



Ashland Community & Technical College – Faculty Information –Business Office Handout

Contacts: Anna Tolliver, 606-326-2152, anna.tolliver@kctcs.edu; or
Cindy Runyon, 606-326-2038, cindy.runyon@kctcs.edu.

Accessing your paystub and payroll information

Pay Dates

Pay dates are the 15th and 30th of each month, or the last work day prior to those dates if a pay date falls on a weekend or holiday.

Time-Sheets & Absence Forms

There are two pay periods each month. Pay periods are the 1st through 15th and the 16th through the last day of each month.

Employee Self-Service Pages

All employees are required to view and/or print their paycheck data through the PeopleSoft Self- Service Pages. Hard copies of pay statements are not available. To access the sign on page for PeopleSoft Self-Service, use the following link:

<https://kctcs.mycmsc.com/>

Enter your Active Directory user ID and password to sign in to PeopleSoft. Once signed in, click on “Main Menu”, then “Self Service”, then either “Personal Information, Payroll and Compensation, or Benefits to access the self-service pages. Should you have difficulty logging in to the self-service pages, please contact the Information Technology (IT) department.

When you click on “Personal Information”, you will see the following page:

- **Personal Information Summary (HR)** -This page shows a summary of your personal data, marital status, address information, email addresses, etc. You may make changes to personal information via “Employee Self-Service”.

When you click on “Payroll and Compensation” you will see the following page options:

- **View Paycheck (Payroll)** -This page shows a "stub" of the last paycheck, including YTD totals and direct deposit information. There is also a link on this page to allow employees to view previous pay stubs (View a different payment), however, prior pay stubs do not contain YTD totals. When printing the pay stub, it may be necessary to increase the width of margins in the browser to allow the pay stub to fit

on a page. To do this, click on File, then Page Setup to adjust margins.

- **View Payroll/Benefits Summary** – This page shows both a summary and detail of your earnings, taxes, and benefits within a calendar year. You may select a different year by clicking on the “Calendar Year” drop down box.
- **View Leave Balances (Payroll)** -This page shows your leave balances for sick and vacation as of the last pay check, both calculated in hours and days.
- **Direct Deposit (Payroll)** -This page shows your current account information for Direct Deposit. You may make changes to Direct Deposit information via “Employee Self-Service”.
- **Job & Compensation History (HR)** -This shows a summary of your changes in JOB data, both salary and non-salary related.
- **W-4/K-4 Tax Information (Payroll)** – This page shows your current W-4 and K-4 selections including allowances, additional withholdings, and marital status. You may update your W-4 and K-4 information on this page by entering your new selections and clicking the submit button at the bottom of the page.
- **W-2/W-2c Forms (Payroll)** – This page allows you to print out a .pdf copy of your current W-2 or W-2c. You may also view and print W-2 forms from a prior year.
- **W-2 Reissue Request (Payroll)** – This page allows you to request a reissue of your W-2 form.

W-2 Forms

Active employees will have access to an online copy (through Employee Self-Service). Former employees will only receive their W-2 form in the mail. Employees should update their home address when it changes either through Employee Self-Service or by submitting a form to HR to ensure W-2's are mailed to the correct address.

Contacts

Contact the payroll office with questions concerning tax withholding, direct deposit, and leave balances.

Contact the HR office with questions concerning salary, address/name changes, benefit deductions and parking passes.