PAYROLL INFORMATION

ESS

Once you have been entered into the payroll system you will see that you are able to utilize the Employee Self Service link: https://www.washington.edu/ess/ (can also be found via MyUW). Employee Self Service allows you to access information about your appointment(s) at the University of Washington, such as your job profile (including payroll and HR information), the ability to update your address, emergency contact and directory information, a complete summary of your earnings*, and your tax information (a complete history is kept). If you are an hourly staff member this is also where you will see the link to access and submit your online timesheets**. Some of this information will not be available to you until you are completely entered into the payroll system.

PAY PERIODS:

Pay periods at the University of Washington are from the 1st through the 15th and from the 16th to the end of the month. Paychecks are available on the 10th (for the 1st – 15th) and on the 25th (for the 16th – the end of the month). If a payday falls on a Saturday or a holiday then paychecks will be available the previous business day. If payday falls on a Sunday, paychecks are available the following business day.

DIRECT DEPOSIT:

If you signed up for direct deposit, your check will be automatically deposited into your bank account and accessible on payday. If you declined to enroll, your check will be available at the front desk of MAT 354 on the pay dates described above. Please allow up to 2 pay periods for direct deposit processing. If you don’t see a deposit on the dates described above please pick up your paper check until you do.

* If you have direct deposit you will **not** receive a hard copy of a pay stub. You can locate your pay statement online (a year’s worth of information is available). If you are not currently enrolled in direct deposit and wish to do so, you can go to the earnings tab in ESS and follow the link for direct deposit and enroll online at any time.

** If you are an hourly staff member you will need to be enrolled in the online timesheet system (see your supervisor) and submit your hours after each pay period (instructions will be provided separately). If you hold a stipend student position there is nothing you need to do to be paid. Your pay is generated automatically based on your stipend amount.