HUMAN RESOURCES & PAYROLL
Things to Know
For
Graduate Teaching Assistants

Contact Information:

Human Resources: JJ Daniels, Bldg 1, Room 1101; M – F, 8:00 a.m. – 5:00 p.m.
Email: hr@unf.edu
Phone: 620-2903
Apply for a job: www.unfjobs.org.
Web page for HR: www.unf.edu/hr

Payroll: Hicks Hall, Bldg 53, 2nd Floor, Suite 2850; M – F; 8:00 a.m. – 5:00 p.m.
Phone, 620-2706, 620-2984 or 620-2715
Email: Banner-Payroll@unf.edu
Web page for Payroll: www.unf.edu/anf/controller/payroll/About.aspx
Web page for Controller's Office: www.unf.edu/anf/controller/

Before you start work:

• If a new employee to UNF, you must process in for payroll on or before your hire date. Process in at the Office of Human Resources (OHR).

• Need to bring 2 forms of ID – Social Security card & Driver’s License or Passport

• International students – documentation must be verified prior to working. Please schedule an appointment through the Office of Human Resources at 620-2903, or contact Debbie Deal (620-2984) or Miguel Gabertan (620-2715). This must be done prior to your hire date.


Payroll Period, Rate, etc:

• Limited to working 20 hrs each week or 40 hrs per pay period for Fall and Spring terms

• Biweekly Pay Schedule

• Paid by default earnings or contract hours – a timesheet is not required

• Begin date- August 18 or 25 to December 17 (fall term only) or to April 24 (spring term); First check will be September 5, 2014

• Minimum wage $7.93 an hour

• Exempt from FICA and Medicare taxes if enrolled for a minimum of 4 credit hrs for fall and spring terms

• Copies of the paystubs will be available online on My Wings:
  URL: www.unf.edu/anf/controller/payroll/Paystub_Guide.aspx
### Miscellaneous Items – MyWings & Employee Self-Service:

- Enter and view important Personal Information
- Code Red Campus Alert System
- Update Address(es) and Phone(s)
- Update Emergency Contacts
- W-2 Electronic Consent
- Direct Deposit (condition of employment)

- Form: [http://www.unf.edu/uploadedFiles/anf/controllers/payroll/Direct%20Deposit%20Form(1).pdf](http://www.unf.edu/uploadedFiles/anf/controllers/payroll/Direct%20Deposit%20Form(1).pdf)

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**UNF | myWings**

**My Applications**

- DARS (Data Access Request System)
- E-Prints
- Employee Self-Service
- Finance Self-Service
- Information Banner (IB)
- Payroll/Requests
- OASIS (Hiring Officer SHI)
- OfficeTree (Office Supplies)
- Pay Stubs
- User Lookup
- Parking Account
- View & Pay by Check
- View & Pay by Credit Card
- WC Electronic Consent [Instructions]
- WC Statement [Instructions]

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**Approval Alerts**

Please log in to access alerts:
- Finance Approvals
- HR Approvals

**Time Reporting**

**Time Sheet**

- Manager/Payroll, 341660-60 - Controller, 230500
- Bi-weekly payroll - 19, Due Date: Aug 24, 2000
- Bi-weekly payroll - 17, Due Date: Aug 10, 2009

**Financial Advice**

- $100
- $300
Policies & Regulations
Human Resources

Direct Deposit

Number: 4.0100P
Effective Date: 02/1/2006
Revised Date:
Responsible Division/Department:

I. OBJECTIVE & PURPOSE

The purpose of this policy is to outline and enforce an efficient process for the secure and timely electronic disbursement of compensation.

II. STATEMENT OF POLICY

A. As a condition of employment, all employees hired after April 26, 2004 are required, at the time of hire, to authorize their paychecks to be electronically submitted to their financial institutions.

B. It is the responsibility of the employee to review all pay stubs and immediately report any overpayment to the University in accordance with the University's Employee Debt Collection regulation.

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.