SCANNING/SENDING PAYROLL TO SHARED SERVICES

* All documents to be scanned/sent to Shared Services (W4s, Direct Deposits, Vacation Carry Over forms, Banked Leave forms) should be stored in the mailbox in the breakroom that has been designated
* 2-3 times per week these should be sent (watch payroll calendar due dates for forms)
* All pages of the documents being sent will need to have the employee ID on the top of the form before sending
* Use modify a person in HRS to also verify the employee’s social security number and make sure it is the correct employee
* W-4s/DDs are scanned and sent to the Shared Network Folder on the printer in the breakroom. Use the date to name the file. Ex: W-4\_3.24.20
* Scan/send double-sided direct deposits and W-4s together
* Scan/send single-sided direct deposits and W-4s together
* Open liquid files and send the payroll documents to Shared Services

<https://liquidfiles.uwlax.edu/message/new>

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