

**KU Payroll Dashboard**

Database: <https://hr.ku.edu>



This tile contains information regarding paycheck, direct deposit, W4 and other payroll related information.

**Paychecks**

Paychecks are generally available 5 days prior to pay date.

1. Select Check Date by opening with click.
2. If the paycheck does not open in pdf, please reference IT Knowledge Base link

[IT Document](https://kuit.service-now.com/kb_home.do?jvar_view_topic=Web%20Browsers&sysparm_refer=kb_home.do) or contact IT Customer Service at 864-8080 or itcsc@ku.edu .

In these examples the amounts have been removed along with other personal identifiable data.

1. Your 11-character State Employee ID can be found here under SOKS ID.



Payroll Site which contains the Pay Period and Pay Date Calendars: [payroll.ku.edu](http://payroll.ku.edu/)

Abbreviations used in deduction codes:

|  |  |
| --- | --- |
| AT | After Tax |
| BT | Before Tax |
| DISC | Discount |
| EE | Employee |
| ER | Employer (KU) |
| FSA | Flexible Spending Account |
| HRA | Health Reimbursement Account |
| HSA | Health Savings Account |
| HRA | Health Reimbursement Account |

**Direct Deposit Classic**

Employees are required by Kansas Statute to have their pay distributed by Direct Deposit (Electronic Funds Transfer-EFT).

Employees may have one to multiple accounts and may choose by percentage or set amount with remaining balance option.

To modify you will need your existing account as a security measure.

If only one account is entered, select Balance as the Deposit Type. The system will default as 999 for Deposit Order.

**W4 Tax Withholding Classic**

Federal form

State forms are available by contacting the Payroll Office payroll@ku.edu

**State of Kansas W-2**

Provides link to information obtaining the data from the State of Kansas SHaRP system.