

STUDENT EMPLOYEE FAQ'S

- 1. How much do Delta College student employees get paid?** Student employees receive minimum wage, \$7.40 per hour. Students who work in co-op positions at Delphi and the VA Hospital may earn more than minimum wage. Please contact the Career & Employment Services Office at 686-9072 if you are interested in learning more about Delta College student employment opportunities.
- 2. Who should I contact with a change of address?** Students should contact the Admissions office at 989-686-9093 to notify the College of your change of address as soon as possible. Students can also notify the College of home or email address changes via the web (MyDelta - Home/Email Address Change). You may experience a delay in receiving your paycheck or academic records if you fail to notify us promptly of a change of address.
- 3. How do I get my paycheck?** Paychecks are available for pick up on payday at the Cashiers office located in the B wing from 7:45 a.m. to 3:00 p.m. Payroll checks will be held by the Cashiers Office until they are picked up. During summer hours when we are closed on Fridays, payroll checks may be picked up beginning at 3pm on Thursdays before Friday pay dates.
- 4. How do I sign up for direct deposit, make changes or cancel my direct deposit?** A direct deposit form is located on-line. Complete and submit it to the Payroll Office, B-118.
- 5. How long does it take before my payroll direct deposit takes effect?** It takes approximately two payroll cycles for a new direct deposit or a change to your original direct deposit to go into effect. Cancellation of a direct deposit is immediate.
- 6. When is my time sheet due?** Time sheets must be entered and submitted to supervisors through MyDelta by 11:59 p.m. on Friday, one week before payday.
- 7. When will I receive my W-2?** We are required by law to provide W-2's by January 31st. Whenever possible, we try to have them available sooner. An email will be sent to notify employees who opt to receive them on MyDelta that they are available. All others will be mailed.
- 8. How do I get a replacement W-2?** Please notify the Finance Office at 989-686-9390 for a replacement W-2 form. It will be printed and mailed within three business days. Personal identification will be required if you want to pick up your W-2 in person.

If you have any questions that haven't been answered here, please email the Payroll Office directly at payroll.delta.edu or call 989-686-9388.

