Accessing Pay Information

My Oakwood
Welcome to MyOakwood


If you would like to view the mobile resources of MyOakwood, scan the QR code to download and install MyOakwood to your smartphone or click this link from your mobile browser.

MyOakwood will support Apple iOS devices (iPhone, iPod Touch and iPad), Google Android and Blackberry devices. MyOakwood allows users to check application, admission and Financial Aid (and awards) status, register online, view academic information, access account information, and make online credit card payments.

All faculty, staff and students must use their oakwood.edu e-mail to retrieve their lost MyOakwood password. To retrieve your lost password, students must enter their ID# in the User Name text box above and click I forgot my password. Faculty and staff must enter their User Name in the User Name.

Campus Calendar

Monday, 8 October
8:00AM - 8:30AM Institutional Worship

Wednesday, 10 October
7:00PM - 8:45PM Prayer Meeting

Monday, 15 October
8:00AM - 8:30AM Institutional Worship

Tuesday, 16 October
6:00 p.m. Math & Computer Science Club (Sigma Delta

Wednesday, 17 October
7:00PM - 8:45PM Prayer Meeting

Monday, 22 October
8:00AM - 8:30AM Institutional Worship
6:00PM - 8:00PM Chemistry Night

Wednesday, 24 October

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Act. Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcripts) should be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site, be sure to Log out before leaving this device.

You are here: Employee Info > Home

Welcome

Oakwood Human Resources

Welcome to the Human Resources Office of Oakwood University.

Whatever you do, put your heart into it as if you were employed by the Lord Jesus Christ, not by a fellow human being. The Lord will reward all His people giving them their rightful wages when the proper time comes. So in reality you’re working for Him whether you realize it or not. Those who do wrong are not working for God. They, too, will get their wages, because God does not play favorites, but judges everyone by the same standards.” - Col. 3:23 25 (Clear Word)

Human Resources
7000 Adventist Blvd.

Huntsville, Al 35896
Phone: (256) 726-7274
Job Line: (256) 726-7300

Health Care Benefits

Health Care Re-Enrollment Process

ATTENTION: ALL Oakwood University Staff and Hourly Employees, to continue receiving Health Care benefits, you must re-enroll beginning October 1.

The Health Care Forms must be electronic. To access these forms: (1) go to MyOakwood; (2) click on MyOakwood; (3) Enter username Scroll menu to Health Care Forms and click appropriate coverage and Complete each form Submit to ebeneoutes@oakwood.edu and Print; (4) Resources to sign your original forms, and verification documents between the hours of 12:00 p.m. and 4:00-5:30 p.m. Thursday. This completes the re-enrollment process.

The “per payday” rates

Oakwood University with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student's record is regarded as confidential and release of this information is prohibited. Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcripts) may be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site, be sure to Log out before leaving this device.

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Staff

Employee Information
- Review your deduction information
- Review your position information
- Review your tax information
- Review your dependent information
- Review your time off accrual

Item Approval
- Reference Number: 19701, Amount: $195.51, Within Budget: Yes
- Reference Number: 19699, Amount: $174.25, Within Budget: Yes

GL Account Lookup
- Lookup GL Account Information

Requisition Entry
- Requisition Entry
- Check Requisition Status

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Copy Courses

Health Insurance Enrollment/Waiver

What is the QEP?

MyHouse Management

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My Pages
ATTENTION: All Oakwood Employees. Mark your Calendars. Payroll Goes Paperless November 1, 2012. Oakwood U. is committed to complying with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student's record is regarded as confidential and release of this information is permitted only when authorized by the student. Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcripts) can only be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site, be sure to Log out before leaving the device.

Employee Information - Staff Information Detail

<table>
<thead>
<tr>
<th>Deduction Name</th>
<th>Amount</th>
<th>YTD Amount</th>
<th>Limit</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFLAC Post-Tax</td>
<td>13.38</td>
<td>285.52</td>
<td>0.00</td>
<td>8/5/2012</td>
</tr>
<tr>
<td>Health Care (Employee)</td>
<td>27.69</td>
<td>553.80</td>
<td>0.00</td>
<td>12/28/2008</td>
</tr>
<tr>
<td>Hartford Large Group</td>
<td>4.32</td>
<td>86.40</td>
<td>0.00</td>
<td>1/1/2008</td>
</tr>
<tr>
<td>Life Ins Premium (Taxed)</td>
<td>10.75</td>
<td>215.00</td>
<td>0.00</td>
<td>1/1/2008</td>
</tr>
<tr>
<td>Oakwood Memorial Gardens</td>
<td>19.04</td>
<td>380.80</td>
<td>0.00</td>
<td>2/8/2011</td>
</tr>
<tr>
<td>Oakwood to Oakwood</td>
<td>15.00</td>
<td>300.00</td>
<td>0.00</td>
<td>1/1/2008</td>
</tr>
<tr>
<td>VALIC - Employee Contribution</td>
<td>0.03</td>
<td>977.88</td>
<td>0.00</td>
<td>5/3/2009</td>
</tr>
<tr>
<td>VALIC - Loan 1</td>
<td>30.76</td>
<td>615.20</td>
<td>0.00</td>
<td>4/18/2010</td>
</tr>
<tr>
<td>WJOU Contribution</td>
<td>10.00</td>
<td>200.00</td>
<td>0.00</td>
<td>8/22/2010</td>
</tr>
</tbody>
</table>

Our University is transitioning to a paperless payroll system as of November 1, 2012. This change is in line with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student's record is regarded as confidential and release of this information is prohibited. Oakwood University Students have the right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcripts) cannot be released to another party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this information, be sure to Log out before leaving this device.

Staff

Employee Information - Staff Information Detail

<table>
<thead>
<tr>
<th>Position Name</th>
<th>Regular Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position A</td>
<td>1,725.25</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Oakwood Employees. Mark your Calendars. Payroll Goes Paperless November 1, 2012.**

Oakwood University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. A student’s record is regarded as confidential and release of this information is regulated by this law. The right to inspect their records at any time by appointment. In accordance with FERPA, student information (e.g., grades, transcript) cannot be released to a party without the written consent of the student. A copy of this Act is on file in the Records Office. If you are accessing this site from a public area, be sure to log out before leaving this device.

### Staff

#### Employee Information - Staff Information Detail

<table>
<thead>
<tr>
<th>Tax Name</th>
<th>Filing Status</th>
<th>Exemptions</th>
<th>Additional Amount</th>
<th>Year to Date Amount Withheld</th>
<th>Year to Date Taxable Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama State Tax</td>
<td>Single</td>
<td>2</td>
<td>0.00</td>
<td>1,237.26</td>
<td>37,847.89</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>Single</td>
<td>1</td>
<td>0.00</td>
<td>2,502.04</td>
<td>37,815.64</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>Single</td>
<td>0</td>
<td>0.00</td>
<td>570.55</td>
<td>39,347.32</td>
</tr>
<tr>
<td>FICA Old Age Disability</td>
<td>Single</td>
<td>0</td>
<td>0.00</td>
<td>1,652.51</td>
<td>39,347.32</td>
</tr>
</tbody>
</table>

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Staff

Employee Information - Staff Information Detail

<table>
<thead>
<tr>
<th>Deduction Information</th>
<th>Position Information</th>
<th>Tax Information</th>
<th>Dependent Information</th>
<th>Time Off Accrual</th>
</tr>
</thead>
</table>

**Your Time Off Accruals (in Hours)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Available</th>
<th>Accrued</th>
<th>Carried Over</th>
<th>Used</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Leave</td>
<td>-32.00</td>
<td>0.00</td>
<td>-16.00</td>
<td>16.00</td>
<td>2012</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>164.85</td>
<td>26.37</td>
<td>276.96</td>
<td>8.50</td>
<td>7/1/2012 - 6/30/2013</td>
</tr>
<tr>
<td>Vacation</td>
<td>84.30</td>
<td>39.42</td>
<td>44.88</td>
<td>0.00</td>
<td>7/1/2012 - 6/30/2013</td>
</tr>
</tbody>
</table>

These values do not reflect any time off you may have had approved by your manager that you have not yet taken.