



Aggie

PAYROLL

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

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POINTS OF INTEREST IN THIS ISSUE

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- Address changes and your W-2
- Changing your tax forms
- Accessing 'Depnote'
- Payroll dates for holidays

The **Aggie Payroll** newsletter is published monthly by the Payroll Office at North Carolina Agricultural and Technical State University.

CHANCELLOR
Dr. Harold L. Martin Sr.

VICE CHANCELLOR FOR BUSINESS AND FINANCE
Robert Pompey Jr.

ASSISTANT VICE CHANCELLOR FOR BUSINESS AND FINANCE
P. Scott Hummel

PAYROLL DIRECTOR
Margaret Stancil

All editorial correspondence for Aggie Payroll should be directed to the address below:

Aggie Payroll Newsletter
Payroll Office
North Carolina A&T State University
1601 East Market Street
Greensboro, NC 27411

www.ncat.edu

North Carolina Agricultural and Technical State University is an AA/EEO employer, and it is an ADA complaint institution; thus, facilities are designed to provide accessibility to individuals with physical disabilities.

Direct Deposit Is Mandatory

The University of North Carolina system and North Carolina A&T State University established a policy mandating all employees receive their payroll related payments by direct deposit only.

As a condition of employment, you must enroll in the Direct Deposit Program.

How to enroll

- Complete an Enrollment/Change Form for Direct Deposit.
- Return the form to the Payroll Office.
- Attach one of the following items to the form:
 1. A photocopy of a check with your preprinted name and current address,
 2. A check marked "VOID" with your preprinted name and current address,
 3. An official Bank Form, certified and stamped by a banking official, that proves your account number and bank routing number, or
 4. A deposit slip for your account plus the bank routing number.

Address changes—preparing for W-2s

Carefully review the address on your pay check stub. The address on your stub will be used to mail your W-2 form for 2012. If the address is incorrect, you may provide the correct address at Human Resources, which is located at 1020 East Wendover Avenue.

Tax Form Changes

W-4 and NC-4 tax form changes can be completed or changed in the Payroll Office.

Accessing 'Depnote'

To access your email notification of direct deposit (Depnote), when prompted key in the last four letters of your last name and the last four digits of your Social Security number.

Contact Information

Payroll Office
Dowdy Administration Building
Suite 305
Phone: 336-334-7888

FUTURE TOPICS

- Pay Document Deadlines
- Submitting and Approving Timesheets
- W-2 Information
- Pay Stub Format Changes
- Payroll Deductions
- Payroll Updates
- FAQs

PAYROLL SCHEDULE FOR THE HOLIDAYS



Thanksgiving Holiday

- **End-month Payroll Pay Date:** Friday, Nov. 30

Winter Holiday

- **End-month Payroll Pay Date:** Friday, Dec. 21
- **Biweekly Payroll Date:** Friday, Dec. 28*

*Dec. 28 is the last biweekly payroll for 2012. The university will be closed, and employees should make sure they are enrolled in the direct deposit program to ensure prompt payment.