



New Employee Welcome!

Welcome to Austin Peay State University! We know this is a busy time, transitioning to a new job. Please take a minute to read this letter, which will introduce you to some of the services [the Payroll Department](#) has to offer and the many items you can elect on-line through [APSU One-Stop Website](#). You may visit our office located in the Browning Building room 132 if you require further assistance. If you do not have your One-Stop login contact [Govstech@apsu.edu](mailto:Govstech@apsu.edu).

We have two payroll cycles: Bi-weekly and Monthly

**Bi-weekly**- Clerical and Support Staff, Temps, Students, Resident Assistants, and Graduate Assistants. APSU's workweek runs Sunday at midnight to Saturday at 11:59pm. The pay period consists of two work-weeks. Timesheets are submitted either through Web Self Service or by clocking in and out using Time Clock Plus (University Rec Center, Public Safety, and Physical Plant). Clerical and support staff only submit exception time (if you have no exception time to report, pick any day and enter a "0" and submit) and Students and Temps submit actual hours worked. All hours worked must be reported and any hours over 40 in a workweek is premium time at time-and-a-half (comp-time earned or paid overtime depending on department and position). Timesheets are due every other Monday at midnight at you are paid on Friday (13 days after the end-of-the-pay period). [Bi-Weekly Payroll Schedule](#) Resident Assistants and Graduate Assistants do not submit timesheets. **Your Payroll Contact is Roxanne Grachanin, [grachaninr@apsu.edu](mailto:grachaninr@apsu.edu) or call 931-221-7433.**

**Monthly** - Executives, Administrative, Professionals, Coaches, and Faculty are all paid monthly. Monthly paid employees (except for Adjuncts, and 10 or 11 month Faculty) submit leave reports. Only Leave taken is reported on the leave reports and even if no leave is taken a leave report must be submitted (if no leave is taken, pick any day and enter a "0" and submit). The leave report period is from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month. Whereas the payroll cycle is from the 1<sup>st</sup> to the last day of the month and you are paid current on the last business day of the month. [Monthly Payroll Schedule](#) **Your payroll contact is Myra Soward – [sowardm@apsu.edu](mailto:sowardm@apsu.edu) or call 931-221-7465.**

For both bi-weekly and monthly benefited employees, leave accrued in the current month may not be used until you have worked 51% of the month. Please see the [HR Leave policy](#) for your accrual amount.

On our website- <http://www.apsu.edu/business-services/payroll/index.php> you will find lots of payroll information

- \*Contact Information
- \*Forms
- \*Payroll Schedules
- \*Policies

- \*Timekeeping and leave reporting instructions
- \*Tax Information
- \*Instructions to set up your Direct Deposit and W-4
- \*Payroll Forms

## **Web Self-Service**

### Employee Tab

- Sign up for direct deposit & electronic receipt of your pay stub
- Complete Form W-4 Employee's Withholding Allowance Certificate  
(Employment of Foreign Nationals may require additional forms, contact the Payroll Office)
- View & request electronic receipt of your Form W-2 Wage & Tax Statement
- View wages; year-to-date totals
- View pay stubs
- View Benefits and Deductions
- View Leave Balances
- Submit Timesheets and Leave Reports
- Submit PC191's for Employees taking courses

Welcome to Austin Peay State University

Sincerely,

The Payroll Staff

Janice Weyant, Roxanne Grachanin, and Myra Soward