

STUDENT AND GRADUATE ONBOARDING

The EBS system will allow students and graduates to view, add or perform changes to their direct deposit and Federal, State and Local taxes. For directions on how to change your direct deposit visit: [Office of the Controller - Payroll \(msu.edu\)](https://msu.edu/office-of-the-controller/payroll)

EBS Portal Information

- [EBS Portal](#)

Important Information

- [Absence and Attendance Codes](#)
- [Activate your MSU NetID](#)
- [Affordable Care Act - Health Fee Information](#)
- [How to sign up for Direct Deposit or Paycard](#)
- [Employee Time Statement](#)
- [Exemption from Federal and State Withholding](#)
- [Federal and State Taxes](#)
- [Fringe Benefit Charges](#)
- [Graduate Assistant Biweekly Pay](#)
- [International Visitors](#)
- [Moving Expense](#)
- [Payroll Deductions](#)
- [Payroll Forms Authorization](#)
- [Payroll Listserv - to receive Payroll News and Updates via Email](#)
- [Payroll Schedules](#)
- [Requesting an Off-Cycle Payment \(secured pdf\)](#)
- [Retroactivity Limitations](#)
- [Social Security](#)
- [Social Security Wage Base and Rate 2019](#)
- [Time Sheet Minutes to Tenths Conversion](#)
- [Understanding your W2 or 1042s Form \(pdf\)](#)

Multi-Factor Authentication

- [How to sign up for multi factor authentication](#)

City Income Tax

- [City Work Tax for a Hybrid Work Schedule](#)
- [City Income Tax](#)
- [East Lansing Tax Information \(pdf\)](#)
- [Manager's City Tax Certification](#)

Calculating City Work Days

- [Calculating City Work Days - 2020 \(pdf\)](#)
- [Calculating City Work Days - 2021 \(pdf\)](#)
- [Calculating City Work Days - 2022 \(pdf\)](#)

Cost Redistribution

- [Cost Redistribution Information](#)

Labor Distribution

- [Labor Distribution Information](#)

Other Campus Links:

- [Human Resources @ MSU](#)
- [Volunteer Income Tax Assistance - MSUVITA](#)
- [College of Law Tax Clinic](#)

Off Campus Links

- [Internal Revenue Service - Taxes](#)
- [Social Security Administration](#)
- [State of Michigan - Taxes](#)
- [City of Lansing - Taxes](#)

IMMEDIATE NEW HIRE TASKS

Sign up for direct deposit or a pay card

Upon hire, you are expected to either sign up for direct deposit or request a pay card. You will only be paid initially via a check for two pay periods and if you have not signed up for direct deposit, you will automatically be enrolled for a pay card at MSUFCU. **Campus Solutions does not share direct deposit information with EBS, and you must enter your banking information into EBS.**

Please communicate with your bank regarding your routing number and bank account number. **DO NOT INPUT YOUR DEBIT CARD NUMBER BECAUSE THIS IS NOT YOUR BANK ACCOUNT NUMBER.** If you make an error while inputting your banking information, we need to wait for your bank to return your funds to us. Once we receive the returned pay, we will reissue your payment, via direct deposit to your new

account, during the weekly off-cycle process. IT WILL TAKE AT LEAST WEEK BEFORE THESE TASKS CAN BE COMPLETED, SO BE CAREFUL WITH YOUR ENTRIES.

Review your taxes

Upon hire, the system will automatically deduct taxes for the state of Michigan and city of East Lansing. If you are not living or working within the city of East Lansing, you need to sign into EBS and adjust your city tax election. Please see the section 'City Income Tax' on the Controller's website.

Review your address - Effective 2/1/23

You will be able to view your address in EBS. All student address will continue to be fed from Campus Solutions into EBS, and the Housing address will be passed into EBS as your 'Payroll Address' for checks and W2s. If there is no address in the Campus Solutions 'Housing' field, the 'Current' address will be fed into EBS from Campus Solutions. You are unable to update your address in EBS, it will continue to be fed into EBS from Campus Solutions.

ADDITIONAL INFORMATION

How your pay is calculated

We encourage all employees to sign into the EBS Portal and review your check stub prior to contacting payroll with questions. You can see the number of hours you are being paid for or the bi-weekly salary amount if you are a graduate student. At the top of the pay stub is the pay period which reflects the two-week period you are being paid for. At the bottom of the check, it reflects whether you are being paid by direct deposit (ACH), pay card or check.

You are paid two weeks in arrears, so please refer to the '**Payroll Schedule**' on the Controller's Website. If you are required to input time, it is imperative that your time is input and approved according to the schedules, otherwise, you will not be paid on time.

How to contact payroll

Payroll is continuing to service employees remotely, so the best method to contact us is via our main phone # 517.355.5010. We receive a significant number of phone calls per day, and you will be directed to leave a message if all associates are servicing other employees when you call. If you desire an in-person meeting, please call this number to schedule.

You may also send an email to our department at payroll@ctrl.msu.edu.

How are paychecks handled?

All physical pay checks are mailed to the address on file in EBS as discussed above. They cannot be mailed to your department, nor can you pick them up.