Payroll Department

Mission Statement

The Payroll Department mission is to process accurate and timely payments, to comply with governmental regulations, and to provide exceptional customer service in keeping with the high standards promoted by the University.

Payroll Information

The salaries of all State officials and employees shall be paid bi-weekly. The bi-weekly payment shall represent earnings for the period ending 14 days prior to the check date for all state officials and employees. If any of the dates of payment specified herein should occur on a holiday, payment shall be made on the last working day prior to such holiday.

Direct Deposit

Direct deposit is an option for employees hired prior to December 31, 1995. Direct deposit is a condition of employment for all personnel hired after January 1, 1996.

ePay Online

Employee Self-Service secure log in for online pay information. ePay online instructions [1]. You may click on the following link to view the schedule of pay check dates.

Holidays

- 2013 Holiday Calendar [2]

Required Forms

- Direct Deposit Authorization [3]
- Deduction Cancellation Request [4]
- W-4 [5] (Employee? s Withholding Allowance Certificate)
- Hourly Timesheet [6]
- Classified Timesheet [6]
- Student Timesheet [7]
- Public Safety Timesheet [7]

Payroll Contacts

CONTACT INFORMATION	NAME	TELEPHONE	FAX
Payroll Director	Crystal Canon [8]	302.857.7425	302.857.7750

Payroll Analyst II	Terri L. Hunter [9]	302.857.7425	302.857.7750
Payroll Analyst	Cindy Koegle [10]	302.857.7425	302.857.7750

You may contact Delaware State University Human Resources regarding health insurance benefit plans. Details for these plans are also available at www.ben.omb.delaware.gov/ [11]

- Medical, dental and vision care
- Flex Spending Account
- Employee Assistance Program
- Prescriptions
- Disability Insurance program
- Life Insurance

Consult your CBA or Professional Employees Handbook (Non-Faculty) for specifics

- Annual leave
- Paid holidays
- Sick leave
- Personal leave
- Military leave
- Jury duty leave
- Bereavement leave
- Tuition Remission for dependent children
- Family and Medical leave
- Educational benefits
- Parking

Retirement

Delaware State University employees are members of the State of Delaware Retirement Plan. Visit www.delawarepensions.com/ [12] for details.

Deferred Compensation

It is the policy of Delaware State University to provide many options for employees to participate in tax shelters and deferred compensation plans. See your Benefits Coordinator for more information.

Source URL: http://desu.edu/administration/payroll-department

Links:
[1] http://www.desu.edu/sites/default/files/ePay%20online%20pay%20info.doc
[2] http://www.desu.edu/sites/default/files/u140/2013Holiday%20Calendar%20%28web%29.doc
[3] http://www.desu.edu/node/add/DirectDepositAuth.pdf

[4] http://www.desu.edu/node/add/DSU%20Payroll%20Deduction%20Cancellation%20Request.pdf
[5] http://www.desu.edu/sites/default/files/u140/2012%20W-4.pdf
[6] http://www.desu.edu/sites/default/files/u257/12.07.23%20Hourly_Timesheet.xls
[7] http://www.desu.edu/administration/hr-forms-templates
[8] mailto:ccanon@desu.edu
[9] mailto:thunter@desu.edu
[10] mailto:ckoegle@desu.edu
[11] http://www.ben.omb.delaware.gov/
[12] http://www.delawarepensions.com/