



CURRY COLLEGE Payroll

Payroll Frequently Asked Questions (FAQs)

Do I need to submit a W-4 Form every year?

No, you only need to submit a W-4 when you have a change in marital status or the number of your exemptions, or a change to additional dollars being withheld.

If you claim EXEMPT on your W-4, you need to submit a new W-4 each year prior to February 1 to continue claiming EXEMPT, otherwise you will automatically be switched to SINGLE 0 exemption status. EXEMPT W4s expire on 1/31 annually.

Where can I find a W-4 Form if I need to make a change?

The W-4 form can be found [here](#). After completing and signing the form, forward it to the Payroll Office. All changes will be effective in the next payroll processing.

What if I want to claim a different withholding amount on the MA state taxes from the Federal withholding?

You can complete the [Form M-4](#) and after signing the form, forward it to the Payroll office.

What will my net check be if I change my W-4 or Form M-4?

There is a paycheck calculator on the following website: <http://www.paycheckcity.com>

You can enter your salary, benefit deductions and exemptions claimed, and a net pay calculation will be provided.

My state taxes have increased since last month, what could be the reason for that?

Massachusetts tax is calculated against your state taxable wages after deduction of the first \$2,000 you pay for Social Security and Medicare taxes each calendar year. When your year-to-date Social Security and Medicare tax reaches \$2,000, those amounts are no longer exempted from the state tax calculation. This causes an increase to your MA withholding tax deduction from your future checks for the remainder of the tax year.

How do I sign up for direct deposit or update my current direct deposit?

To sign up for direct deposit or make changes, please complete the [direct deposit](#) form. Once the authorization form is complete, please attach a voided check (for checking accounts) and submit to the Payroll Office. Please contact your banking institution if you are unsure of your Routing and Account numbers.

I just signed up for direct deposit, when will it take effect?

Once Payroll receives the form, the information is transmitted to ADP in the next payroll processing cycle. Typically, there is a one pay period preview to ensure account numbers are valid and, in most cases, your first paycheck following submission of the form will be a live paycheck.



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I have closed/changed my bank account, what do I need to do?

Please contact Payroll as soon as possible to ensure funds are not directed to the closed account. A new [direct deposit](#) form will need to be completed and sent to Payroll once a new account has been set up.

I signed up for direct deposit, how can I eliminate receiving paper pay stubs?

If you are registered in the ADP portal, go to Myself => Pay => Pay Statements. Check the box in the upper left that states "Go Paperless" and follow the prompts.

If you are not registered for the ADP Portal, please contact the Payroll Office at X2223 or X2204 for assistance.

How can I view my Earnings Statements online?

If you are registered in the ADP portal, go to Myself => Pay => Pay Statements.

When can I expect to receive my W-2?

Per federal guidelines, all W-2s will be mailed to employees' permanent home address (as reflected on your paystub) no later than January 31st each year.

Electronic Copy: If you are registered in the ADP portal, go to Myself => Pay => Annual Statements.

Important Notice: By December 1st please ensure your permanent home address on your pay stub is correct. If not, please contact the Payroll Office immediately.

I am paid Bi-weekly, when do I get paid?

Employees paid bi-weekly are paid every other Friday. The current schedule of pay periods and check dates can be found [here](#).

I am paid monthly, when do I get paid?

Faculty are paid monthly on the 1st of each month. The check date does not change when the 1st of each month falls on a non-banking day (weekend or holiday). The next banking day following the 1st is when you should expect direct deposit funds to be available.

How will I receive my check/stub if I haven't opted to go paperless?

Bi-weekly staff checks are available to be picked up in the Payroll Office by departments in the morning of each payday. A representative from the department is responsible for distributing them following the pick-up.

Faculty checks are mailed to their home addresses on the last business day prior to the 1st of the month.

All employees are strongly encouraged to sign up for direct deposit and paperless stubs.



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What should I do if I receive my Earnings Statement and no money is deposited into my account?

Contact the Payroll Office. This will only happen if there is a problem with your bank or account information. Never close a direct deposit account without changing your banking information with the Payroll Office.

I've been selected for Jury Duty, how is my pay affected?

Please refer to the employee handbook, Section 8.8 JURY AND WITNESS DUTY. For Bargaining members, please refer to your Collective Bargaining Agreement.