



Payroll Services

What We Do

- Oversees and administers UTSA’s decentralized time reporting process
- Produces and distributes payroll checks for approximately 6,100 active employees and \$354 million in payroll expenses
- Responsible for tax withholding, reporting and compliance

Interact With Us

- Tax withholding, tax and deduction reporting and compliance
- Produce W-2s and electronic pay advices
- Process and manage garnishments and withholding orders
- Foreign national taxation (non-resident alien taxation)
- Produce IRS Tax Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding
- Time labor administration
 - Primary liaison for timekeepers
 - Train timekeepers
 - Clarify employee questions regarding time processed
 - Assist supervisors with time schedule management processing

Training

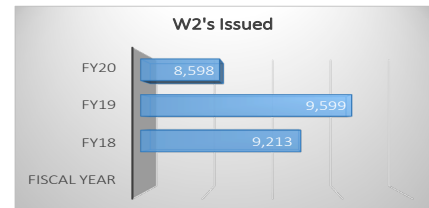
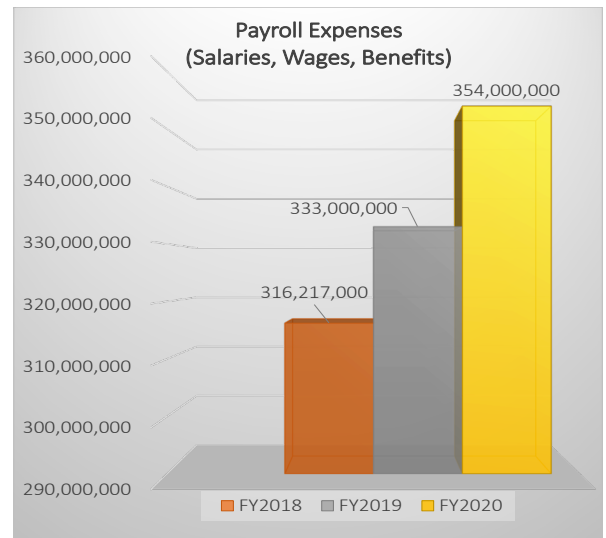
Payroll Services provides several job aids and videos on their website.

<https://www.utsa.edu/financialaffairs/training/payroll.html>

Mission

Provide accurate and quality payroll operations and customer service to our client departments and individuals.

Statistics



Contact Us

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