

## Hourly Classified (pay group PCT)

- Pay day = Last business day of the month (16<sup>th</sup> to the 15<sup>th</sup>)
- Pay Statements: viewable online via Human Capital Management (HCM) for current employees. Click on the My Page tab and then View Payslip. Former employees, please contact the payroll office for assistance. A valid picture ID will be required.
- APPLE deduction: Accumulation Program for Part-time and Limited Service Employees is an alternative retirement plan managed by Mid-America. Participants contribute a % of eligible compensation. PCCD also contributes a matching %.
- Change of Address: you can update your address by completing a change of address form and sending it to the office of Human Resources. The form is located @ <http://web.peralta.edu/hr/update-information>. You can also visit the Self Service Address option available in Human Capital Management (HCM).
- Overtime / Shift Pay: to inquire about the status of your overtime or shift differential, please contact the department for which you worked. Payroll can only process information your department has approved and submitted for processing.
- Direct Deposit: you can sign up for direct deposit or make changes to your account(s) by completing the direct deposit form and submitting it to Payroll. Forms need to be received in the payroll office by the 1<sup>st</sup> of the month in order to be processed for the monthly payroll. If you close your bank account, notify payroll ASAP. If you do not want your deposit advice printed and mailed to your mailing address, please select the Suppress DD Advice Print box on the form. <http://web.peralta.edu/payroll/files/2021/08/Direct-Deposit-Form.pdf>
- Lost Paycheck: if you lose your paycheck, please notify the payroll office and we will take the necessary steps to replace the lost paycheck. First, the county has to be notified and we need confirmation that the lost check is still outstanding. Once this has been confirmed, the check can be replaced. This entire process may take up to 15 business days to complete. Please consider direct deposit, it's fast and convenient and eliminates lost paychecks.
- Paycheck Distribution: Live paychecks must be picked up at the campus cashier's office. If you work at the district, please pick up your paycheck at the district payroll office. You will be asked to provide picture identification.
- Federal and State Income Tax Withholding Changes:  
Federal withholding - You may change your federal withholding by completing a new Federal W4 form.

CA State Withholding - You may change your state withholding by completing a new DE4 form.

Contact your tax advisor or tax accountant for advice on how to best complete your Federal or CA State withholding forms for your personal situation.

Forms: <http://web.peralta.edu/payroll/payroll-forms/>. Send completed forms to the District Payroll Office, Room B17 @ 333 E 8<sup>th</sup> Street, Oakland Ca 94606.

- W2 mailing: W2 forms are mailed each year by January 31<sup>st</sup> for the preceding calendar year. W2s are mailed to your address on file. If you move or discontinue employment at Peralta – Please contact the office of Human Resources to update your address. Copies of W2 forms are reissued beginning approximately the second week in February. Contact the Payroll Office to request a duplicate copy.