

## **Payroll Information**

Blankenship Hall, 2nd Floor  
901 Woody Hayes Dr.  
Columbus, OH 43210-4016  
Phone: (614) 292-2311; Fax: (614) 688-3640  
<http://hr.osu.edu/payroll/>

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**For General Questions** Email: Jackie Severance-HRA ([severance.15@osu.edu](mailto:severance.15@osu.edu))

**For Tax Questions** Email: Jackie Severance-HRA ([severance.15@osu.edu](mailto:severance.15@osu.edu))

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**Direct Deposit Enrollment** is done on-line. Your OSU pay will be deposited directly into your account; there are no paychecks. Access the following link; enter your OSU Employee ID# and PIN; then Click the Direct Deposit icon and follow the instructions on the website. If you have any question, contact the phone number listed on the website. Click on the following link for instructions on how to enroll: <http://hr.osu.edu/payroll/dd.aspx>.

Your personal identification number (PIN) is an additional security measure to make certain that you are the only person who has access to your account. Since you have never been enrolled in Direct Deposit before you have a temporary PIN number which would be:

Combine the 2 digits of your birth day, plus the last 2 digits of your birth year, with the last 4 digits of your SSN.

*For example:* Birthday: Dec. 31, 1969

SSN: 123-456-7890

**PIN Number: 31697890**

You may only use the temporary PIN number one time, once you have entered it, you will be asked to reset your PIN number with one that you create. **Write it down** and keep it in a safe place.

### **Payroll PIN Auto-Reset**

PIN auto-reset allows you to have ePayroll reset your Personal Identification Number (PIN) to your default PIN. This allows you to have access to your ePayroll account after normal business hours, even if you forget your PIN.

- **If You're Enrolled in PIN Auto-Reset**
  - **Online-** If you forget your PIN, click the "Forgot your PIN?" link on the e-Payroll login page. Follow the instructions and your PIN will be reset. An e-mail notification will be sent to you confirming the change for security purposes.
  - **Telephone-** When you enter an invalid Employee ID/PIN combination on the Interactive Voice Recognition (IVR) system, you will be given the option to reset your PIN by a voice prompt. If you have an e-mail address configured with ePayroll, the PIN will be reset and a confirmation will be sent to your e-mail address. If you do not have an e-mail address configured for the PIN auto-reset application, you will not be able to automatically reset your PIN and will be sent to an attendant.
- **If You Are Not Enrolled in PIN Auto-Reset-** If you forget your PIN and are **not** enrolled in PIN auto-reset, contact TALX Customer Service at 1-800-996-7566. Their hours of operations are Monday through Friday from 8 a.m. - 9 p.m. **Note: Ohio State's company code is 10380.**

**View Paystub-** go to <http://epayroll.theworknumber.com/osu>, enter your OSU Employee ID#, then your PIN (Personal Identification Number). For assistance contact [epay@hr.osu.edu](mailto:epay@hr.osu.edu) or call 1-866-678-3729

**Taxes** (<http://hr.osu.edu/payroll/tax.aspx>) Payroll Services provides you with employer tax statements like the W-2, and can help you adjust your exemptions via Form W-4. The Tax Office does not provide tax advising or consultation services. We recommend you contact your tax advisor or the Internal Revenue Service (IRS), 1-800-829-1040 for specific information and advice.

**Form W-2- Wage & Tax Form-** (<http://hr.osu.edu/payroll/taxw2online.aspx> )

- By default, you will receive your W-2 by U.S. Mail to the address in the HR system, but you may instead opt to receive your W-2 online by signing up at the ePayroll web site:  
<https://epayroll.theworknumber.com>.

**Form W-4-Employee's Withholding Allowance Certificate-** (<http://hr.osu.edu/forms/W-4.pdf>)

- You will also need to review your Form W-4 and make appropriate changes if you have had a major life change, such as marriage or divorce, death of a spouse, or birth/adoption of a child.
- Bring the completed W-4 form to T&L Human Resource Department, 337 Arps Hall for review & copy. The completed form will be forwarded to Payroll Services.