## Employee Self-Service Features

### Contents

- View Paycheck .......................................................................................................................... 2
- Sample Paycheck and Printing .................................................................................................. 3
- View Benefits Summary ............................................................................................................ 4
- View Timesheet (Time & Labor Organizations only) ................................................................. 5
- View Leave Balances (Time & Labor Organizations only) ....................................................... 6
- View Race/Ethnicity Designation ............................................................................................ 7
- Consent to Opt Out of Receiving W-2 in the U. S. Mail .............................................................. 8
- View and Print W-2 Form ......................................................................................................... 9
- Add or Change Home and Mailing Addresses ...................................................................... 10
- Add/Change Phone Number .................................................................................................. 11
- Add/Change Emergency Contacts ....................................................................................... 12
- Add/Change Disability ............................................................................................................ 12
View Paycheck

Click **Payroll and Compensation** tile.

Click **Print Paycheck**.

Click **View Paycheck** next to the **Check Date** you want to view.

*Note: The page displays the previous eight paychecks.*

*To view the previous paychecks, click **View All**.*
### Sample Paycheck and Printing

#### Employees with Multiple Jobs

Earnings from individual jobs are summarized from all jobs by earnings type (Regular, Overtime, etc.) and listed here.

#### Net Pay

Click to Print

Click to Print

Return to Paychecks

Advice Distribution
Logging in to Employee Self-Service and Understanding the Pages

View Benefits Summary

Click **Benefits** tile.

A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.

*Note: Benefits Enrollment is used during Open Enrollment.*
Logging in to Employee Self-Service and Understanding the Pages

View Timesheet (Time & Labor Organizations only)

Click **Time Reporting** tile.

Click **Timesheet**.

The current week for time entry appears.

You can view the previous and next week two ways.
1. Click Previous Week or Next Week link
2. Enter the week date you want to view and Click Refresh.

*Note: Previous pay periods are no longer available for data entry.*
View Leave Balances (Time & Labor Organizations only)

Click Time Reporting tile.

Self-Service View Leave is the first page to appear. If not, click Self-Service View Leave.

Balances are as of the last pay period end date. You can view leave balances for previous pay period end dates by selecting a new date and clicking Refresh Date.

To view details for a particular leave balance, Click Details.

Click Return to return to the View Leave Balances page.
View Race/Ethnicity Designation

Click **Personal Information** tile.

Click **Ethnicity/Race**.

Complete **Ethnicity** by clicking **Yes** or **No**.

Complete **Race** (Non Hispanic or Latino) by clicking the appropriate choice.

Click **Save**.
Click **Payroll and Compensation** tile.

To stop receiving your W-2 through the U.S. Mail, you may opt out of the program. All W-2s may be located on the Employee Self-Service website.

To opt Out – click to **W-2/W-2c Consent**.

Check off the box that states: **Check here to indicate your consent to receive electronic W-2 and W-2c forms.**

Click **Submit**.
Logging in to Employee Self-Service and Understanding the Pages

View and Print W-2 Form

Click Payroll and Compensation tile.

Click View W-2/W-2c Forms.

Click Year End Form to view the W-2.

Click View a Different Tax Year to view previous years’ W-2s.
Add or Change Home and Mailing Addresses

Click **Personal Information** tile.

**Home and Mailing Address** is the first page to appear. If not, click **Home and Mailing Address**.

Select **Address Type** and then **Add**.

Use the **Address Data Entry Standards** document for formatting addresses.
Add/Change Phone Number

1. Click **Personal Information** tile.

2. Click **Phone Numbers**.

3. Select **Add Phone Number**.

4. Add contact phone number. If adding more than one phone number, select the **Preferred** phone number.

5. Click **Save**.
### Add/Change Emergency Contacts

1. Click **Personal Information** tile.

2. Select **Emergency Contacts**.

3. Click **Add Emergency Contact**.

4. Enter required information. Select **Primary Contact** for one person if adding more than one contact.

5. Click **Save**.

### Add/Change Disability

1. Click **Personal Information** tile.

2. Select **Disability**.

3. Follow instructions on the page.

4. After completion, click **Save**.