

Returning Certificated Retirees (pay group PRR)

- Pay day = Last business day of the month (current month) Pay schedule depends on term per PFT CBA:
 - Spring = Jan, Feb, Mar, Apr, May
 - Fall = Aug, Sep, Oct, Nov, Dec
 - Summer = Jul
- Pay Statements: viewable online via Human Capital Management (HCM) for current employees. Click on the My Page tab and then View Payslip. Former employees, please contact the payroll office for assistance. A valid picture ID will be required.
- Missing Pay: If you are missing pay, you may need to check with your Dean and Department Chair. The timely addition of class hours to your schedule provides the data Payroll requires in order to process instructional pay. In addition, if you are new to Peralta, your Dean will be able to verify the new hire paperwork has been sent to the office of Human Resources.
- ProRata Pay Formula: the formula to calculate your pay is as follows:
 - The total amount of the term = weekly work load multiplied by the load factor 0.8 (for lab hours) or 0.5 (for non-instructional work) or 1.0 (for lecture), multiplied by 17.50 weeks (fixed factor) multiplied by your hourly rate.
 - The monthly payment = total amount for the term divide by 5 months for Spring (Jan-May) and Fall (Aug-Dec). One lump sum is paid at the end of July for the summer term.
- Equated Hours: The equated load policy can be found in the PFT CBA. Less or more equated hours are defined in your contract. Please consult with your union representative.
- PFT deduction: Peralta Federation Teachers (PFT) union dues are mandatory for members. If you have questions, please contact your union representative.
- Change of Address: you can update your address by completing a change of address form and sending it to the office of Human Resources. The form is located @ <http://web.peralta.edu/hr/update-information>. You can also visit the Self Service Address option available in Human Capital Management (HCM).
- Direct Deposit: you can sign up for direct deposit or make changes to your account(s) by completing the direct deposit form and submitting it to Payroll. Forms need to be received in the payroll office by the 1st of the month in order to be processed for the

monthly payroll. If you close your bank account, notify payroll ASAP. If you do not want your deposit advice printed and mailed to your mailing address, please select the Suppress DD Advice Print box on the form.

<http://web.peralta.edu/payroll/files/2021/08/Direct-Deposit-Form.pdf>

- **Lost Paycheck:** if you lose your paycheck, please notify the payroll office and we will take the necessary steps to replace the lost paycheck. First, the county has to be notified and we need confirmation that the lost check is still outstanding. Once this has been confirmed, the check can be replaced. This entire process may take up to 15 business days to complete. Please consider direct deposit, it's fast and convenient and eliminates lost paychecks.
- **Paycheck Distribution:** Live paychecks must be picked up at the campus cashier's office. If you work at the district, please pick up your paycheck at the district payroll office. You will be asked to provide picture identification.
- **Federal and State Income Tax Withholding Changes:**
Federal withholding - You may change your federal withholding by completing a new Federal W4 form.
CA State Withholding - You may change your state withholding by completing a new DE4 form.
Contact your tax advisor or tax accountant for advice on how to best complete your Federal or CA State withholding forms for your personal situation.
Forms: <http://web.peralta.edu/payroll/payroll-forms/>. Send completed forms to the District Payroll Office, Room B17 @ 333 E 8th Street, Oakland Ca 94606.
- **W2 mailing:** W2 forms are mailed each year by January 31st for the preceding calendar year. W2s are mailed to your address on file. If you move or discontinue employment at Peralta – Please contact the office of Human Resources to update your address. Copies of W2 forms are reissued beginning approximately the second week in February. Contact the Payroll Office to request a duplicate copy.