Pay Checks
An employee’s pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor or Human Resources.

Non-Exempt (Hourly) Staff
Non-Exempt staff is paid biweekly on Wednesdays. Electronic Payroll statements are available for viewing on the Banner web for employees at http://bannerweb.wpi.edu.

Exempt (Salaried) Staff Administrators and Faculty
Exempt staff is paid on the last working day of the month. If the last day of the month falls on a weekend or a holiday, salaries are paid on the preceding workday. Payroll statements are available for viewing on the Banner web for employees at http://bannerweb.wpi.edu.

ALL FIRST PAYCHECKS ARE “LIVE” CHECKS, WHILE ESTABLISHING DIRECT DEPOSIT. PAYCHECKS MUST BE PICKED UP AT THE OFFICE OF HUMAN RESOURCES AND PAYROLL LOCATED ON THE 2ND FLOOR OF BOYNTON HALL.

Payroll Schedules are available on the Human Resources website at http://www.wpi.edu/offices/hr.

The University is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. If at any time you do not believe that your paycheck is accurate, please contact the payroll office.