

Payroll FAQ's

Brenau University and ADP: Working Together Fall 2017

#	Questions:	Answers:
1	What is ADP?	ADP is an American provider of human resources management software and services. For more than 60 years, ADP has served as a trusted human resources, payroll and benefits partner to employers around the world.
2	Why is Brenau switching to ADP for payroll?	In today's world, change is the only certainty. Brenau has grown over the last several years and we need a partner to help manage core business processes now, and navigate whatever is around the corner in order to remain in compliance with regulations.
3	When is the last date Brenau will process payroll?	Weekly employees: 9/29/2017 Monthly employees: 9/15/2017
4	When will ADP begin running our payroll?	October 2017 Hourly employees 1 st payroll date: 10/13/2017 Paid for 9 days (Sept. 26 - October 8) Subsequent pay periods will cover the equivalent of 10 working days Salary employees 1 st payroll date: 10/6/2017 Paid for 11 working days (Sept. 15 - Oct 1) Subsequent pay periods will be the equivalent of the employee's annual salary divided by 26
5	Will I continue to be paid via direct deposit?	Yes
6	Will this change affect my tax filing status?	No
7	Is the pay period remaining the same?	No, we are changing to Monday-Sunday pay period.
8	How often will I be paid?	All employees will move to a bi-weekly payroll (26 times per year)

9	Will I be able to view my check stub electronically? When?	Yes. The system defaults to display pay information on the date the funds are deposited into your account.
10	Will my W-2 be available electronically?	Yes. January 31 st is the absolute latest date they can be available online to employees. However, they are typically available around the 2 nd week of January.
11	Will I receive my 1095 Form electronically?	Yes. January 31 st is the absolute latest date they can be available online to employees. However, they are typically available around the 2 nd week of January.
12	Will I be given a login and password to the site so I can view my information electronically?	Yes, once the system is active, information will be distributed via Update.
13	Is there a list of payroll dates for the upcoming year?	Yes, attached and it will also show on the payroll dashboard when you log in to the ADP portal.
14	Will hourly employees continue to use paper timesheets?	No, time will be recorded electronically.
15	Will salaried employees continue to document absences via the paper absence request form?	No, salaried employees will ask for time off electronically through the system. The employee will login, select Time off > Time off request. They would enter the dates and select the reason from the drop down. Example: PTO, FMLA, etc. From there, that request would be sent to the supervisor/manager for approval. A notification is sent back to the employee if it is approved or denied.

Brenau University Payroll Dates 2017-2018

SALARY PAYROLL DATES
October 6, 2017
October 20, 2017
November 3, 2017
November 17, 2017
December 1, 2017
December 15, 2017
December 29, 2017
January 12, 2018
January 26, 2018
February 9, 2018
February 23, 2018
March 9, 2018
March 23, 2018
April 6, 2018
April 20, 2018
May 4, 2018
May 18, 2018
June 1, 2018
June 15, 2018
June 29, 2018
July 13, 2018
July 27, 2018
August 10, 2018
August 24, 2018
September 7, 2018
September 21, 2018
October 5, 2018
October 19, 2018
November 2, 2018
November 16, 2018
November 30, 2018

HOURLY PAYROLL DATES
October 13, 2017
October 27, 2017
November 10, 2017
November 24, 2017
December 8, 2017
December 22, 2017
January 5, 2018
January 19, 2018
February 2, 2018
February 16, 2018
March 2, 2018
March 16, 2018
March 30, 2018
April 13, 2018
April 27, 2018
May 11, 2018
May 25, 2018
June 8, 2018
June 22, 2018
July 6, 2018
July 20, 2018
August 3, 2018
August 17, 2018
August 31, 2018
September 14, 2018
September 28, 2018
October 12, 2018
October 26, 2018
November 9, 2018
November 23, 2018
December 7, 2018