HOW TO SEE YOUR PAY and TAX FORMS!

Your payroll information is available 24/7 via the MyYSU portal. For instructions on accessing the portal, go to http://www.ysu.edu and click Login Help then click the Instructions link.

Data Security--IMPORTANT!!

To prevent unauthorized access to your personal data, do not share your password and be sure to exit the browser after reviewing your data and Logout of the MyYSU portal.

For technical assistance, including resetting your password, please contact the Tech Desk at (330) 941-1595. For questions concerning your payroll data, please contact the Payroll office at (330) 941-1470.

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Frequently Asked Questions (FAQ)

When will I get paid?
The University will process paychecks for hourly employees on a bi-weekly basis. All other employees will be paid on a semi-monthly basis—15th and the last day of the month. Please see the Payroll calendar for the bi-weekly or semi-monthly schedule. https://cms.ysu.edu/administrative-offices/controllers/payroll-calendars

What does the employee percentage of health care cost mean?
Employees contribute to their health care coverage based on their salary. Employees contribute 4.75% of their salary for family coverage; 4.25% for employee plus one coverage or 3.7% of their salary for single coverage. Minimums and maximums do apply.

Why do I see multiple positions when I review my Job Summary information?
Each time a change is made regarding a position, the information is displayed.