

Employee Self-Service Features

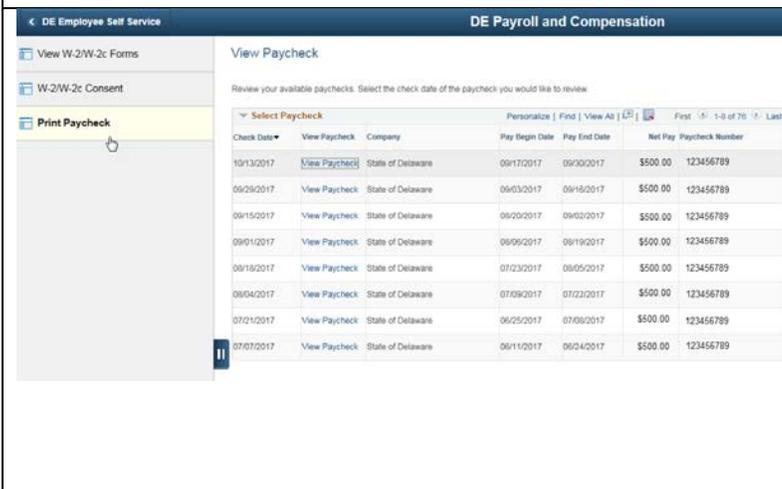
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View Paycheck



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

< DE Employee Self Service
DE Payroll and Compensation

View W-2/W-2c Forms

W-2/W-2c Consent

Print Paycheck

Company: State of Delaware
 Address: 820 Silver Lake Blvd., Suite 100
 Dover, DE 19904

Employee ID:
 Pay Rate: \$1,721.34 Biweekly
 Department:
 Location:
 Job Title:

10/13/2017
 09/17/2017
 Pay End Date: 09/30/2017

General

Name: _____

Tax Data

Fed Marital Status: Single Marital Status: Single
 Fed Allowances: _____ Allowances: _____
 Fed Addl Percent: 0.000 Fed Addl Percent: 0.000 DE Addl Amount: \$0.00

Paycheck Summary

	Gross Earnings	Fed Tax	Net Pay
Current	1,721.35	1,222.79	1,222.79
YTD	27,932.74	20,774.12	20,774.12

Earnings

Description	Hours	Amount	YTD Amount
RegularPay	73.50	1,686.92	25,592.44
Sick Leave	1.50	34.43	190.85
Annual L			986.84
Holiday			914.99
FHD			247.62
Total:			27,932.74

Taxes

Description	Amount	YTD Amount
Fed Withholding	156.30	2,246.25
Fed MED/EE	23.89	391.24
Fed OASDI/EE	102.15	1,672.90
DE Withholding	56.40	801.05
Total:	338.74	5,111.44

Before-Tax Deductions

Description	Amount	YTD Amount
RegNewHire	86.07	1,096.64
Medical	52.59	622.21
Dental	17.93	266.96
StateVis	3.23	61.37
Total:	159.82	2,047.18

After Tax Deductions

Description	Amount	YTD Amount
Total:		0.00

Employer Paid Benefits

Description	Amount	YTD Amount
Medical	344.34	6,481.75

Net Pay Distribution

Payment Type	Account Type	Amount
Direct Deposit	Checking	1,222.79

Return to Paychecks

Employee Personal & Job Information

Click to Print

Net Pay

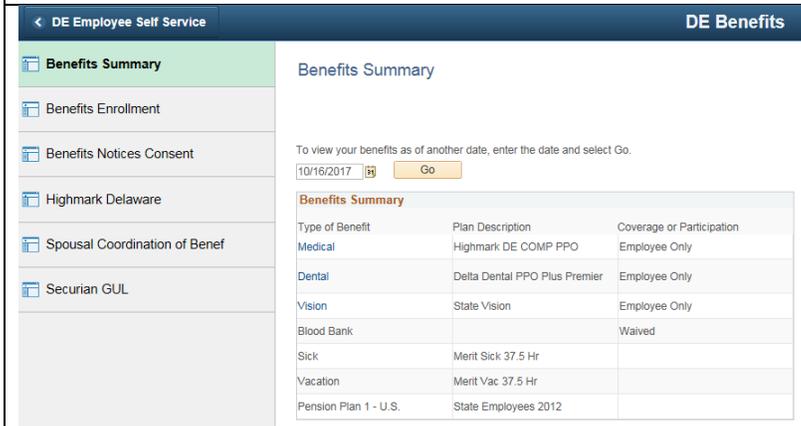
Advice Distribution

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

View Benefits Summary



Click **Benefits** tile.



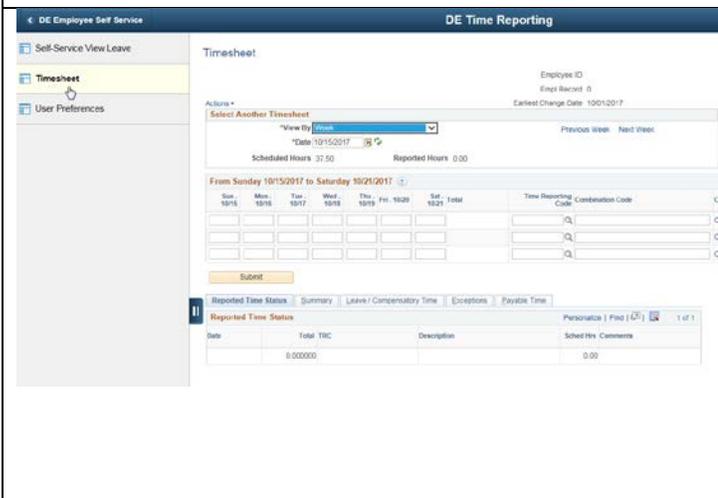
A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.

Note: Benefits Enrollment is used during Open Enrollment.

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.

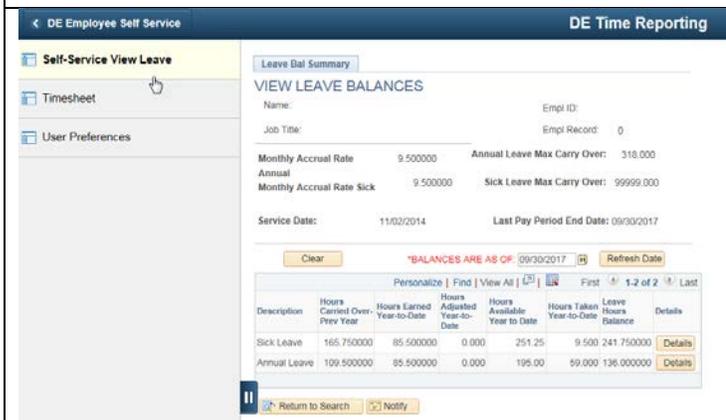
1. Click Previous Week or Next Week link
2. Enter the week date you want to view and Click Refresh.

Note: Previous pay periods are no longer available for data entry.

View Leave Balances (Time & Labor Organizations only)



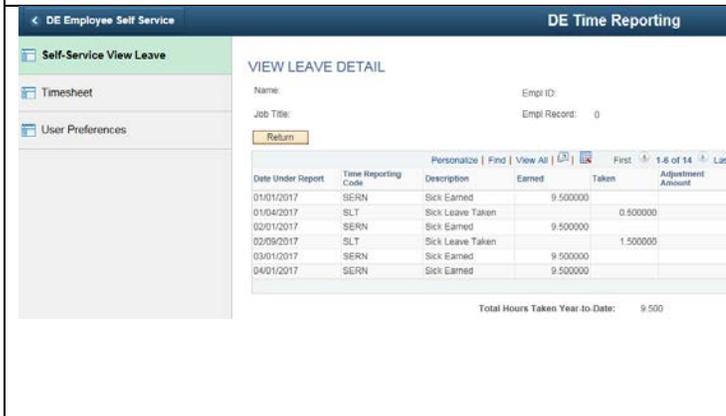
Click **Time Reporting** tile.



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**.

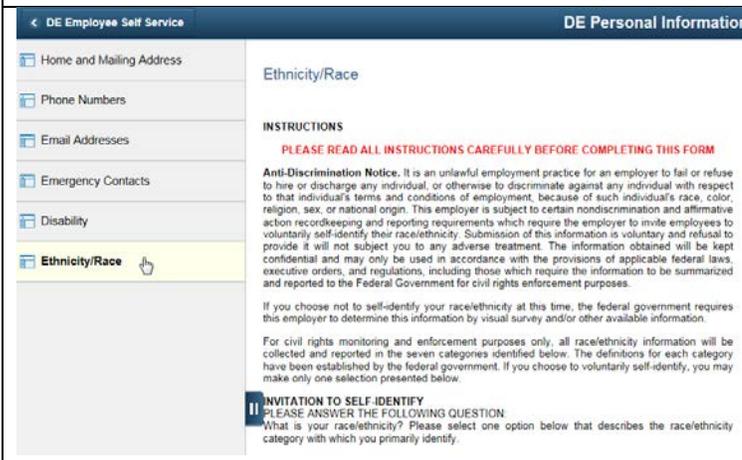


Click **Return** to return to the **View Leave Balances** page.

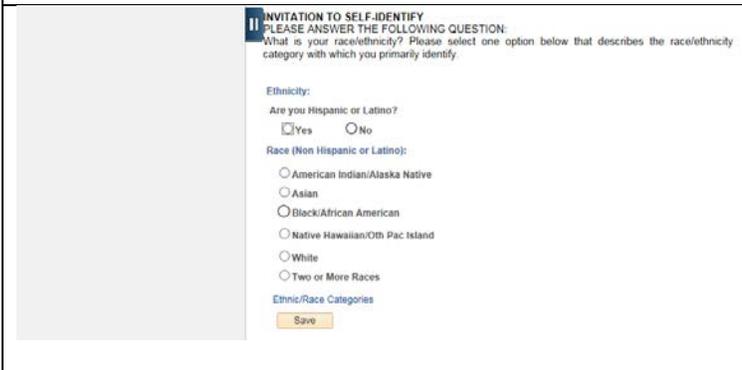
View Race/Ethnicity Designation



Click **Personal Information** tile.

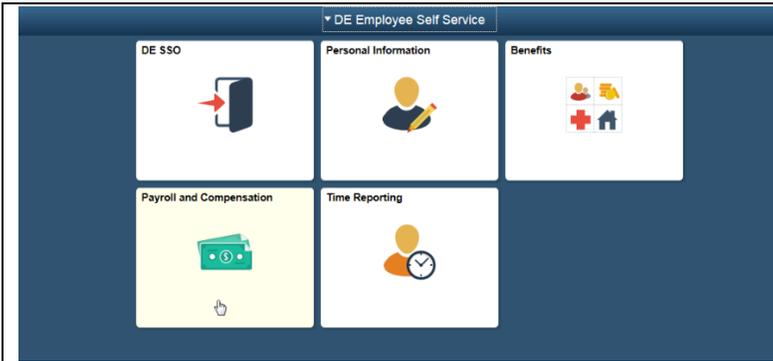


Click **Ethnicity/Race**.

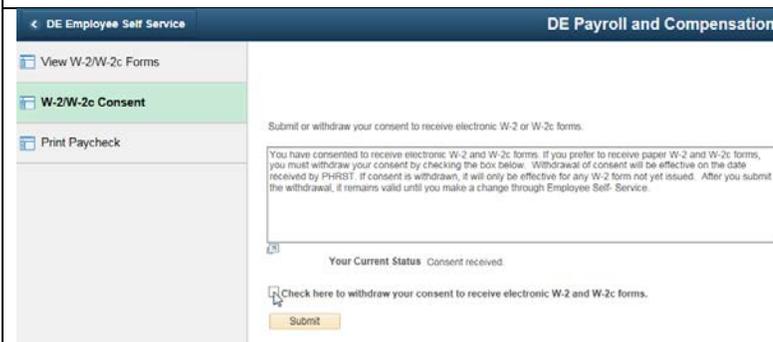


Complete **Ethnicity** by clicking **Yes** or **No**.
Complete **Race** (Non Hispanic or Latino) by clicking the appropriate choice.
Click **Save**.

Consent to Opt Out of Receiving W-2 in the U.S. Mail



Click **Payroll and Compensation** tile.



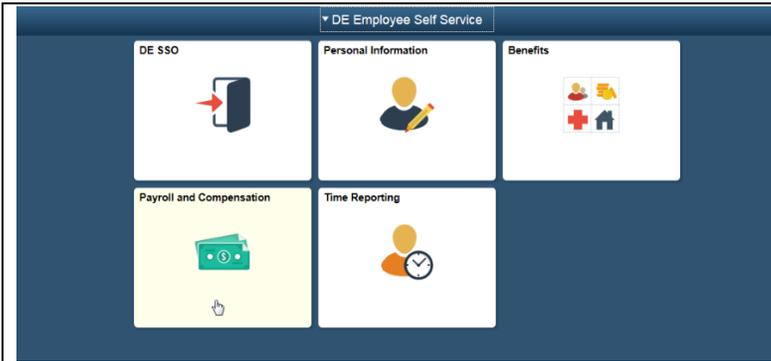
To stop receiving your W-2 through the U.S. Mail, you may opt out of the program. All W-2s may be located on the Employee Self-Service website.

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**.

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**.

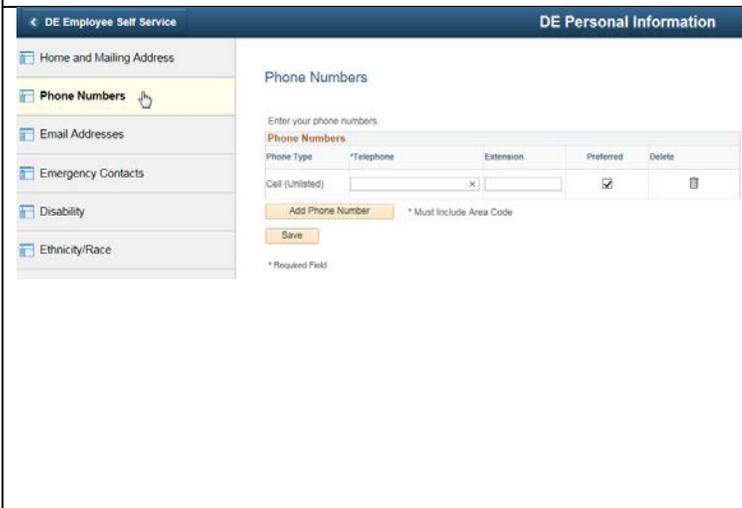
Select **Address Type** and then **Add**.

Use the *Address Data Entry Standards* document for formatting addresses.

Add/Change Phone Number



Click **Personal Information** tile.



Click **Phone Numbers**.

Select **Add Phone Number**.

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

Click **Save**.

Add/Change Emergency Contacts



Click **Personal Information** tile.



Click **Emergency Contacts**.

Select **Add Emergency Contact**.

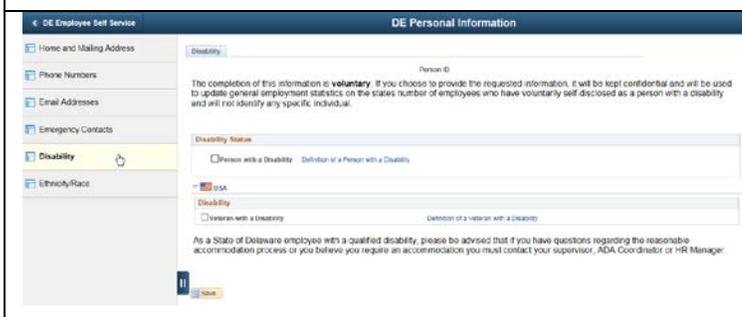
Enter required information. Select **Primary Contact** for one person if adding more than one contact.

Click **Save**.

Add/Change Disability



Click **Personal Information** tile.



Select **Disability**.

Follow instructions on the page.

After completion, Click **Save**.