

Payroll Forms

- **Complete the new hire process in Workday this will include the W-4/ State IT-4/ Direct deposit form**
- **International students: e-mail Brenda McHenry at mchenry@uakron.edu**
- **SSA- 1945 Need to be completed and returned to HR**

State Retirement

- OPERS Exemption Form or Election Form for Students
(Hired on or after September 28, 2016)
- Students are eligible to be exempt from state retirement membership while regularly attending classes. Before you sign a student exemption, consider that the service credit you earn while in college counts toward your retirement if you become employed in the public sector during your career.
- 30 days from date of hire to submit an exemption form
(August 26 start must submit by September 24)
 - You will receive an email directly from OPERS. Please double check your spam folder.

Graduate Teaching Assistants

- If you are an active member in State Teachers Retirement System of Ohio (STRS) and you are **not on a leave of absence** from a teaching position covered by STRS Ohio, you may apply for exemption from contributions to STRS Ohio.

Please consult the STRS Ohio website at

<https://www.strsoh.org/employer/reporting/determination/exemptions.html>

for more information and an “**Exemption from Contributions for Student Employees**” application form.

- If you are an active member in State Teachers Retirement System of Ohio (STRS) and **on a leave of absence** from a teaching position covered by STRS Ohio, or wish to contribute to STRS Ohio, you must complete a “**Member Information**” form.

The form is available on the STRS Ohio website at

<https://www.strsoh.org/employer/reporting/new-hire/overview.html>.

Biweekly payroll schedule

<https://uazips.sharepoint.com/sites/payroll>

Payroll office is located at:

Administrative Services Building (ASB) Room 102

185 East Mill Street, Akron, Ohio 44325

HOURS: 7:30am – 4:00pm

ASKPAYROLL@UAKRON.EDU

Last Name	Specialist	Email	Ext.
A-G	Sue Allshouse	susan29@uakron.edu	6759
H-O	Ashley Grove	agrove@uakron.edu	4195
P-Z	Kyle Breuler	kbreuler@uakron.edu	4617
International	Brenda McHenry	mchenry@uakron.edu	2312

Position	Name	Email	Ext.
Payroll Manager	Christine Cassidy	ccassidy@uakron.edu	6553
Asst. Payroll Manager	Sandra White	whites1@uakron.edu	6569
Payroll Analyst	Kyle Breuler	kbreuler@uakron.edu	4617