



TEXAS WOMAN'S UNIVERSITY



PAYROLL

Amanda Noday, Payroll Manager

Jane Sewald, Sr. HR Generalist



PAY DATES



PAY DAY IS THE FIRST
BUSINESS DAY OF EACH
MONTH



RECEIVING PAYMENT

• DIRECT DEPOSIT

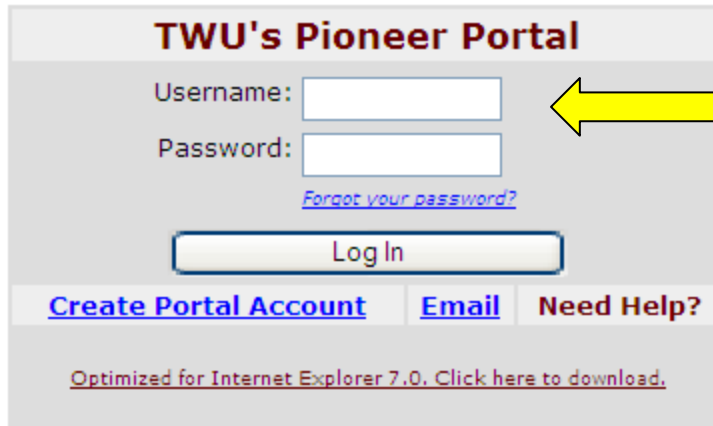
We recommend you to sign up for direct deposit. This is an easy and convenient way to receive your payments. Sign up is easy! Just complete the TWU direct deposit form, attach a voided check and return to the Payroll Office. Direct deposit forms are available online at the Payroll website.

• MAIL

We do offer paychecks to be mailed to residential addresses, however there is a seven day waiting period and a \$5.00 fee to replace a check for any reason. Direct deposit is highly recommended as a form of payment.



ACCESSING ONLINE PAYSLIPS



TWU's Pioneer Portal

Username:

Password:

[Forgot your password?](#)

[Create Portal Account](#) | [Email](#) | [Need Help?](#)

[Optimized for Internet Explorer 7.0. Click here to download.](#)



My Start Page

- My Email
- My Info
- My Links
- My Resources
- My Settings
- My Tools
- Log Out

Faculty/Staff Information

- [Electronic W2 Consent Form](#)
- [Payslip Information](#)
- [Position Summary](#)

To access your portal payslips, please log in to Pioneer Portal, My Info, and Payslip Information

- Accessible from on and off campus
- Consolidated pay and deduction information from all assignments
- Year to date summary is included on the payslip



TEXAS WOMAN'S UNIVERSITY

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- Click here to see YTD Details for Gross Earnings
- Click here to see YTD Details for Pre-Tax Deductions
- Click here to see YTD Details for Taxes
- Click here to see YTD Details for Deductions
- Click here to see YTD Details for Net Pay

Pay Period					
Pay Period	Payment Date	Pay Begin Date	Pay End Date		
Calendar Month	11/1/2006	10/1/2006	11/1/2006		

Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD (1/1/2006 - 11/1/2006)	38,386.43	5,243.67	5,913.14	268.71	26,960.91
Current	3,566.11	496.80	550.57	24.96	2,493.78

Hours and Earnings			
Description		Current Hours	Current Amount
Non-Exempt Staff Salary	[REDACTED]		3,120.17
Longevity Pay	[REDACTED]		360.00
Benefit Replacement Pay	[REDACTED]		85.94

Pre-Tax Deductions	
Description	Current
Medical	206.03
Opt Life	55.04
Parking Fee	7.50
TRS	228.23

Taxes	
Description	Current
Federal Tax	298.31
MEDICARE	47.81
Social Security	204.45

After-Tax Deductions	
Description	Current
LT Disability	24.96

Accruals			
Description	Rate		Balance
Compensatory Time		0	4.00
Overtime		0	.00
Sick		8	200.00
Vacation		21	495.25

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
Federal	Married	0	0

Net Pay Distribution				
Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
10 [REDACTED]	[REDACTED]	S	[REDACTED]	2,493.78



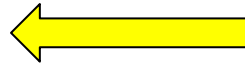
TIMEKEEPING



User Name

Password

Connect



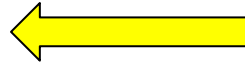
STEP 1

Phoenix login failed.

Please log in with your portal username and password.



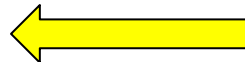
[TWU Self Service](#)



STEP 2

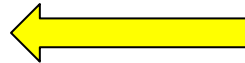


[Timecard Entry](#)



STEP 3

Create Timecard



STEP 4

Cancel Save Continue

Show Accrual Balances

Period Comments

Hours Type		Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05	Sun, Sep 06	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	Thu, Sep 10	Fri, Sep 11	Sa
<input type="text"/>	<input type="text"/>												
<input type="text"/>	<input type="text"/>												
<input type="button" value="Add Another Row"/> <input type="button" value="Recalculate"/>		0	0	0	0	0	0	0	0	0	0	0	0

Cancel Save Continue

TIMEKEEPING TUTORIAL

For a timecard tutorial, follow the below link:

<http://www.twu.edu/itds/phoenix-colleague.asp>

***NOTE: BE SURE TO SUBMIT TIMECARDS
THE LAST BUSINESS DAY OF EACH MONTH***





APPROVING STAFF TIMECARDS



User Name

Password

Connect

Phoenix login failed.

Please log in with your portal username and password.

[Navigate](#)

[Mass Timecard Approval](#)

[Approvals](#)

Timecard Approvals

Timecards you do not Approve or Reject should use an Action of Skipped.

Continue

Search

From Date

(example: 27-Jul-2009)

To Date

Person

Mode

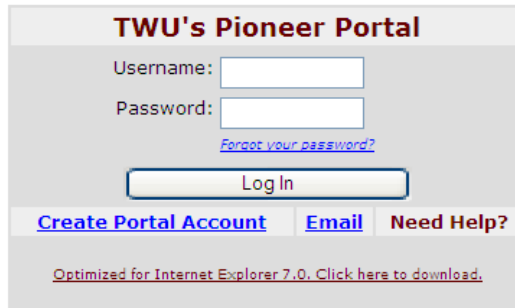
[Show Advanced Search Criteria](#)

Go

Person Name	Role	Period Starting	Period Ending	Status	Total Hours	Premium Hours	Non Worked Hours	Details	Action
No results found.									

Continue

APPROVING HOURLY TIMECARDS



TWU's Pioneer Portal

Username:

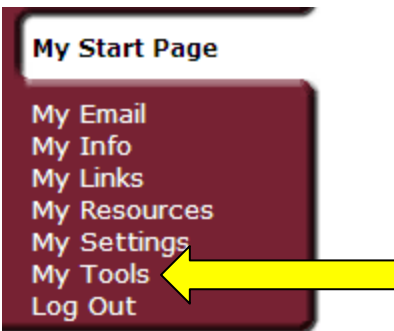
Password:

[Forgot your password?](#)

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Hourly Pay Periods are the 16th of the month through the 15th of the following month.



My Start Page

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Approvals are completed on the 16th of each month. An email is sent each month with directions and a payroll deadline.

Faculty/Staff Tools

- Account Translation (Colleague to Phoenix)
- Electronic W2 Administration
- File Storage
- Fixed Asset Lookup
- Grading
- Hourly Timesheet ←



VACATION BALANCES

Total State Employment Including Prior Service	Hours Accrued per Month	Days Accrued per Year	Maximum Hours to Carry Forward to Next Fiscal Year
Less than 2 years	8	12	180
2 but less than 5 years	9	13.5	244
5 but less than 10 years	10	15	268
10 but less than 15 years	11	16.5	292
15 but less than 20 years	13	19.5	340
20 but less than 25 years	15	22.5	388
25 but less than 30 years	17	25.5	436
30 but less than 35 years	19	28.5	484
35 or more years	21	31.5	532



LONGEVITY PAY

Longevity pay is for full time staff employees only

less than 2 years	\$0/month	22-23 years	\$220/month
2-3 years	\$20/month	24-25 years	\$240/month
4-5 years	\$40/month	26-27 years	\$260/month
6-7 years	\$60/month	28-29 years	\$280/month
8-9 years	\$80/month	30-31 years	\$300/month
10-11 years	\$100/month	32-33 years	\$320/month
12-13 years	\$120/month	34-35 years	\$340/month
14-15 years	\$140/month	36-37 years	\$360/month
16-17 years	\$160/month	38-39 years	\$380/month
18-19 years	\$180/month	40-41 years	\$400/month
20-21 years	\$200/month	42 +	\$420/month



Overtime and Comp Time

- **Overtime**

The TWU official work week is Sunday through Saturday. All overtime must be approved in advance by the employee's supervisor. Working unapproved overtime will result in disciplinary action up to and including dismissal. Overtime accruals will be used before compensatory time accruals. Overtime that is not taken within twelve months of the time it is accrued will be paid. However, every effort must be made to take off all overtime as soon as possible after it is accrued.

- **Compensatory Time**

In situations in which the employee has not worked more than 40 hours in a work week but the total hours, for the week, including paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours calculated at one times the additional hours worked. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period following the end of the work week in which the compensatory time was accrued. Compensatory time not used within twelve months or prior to termination/resignation of employment will be dropped.



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Human Resources - Payroll

1219 Oakland Street
(940) 898-3561 (phone)
(940) 898-3566 (fax)

Mailing Address:
P.O. Box 425739
Denton, TX 76204

QUESTIONS?

Payroll Fax: (940)-898-3566

Payroll Forms

- [Direct Deposit](#)
- [Address Change](#)
- [Faculty Option Form](#)
- [IRS Form W-4](#)
- [IRS Form W-5](#)
- [IRS Form 8233](#)
- [IRS Form W-8BEN](#)
- [Request for W-2 Reprint](#)
- [Supplemental Task Payment Form](#)

Payroll Staff:

Amanda Noday	Payroll Manager	940-898-3562 anoday@twu.edu
Jane Sewald	Sr. HR Generalist	940-898-3561 jsewald@twu.edu

Payroll Website:

<http://www.twu.edu/payroll/>

