

# Payroll Information Sheet

## Upload Social Security Card:



[www.udel.edu/PayrollDocs](http://www.udel.edu/PayrollDocs)

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To obtain a Social Security Card, please email the Center for Global Studies at [oiss@udel.edu](mailto:oiss@udel.edu)

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## How to View Your Paystub:

- Go to [www.udel.edu/payroll](http://www.udel.edu/payroll)
- Click on "My Pay Stub"



## How to Change Your W4:

- Login to [www.udel.edu/webforms](http://www.udel.edu/webforms)
- Go to the "BLANKS" Tab
- "PAY W4"

## How to Change Address for Payroll:

- Login to [www.udel.edu/webforms](http://www.udel.edu/webforms)
- Go to the "BLANKS" Tab
- "HR Employee Demographic Data" Form

## Open a US Bank Account:



Use the link above to schedule an appointment with PNC Bank.

Choose *"Personal Banking"*  
*"Open a new account"*

Select the *University of Delaware Branch* at  
17 W. Main Street, Newark DE 19716

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## How to Change Your Direct Deposit:

- Login to [www.udel.edu/webforms](http://www.udel.edu/webforms)
  - Go to the "BLANKS" Tab
  - "PAY Direct Deposit" Form
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Payroll Questions: [pr-staff@udel.edu](mailto:pr-staff@udel.edu)

Onboarding: [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu)

Center for Global Studies: [oiss@udel.edu](mailto:oiss@udel.edu)

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