

Student Workers (pay group PCS)

- Pay day = 15th of the month (for previous month)
- Financial Aid: Payroll does not administer financial aid, please inquire at your campus cashier.
- 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>. Students can also update online via the Passport Student Portal.
- 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.
<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.
- Max work hours: Students may not exceed 20 hours of work per week when classes are in session and 40 hours per week during intersession breaks and summer session.
- 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.