PAYROLL
Guidelines and Frequently Asked Questions

~ *When do I get paid?*

Fellows and Residents are paid semi-monthly. Your pay days are the 15th of the month and the last day of the month.

If either of those days fall on a weekend or a holiday, your payday is the prior business day.

If your start date is June 20, your first pay day is July 15, which will pay you from June 20 thru July 15.

~ *How do I get my first paycheck?*

Your first paycheck will be a live check that will be at the GME office for you to pick up on July 15.

Details regarding your first check will be emailed to you.

~ *What dates does my paycheck cover?*

You are paid current. When you are paid on the 15th of the month, it is for the 1st thru the 15th. When you are paid on the last day of the month, it is for the 16th thru the last day of the month.

Adjustments are made in the pay period following the issue date of the adjustment.

~ *I think I might be over-paid/under-paid. What should I do?*

If you think you might be over-paid or under-paid, it is your responsibility to bring it to someone's attention immediately. You can either contact the GME office 216-444-5690 or Payroll 216-636-7111 to discuss.

~ *When will my direct deposit take effect?*

If you have submitted valid direct deposit information, your July 31 pay will be directly deposited into your bank account on Friday July 29.

If you do not submit valid bank information within 3 months, you will automatically be enrolled in a Skylight Debit Card Account to which your pay will be directly deposited into. You can access further information about Skylight Debit Card Accounts from the CCF Intranet under Payroll.

~ *How can I update/change my direct deposit information and/or tax information?*

Your direct deposit information and/or tax information (W-4, IT-4) can be changed at any time. You can access any/all of these forms from the CCF Intranet under Payroll or you can obtain any form thru the GME office or Payroll.

If you make a mistake while filling out any of these forms, you will need to fill out a new form. Payroll cannot accept any forms that has scribbled out or crossed out information.

If you change your primary direct deposit account information, it causes your next paycheck to be a live check which will be mailed to your home. Make sure your home address is updated and current.

Any changes to your tax information are implemented immediately upon receipt.

~ *How do I fill out the W-4/IT-4 forms?*

Payroll only requires the bottom portion of page 1 of the W-4 form.

Single with 0 allowances is the most you can have withheld from your paycheck without specifying an additional amount. If you are single with no children, you could declare Single with 0 allowances.

Married with 0 allowances is the most you can have withheld from your paycheck without specifying an additional amount. If you are married with 1 child, then you could declare Married with 3 allowances (1 for yourself, 1 for your spouse, 1 for your child).

Payroll cannot offer advice on how to fill out these forms. That is up to your discretion.

~ How do I fill out the direct deposit authorization form?

The top portion of the form is where the net of your check will be deposited. The bottom portion is where you allocate a partial account and amount. The partial amount is deposited every pay. We cannot accept a once a month partial amount.

~ How can I update/change my home address?

Clinical trainees can change their address in MedHub, the Cleveland Clinic Residency Management System. In MedHub click on update contact information in the middle section of the homepage, update, and save. This information will then trigger a notification to GME and the information will be forwarded to payroll and HR.

~ How can I get a copy of my pay stubs/W-2s?

Pay stubs and W-2s are accessed thru the CCF Intranet.

Click on "Employee Services"

Click on "Employee Benefits HR Connect Portal"

Your login will be "CCF" plus your 6 digit employee number
(example: CCF123456)

Your password is your home zip code typed twice in a row with no spaces
(example: 4419544195)

If you experience any trouble logging in, contact the Help Desk at 4-HELP

When your employment is terminated with CCF, you will no longer have access to the benefits portal, therefore, you will no longer have access your pay stubs/W-2s. Be sure to print your pay stubs every pay day.

Payroll does not have copies of your pay stubs, therefore, if you do not print them, you will not have them.

W-2s for the current year are mailed at the end of January. They become available online mid-February.

It is strictly prohibited to show, share, or compare your pay rate, pay stubs, and/or W2 with any other Cleveland Clinic employee.

~ How do I get my final paycheck?

Your final paycheck will be a live check that will be at the GME office for you to pick up on your regular pay day following your last day. You will need to make arrangements with GME to pick it up and process out.