

Payroll





# Today You Will Learn...

---

- When employees are paid
- When time “sheets” are due
- How to report time-worked and time-off for all employees
- How to access your pay stub
- Who to contact if your check is wrong
- Where to access your W-2



# When do I get Paid

- Exempt Employees
  - Paid once per month on the 15<sup>th</sup> or closest business day prior
  - Paid for the entire month
- Non-Exempt Employees and Students
  - Paid bi-weekly, every other Friday
  - Paid for the 2 weeks prior
  - Pay week runs from Sunday at 12:00 am to Saturday at 11:59 pm



# When do I submit my Time “Sheet”

---

- Exempt employees
  - Submit TimeTracker by the 3<sup>rd</sup> business day of the following month
- Non-Exempt employees
  - Submit timesheets each Friday by noon
  - Monday holidays – timesheets due by noon on Thursday
  - If employees work weekends, timesheets due Monday morning



# Reporting Time Off

---

- Exempt Employees
  - TimeTracker
  - Exception Reporting
- Non-Exempt Employees
  - Timesheets are filled out weekly and signed by the individual and their supervisor
  - Timesheets record hours worked, sick days, floating holidays, vacation time, jury duty and bereavement leave



# How do I Access my Paycheck

- Hrinfo.babson.edu

- ▶ Requests
- ▶ **Myself**
- ▶ My Team
- ▶ My Company
- ▶ Employee Administration
- ▶ Reporting
- ▶ Benefits Administration
- ▶ System Administration
- ▶ eEmployee TimeSheets Ac

- ▼ **Myself**
- Personal
- Jobs
- Career & Education
- Pay**
- Benefits
- Benefits Enrollment
- Documents

Pay History	Year to Date Summary	<b>Direct Deposit Summary</b>	W-4	W-2
-------------	----------------------	-------------------------------	-----	-----

Pay Statement

[View pay history](#)



# Who Do I Contact

- Monthly Payroll – Kathie Tilton X4554
- Bi-Weekly Payroll – Jean Vellante X4205
- Student Payroll – Theresa Burgess X4009



# W2 Information – New Users

---

- Go to <https://w2.adp.com>
- Click “Register Now”
- Enter the **Registration Pass Code** which is: **Babson-2007W2** (Case Sensitive)
- Enter your Name, Full Social Security Number, and Birth Date
- Select **W-2 Services** as the Service
- The following information is required:
  - Employee ID #
  - Company Code Which is: **VBV**
  - Employee Zip Code
  - Tax Year





# W2 Information – Returning Users

---

- Open your browser and enter <https://w2.adp.com>.
- Log in. If you have forgotten your user ID or password, click on the appropriate link on the ADP W-2 Services login page.
- At the home page, click on the link for the appropriate year to display your tax document.
- All employees can view and print electronic W-2 information. If you have not elected to suppress the printing of a paper W-2, a paper copy of your W-2 will be mailed to your address of record.



# Questions

