

FAQ's related to Employee Paycheck

- 1. Question: I have a job that is paid by the department. When I received my work-study award, it was applied to my current job. Will this change have any impact on how I receive my pay? Once my work-study award has been met, will I be able to continue my job and be paid by the department?**

Answer: Changing from being paid by the department to work-study will not have any impact on your pay. Once your work-study award has been met, the department will need to determine whether or not they will continue to hire you and pay you by the department fund. Please consult with your department on this matter as they are the unit that authorizes your pay. Please contact Central Payroll at centralpayroll@ucmerced.edu or call at 209-228-2729 for further assistance.

- 2. Question: I am a biweekly employee, why doesn't my timesheet say "Holiday Pay" for July 4th? Will this change when I submit the timesheet?**

Answer: You are on a biweekly pay cycle; therefore, your holiday pay will be calculated by the EDB processors based on the Holiday Pay Table when they review your timesheet; and if eligible, will be paid accordingly. The Holiday Pay Table is available on the Central Payroll website.

- 3. Question: I recently updated my direct deposit information, how can I find out if my next pay will be direct deposited or not?**

Answer: You can email Central Payroll at centralpayroll@ucmerced.edu or call at 209-228-2729 for assistance.

- 4. Question: What should I do if I have a lost or stale dated check?**

Answer: All checks are issued from UCLA (on the behalf of UC Merced) and you will have to go through a formal process to have your check reissued. You will need to contact UCLA Central Payroll Customer Service (310) 794-8736. Provide your employee identification number and the following information: Check Number, Check Amount Gross, and Check Date. Instructions and the required form for check reissuance will be provided. Please contact Central Payroll at centralpayroll@ucmerced.edu or call at 209-228-2729 for further assistance.

- 5. Question: How is my hourly rate determined?**

Answer: Your hourly rate can be determined by calculating it using either or both of the following methods.

- 1)** Take your monthly salary and divide it by 174 (the average working hours in a month).
For example, your monthly salary is \$3250.00 per month: $\$3250.00/174=\18.68 per hour.
- 2)** Take your annual salary and divide it by 2088 (the number of working hours in a year).

For example, your annual salary is \$39,000.00 per year: $\$39,000.00/2088=\18.68 per hour.

6. Question: How can I change my tax withholding?

Answer: Go to [At Your Service Online \(AYSO\)](#) and enter your "Username" and "Password." Once you are logged in, under "Income & Taxes" click on Tax Withholdings. Then, click on "Change Withholding" to make any updates and click "Submit." An email confirmation will be sent to the email address provided on AYSO.

7. Question: What is DCP?

Answer: Defined Contribution Plan (DCP) is a mandatory supplemental retirement plan which provides benefits based on amounts contributed on a pre-tax basis and after-tax contributions. The Pretax Account holds 3 types of mandatory employee contributions:

- 1) Contributions required to be made by summer or equivalent term employees
- 2) Contributions required to be made by Safe Harbor participants (7.5 percent of covered compensation)
- 3) Contributions that The Regents temporarily redirected from UCRP to the DC Plan until Spring 2010

If you would like more information on the DCP Plan, you can go to [UCnet](#) and view the [Defined Contribution Plan Summary Plan Description](#) for further information.

8. Question: Do I need to pay DCP if I am a student?

Answer: A student employee (non-career) who is a U.S. citizen, permanent resident or resident alien **must be** registered a minimum of half-time (6 units for undergraduates and 5 units for graduate students at UC Merced) and **have appointments totaling less than 80% for any portion of the month to remain exempt from DCP/Medicare deductions.** During the academic year, a registered graduate student who has advanced to Ph.D. candidacy is not subject to the unit requirement but is subject to the less than 80% requirement. (See [Accounting Manual Reference](#) for more details).

University student employees who do not meet the minimum unit requirement will be subject to withholding in the same manner as other non-career employees; that is, they will be required to contribute 7.5% of their gross earnings to the [Defined Contribution Plan Summary Plan Description](#) (DCP), as an alternative to Social Security contributions, and 1.45% to Medicare (total FICA percentage will equal 8.95%). If you would like more information on the DCP Plan, you can go to [UCnet](#) for further information.

9. Question: What is FICA?

Answer: Federal Insurance Contribution Act (FICA) is a mandatory tax provision imposed on employers and employees. Total FICA percentage will equal 8.95% and is composed of two tax provisions.

- 1) **Social Security Tax** also known as **OASDI** which provides for old-age, survivors, and disability insurance benefits. Employers are to withhold 6.2% of an employees earned income to be paid into Social Security.
- 2) **Medicare Tax** which provides for health insurance for retirees and certain disabled persons. Employers are to withhold and an additional 1.45% of an employees earned income to be paid into Medicare.

10. Question: What is Agency Fee?

Answer: The Higher Education Employer-Employee Relations Act (HEERA) was amended in January 2000 to establish an “agency shop” at the University of California. By law, UC employees who are represented by a union but do not join and pay membership dues are required to pay a “fair share” fee through mandatory paycheck deductions. The deductions are paid to the union to help cover the union’s costs for negotiations, contract administration, and related representational activities. For more information about Agency Fees/Dues visit [UCnet](#) for more [Union Background Information](#).

11. Question: What is Union Dues?

Answer: A payroll deduction by your positions represented union where you have elected to be a full member. Your representing union determines the union dues. For more information about Agency Fees/Dues visit [UCnet](#) for more [Union Background Information](#).

12. Question: How can I get access to PPS?

Answer: Have you taken the Personnel/ Payroll System (PPS) Inquiry and Overview class?
(Yes) The Payroll/Personnel System Access Form also known as the DACCS request form must be completed, signed and emailed to dsa@ucmerced.edu.

(No) The Personnel/ Payroll System (PPS) Inquiry and Overview class is a mandatory class that must be taken before inquiry access can be granted. For information or to enroll in the online class, please go the Learning Management System (LMS) located on the [HR](#) website.

13. Question: When is the next Personnel/Payroll System (PPS) training?

Answer: For information or to enroll in the online class, please go the Learning Management System (LMS) located on the [HR](#) website.