

# Trust Fund Payroll Information

*In January 2009, MassArt moved all payroll payments to the Commonwealth's Human Resources Compensation Management System (HR/CMS). This transition merged all MassArt payrolls onto one system. Some of the benefits for you are access to direct deposit, access to pay advices online, and one W2.*

## Pay Schedule

- The work week runs from Thursday morning through the following Wednesday.
- Timesheets and payment requests are due to the human resources office by 10:00 a.m. every other Thursday. Please see the [payroll schedule](#).
- Paychecks/advices are available every other Friday morning after 10:00 a.m. If you do not pick up your paycheck on Friday, we will hold it until Monday. We will mail out all remaining checks on Monday around 2:00 p.m. If you live in the dorms, we will continue to hold your check in HR.
- Please note that checks/advices will never be available before Friday morning, even before a long weekend or holiday.

## Direct Deposit

- You will have access to direct deposit for up to 10 separate accounts. If you work multiple jobs at MassArt or at any other Commonwealth agency, you may receive multiple checks from HR/CMS. Your direct deposit applies to all jobs for depositing purposes. You will only need to fill out one direct deposit form.
- If you are interested in starting direct deposit, please fill out a [direct deposit form](#) and submit it to human resources.
- Pay advices are offered online through the [PayInfo website](#) - we hope you choose to "Go Green" and suppress printing from the start.
- Please note that checks/advices will never be available before Friday morning, even before a long weekend or holiday.

## PayInfo

- Access your payroll information 24/7 anywhere in the world through a web-based application that allows employees paid through HR/CMS to access payroll admittance advices through a secure (encrypted) internet connection. Just visit the [PayInfo website](#).
- You have the ability to "Go Green" by suppressing the printing of your pay advice. Ask the payroll office about PayInfo. All you need is access to the internet.
- Your User ID is your employee ID number (listed on your paystub). The password your first time logging in is this user ID plus the last 4 digits of your social security number.

## Withholdings and W2

- Your W4 (federal tax withholding form) applies to all HR/CMS job records for tax withholding purposes. Regardless if you get 1 or more paychecks, you will only have to submit your W4 once.
- You will receive a single comprehensive W2 for all wages earned.
- Your W2 can be accessed online 24 hours a day, 7 days a week.