



Frequently Asked Payroll Questions

How do I change my tax withholdings on my paycheck?

Your current withholdings are indicated at the top of your pay stub. To change them, you must submit a fully completed and signed IRS Form W-4. Download the IRS form at <http://www.irs.gov/pub/irs-pdf/fw4.pdf> or from the iVisions self service portal and send it to Payroll at the District Office.

How do I get a copy of my direct deposit receipt (pay stub)?

Direct deposit receipts are emailed to your district email the day before payday. If you have deleted or lost access to the email, you can print or download pay stubs from the iVisions self service portal.

I can't find my W-2 to do my taxes. How can I get a replacement?

W-2's back to 2010 are available on the iVisions self service portal. If you can't access your W-2 for some reason, please submit a W-2 Replacement Request Form (available on Google Drive) to Payroll.

I'm changing banks, and closing the account that my direct deposit goes to - what do I do?

Call or email Payroll immediately at 541-923-8241 to stop the next deposit! Then complete a new Direct Deposit form and forward it to Payroll, along with a voided check or a letter from your bank that confirms your account information. **DIRECT DEPOSIT CHANGES MUST BE RECEIVED 10 DAYS BEFORE PAYDAY.** If we do not receive notice and your pay is sent to a closed account, it may take up to five days to reissue a paper check, as we must wait for the funds to be returned.

I want to change/cancel my 403(b) contribution or other voluntary deduction, what do I do?

To change or cancel a 403(b) contribution, please go to the Carruth Compliance Consulting website at www.ncompliance.com and complete a 403(b) Salary Reduction Agreement (SRA). Mail or email the form to Payroll (payroll@redmondschools.org) as soon as possible. For other deduction changes, please notify Payroll in writing as soon as possible.

I have questions about my placement on the wage schedule. Who do I ask?

You can view your wage placement on the iVisions self service portal (My Info > My Professional Information). If you think there is an error or you need information on another position, contact Human Resources at hrrspecialist@redmondschools.org or 541-923-8251 (licensed) / 541-923-8910 (classified) for clarification.

Where can I get more information about PERS?

The district submits contributions on your behalf but does not administer or determine your PERS benefits. For more information, you can call PERS at 888-320-7377 or visit the PERS web site at <http://www.oregon.gov/pers/Pages/index.aspx>.

What if I have questions about my paycheck?

Most pay questions can be answered by reviewing your pay stub. If this does not answer your questions, please contact the Payroll Department at 541-923-8241 or payroll@redmondschools.org.