Payroll Services

Payroll’s hours of operation are Monday through Friday, 8:30 A.M.-4:30 P.M. The Payroll Department can be reached at payrollinfo@cfo.pitt.edu or via their website: www.cfo.pitt.edu/payroll.

The following information will be covered during orientation:

**Direct Deposit:** All new employees are required to enroll in direct deposit. Your paycheck, expense reimbursements, and other payments from the University will be conveniently deposited into your banking account. The authorization agreement is included in your new hire packet. Please complete this agreement and bring it with you to orientation.

**Online Self Service:** Employees can access online self service to view pay statements, complete their W-4 Tax Form, and make address changes. Directions to access self service are as follows:

1. Navigate to the University portal, My Pitt, at www.my.pitt.edu
2. Enter your University Computing Account username and password.
3. Click on the “PRISM Login” link.
4. Select “PHR Employee Self-Service” responsibility.
5. Select “Pay Statement”, “W4 Tax Form”, or “Change Address”.

**W-4 Tax Form:** Complete the online W-4 Tax Form within 48 hours following your orientation. The W-4 determines the amount of federal income tax to be withheld from your pay. If you require assistance completing your W-4, you may refer to the Internal Revenue Service’s withholding calculator at www.irs.gov/individuals/IRS-Withholding-Calculator or contact a personal tax advisor.

**Change Address:** Verify your address online within 48 hours following your orientation. If your address is not correct, you can correct or update it through self service. Use the street address where you permanently reside and pay wage/school district taxes. A P.O. Box is not considered a street address.

**Local Services Tax:** The City of Pittsburgh requires that $52 be withheld from employees’ pay each calendar year for the city’s Local Services Tax (LST). This affects University employees as follows:

- Monthly employees: $4.33 withheld per pay
- Biweekly employees: $2.00 withheld per pay

More information, including LST exemption certificates, can be found on the Payroll website at www.cfo.pitt.edu/payroll.