

Payroll Information Sheet

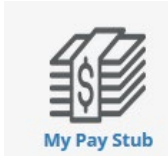
If you need help with any of the forms, please contact the UD Payroll Department at

302-831-2171 or pr-staff@udel.edu

How to View Your Pay Stub:

Go to www.udel.edu/payroll

Click on “My Pay Stub”



There is a drop box to choose back dated Pay Stubs if needed.

To Change Your W-4:

www.udel.edu/payroll

Click on “Update my Tax Withholdings (W-4)”



To Change Your Direct Deposit:

- www.udel.edu/payroll
- On the left-hand side is “Quick Links”
- Click on UD Web Forms
- Sign In
- Go to Blanks
- Pay Direct Deposit Form

Please attach backup documentation to the Form

To Change Your Address for Payroll:

- www.udel.edu/payroll
- On the left-hand side is “Quick Links”
- Click on UD Web Forms
- Sign In
- Go to Blanks
- HR Employee Demographic Data Form

Secure Site to Upload Copy of Social Security Card:

www.udel.edu/PayrollDocs