requests.
- Under no circumstances should an employee begin working PRIOR to completing the I-9 certification and other necessary Human Resources forms. Hourly employees will not be able to enter time in a timecard until they are OFFICIALLY cleared for work by HR (Employees/Supervisors will be notified via email).
   Employees are unable to access Oracle Cloud until their START DATE is reached.





Main TCNJ Payroll page



**Payroll Schedules** 

### Information about your pay:

You have the option of receiving your pay in one of two ways:

- Sign up for Direct Deposit in Oracle Cloud using a personal bank account
- An ADP Wisely Card will be issued to you if you do not set up direct deposit or as a default for any direct deposit returns (<a href="https://payroll.tcnj.edu/adp/adp-wisely-pay-fags/">https://payroll.tcnj.edu/adp/adp-wisely-pay-fags/</a>)
- You can find <u>pay dates and pay periods here</u>. Check with your manager or supervisor to see
  if you need to report your time and/or absence each pay period. To print your paystub, find
  tax information, and view your total compensation summary, enroll or update direct
  deposit and more, visit the Oracle Cloud portal (Me).
- Pennsylvania residents are required to complete a <u>Certificate of Nonresidency</u> for state taxation purposes.

#### ADP (our outside partner for payroll services):

- → <a href="https://payroll.tcnj.edu/adp/myadp-registration-and-app/">https://payroll.tcnj.edu/adp/myadp-registration-and-app/</a>
  - You can also view paystubs, W2 forms and 1095c forms on MyADP.
  - Most information concerning taxes, forms, pay dates, and general payroll information can be found on the Payroll website (<u>payroll.tcnj.edu</u>).



**ADP Wisely Card** 



Certificate of Non Residency (FOR PA RESIDENTS ONLY)



ADP Guides/Links

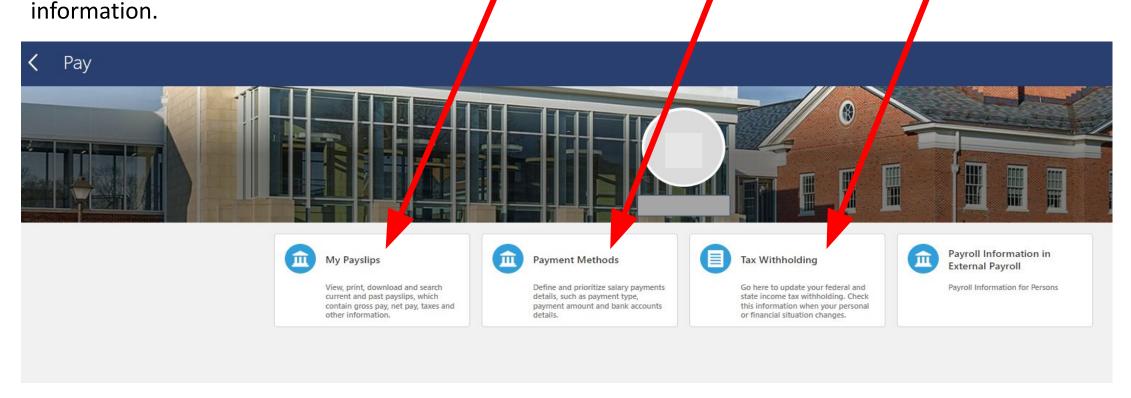
## Helping you navigate Oracle Cloud:

1. Selecting the 'Me' tab in Cloud brings you to all items relevant to your employment at TCNJ.



## Helping you navigate Oracle Cloud:

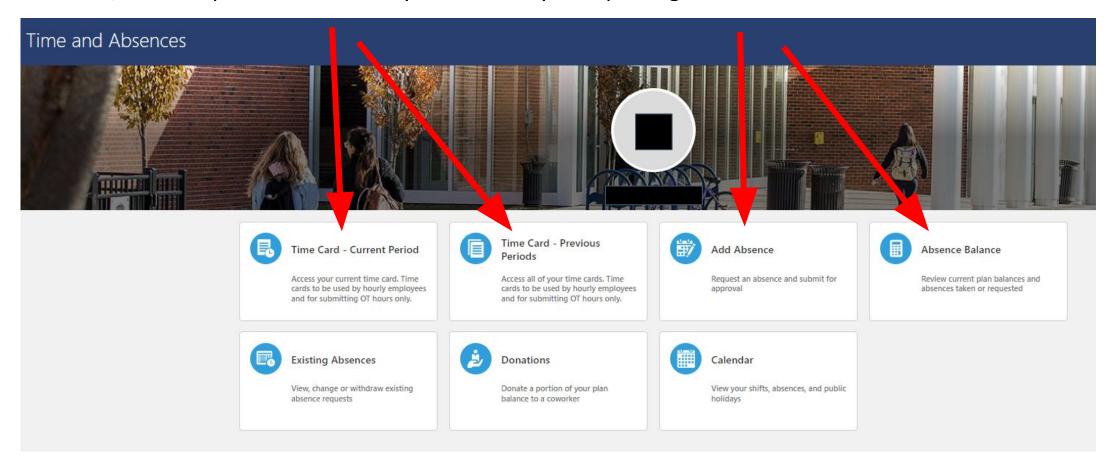
2. Under 'Pay', you can review your payslips, enter direct deposit details, and change your tax withholding



<u>Note</u>: Specific instructions for setting up direct deposit and updating tax withholding information can be found on the payroll website under the employee self-service option.(<u>payroll.tcnj.edu</u>).

### Helping you navigate Oracle Cloud:

3. Under 'Time and Absences' you will manage your paid time off, review your remaining balances, and complete time cards if you are hourly or reporting overtime.

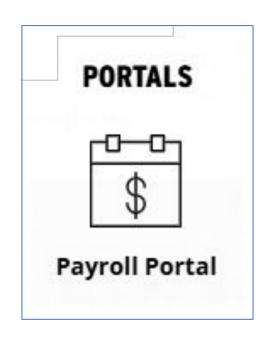


<u>Note</u>: Your absence balance reflects time already taken. If you have a scheduled day in the future, your absence balance is not adjusted until after the day is taken.

#### **Payroll Office Contact Information**

For payroll related questions or inquiries, please email <a href="mailto:payroll@tcnj.edu">payroll@tcnj.edu</a> or create a ticket which is accessible via TCNJ Today, <a href="mailto:Payroll Portal">Payroll Portal</a> under All Apps.

A Payroll office representative will be notified and can assist you!



**Phone inquiries: 609-771-2087** 

Visit us in the Administrative Services Building, Room 102. Our hours are Monday through Friday, from 8:30 AM - 4:30 PM. Summer hours subject to change due to the Summer Energy Program.

\*Please note that if you are asking questions about changes to your direct deposit these questions should come from your @tcnj.edu email. This is in effort to avoid responding to phishing attempts. Direct deposit changes are made through employee self service.\*