



Employee Payroll- ePay

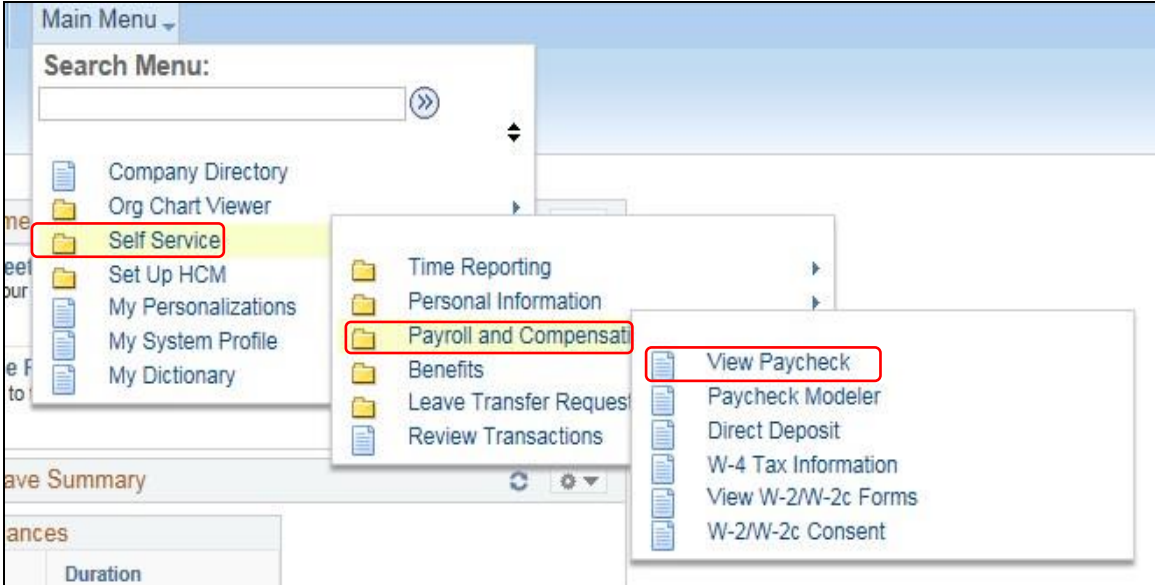
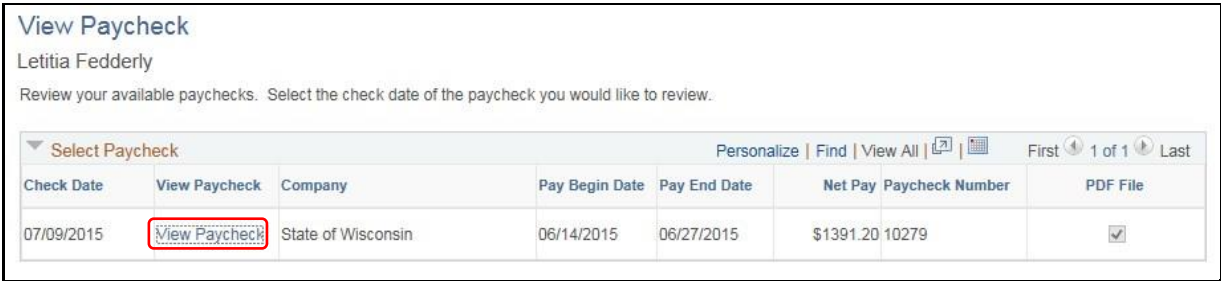
This job aid provides an overview of specific functions within the ePay Self Service menu, including viewing paychecks, setting up direct deposit, and reviewing and updating tax information.

[PeopleSoft Employee Self-Service](#)

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REVIEW YOUR PAYCHECK

Step	Action																
1.	<p>Navigation: Main Menu > Self Service > Payroll and Compensation > View Paycheck</p> 																
2.	<p>Click View Paycheck.</p>																
3.	<p>To download and view a PDF version of your paycheck, make sure the checkbox in the PDF column is selected then click the View Paycheck link. As more checks are processed in the system, the list of check dates to select from will grow, allowing you to see past checks.</p>  <p>View Paycheck Letitia Fedderly Review your available paychecks. Select the check date of the paycheck you would like to review.</p> <table border="1" data-bbox="240 1423 1430 1556"> <thead> <tr> <th>Check Date</th> <th>View Paycheck</th> <th>Company</th> <th>Pay Begin Date</th> <th>Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> <th>PDF File</th> </tr> </thead> <tbody> <tr> <td>07/09/2015</td> <td>View Paycheck</td> <td>State of Wisconsin</td> <td>06/14/2015</td> <td>06/27/2015</td> <td>\$1391.20</td> <td>10279</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File	07/09/2015	View Paycheck	State of Wisconsin	06/14/2015	06/27/2015	\$1391.20	10279	<input checked="" type="checkbox"/>
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File										
07/09/2015	View Paycheck	State of Wisconsin	06/14/2015	06/27/2015	\$1391.20	10279	<input checked="" type="checkbox"/>										

The requested paycheck is now displayed.

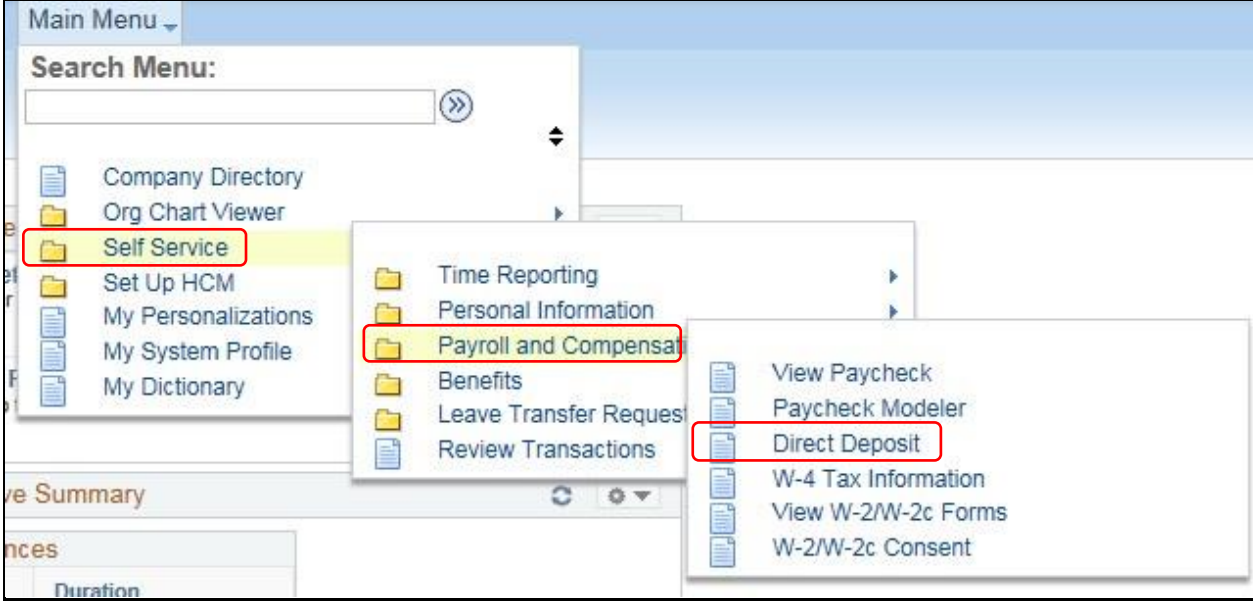
State of Wisconsin		Pay Group: 505-Dept of Administration Pay Begin Date: 06/14/2015 Pay End Date: 06/27/2015		Business Unit: 50500 Check #: 000000000030398 Check Date: 07/09/2015	
Juli Bushby DO NOT MAIL DO NOT MAIL Whooville WI 54045		Employee ID: 100075090 Department: 505A000000-Dir of Admin Services Location: 505 ADMINISTRATION BLDG Job Title: IS ENT SYSMS DEVMNT SVCS CN AD		TAX DATA: Federal WI State Marital Status: Single Single Allowances: 0 0 Addl Percent: Addl Amount:	
HOURS AND EARNINGS					
		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular Hours Worked	30.000000	80.00	2,400.00	80.00	2,400.00
TAXES					
		Current		YTD	
Description					
Fed Withholding			416.11		416.11
Fed MED/EE			34.80		34.80
Fed OASDI/EE			148.80		148.80
WI Withholding			138.99		138.99
TOTAL:		80.00	2,400.00	80.00	2,400.00
TOTAL:				738.70	738.70
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
Description	Current	YTD	Description	Current	YTD
TOTAL:		0.00	0.00	TOTAL:	
TOTAL:				0.00	0.00
TOTAL:				*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
Current	2,400.00	2,400.00	2,400.00	738.70	0.00
YTD	2,400.00	2,400.00	2,400.00	738.70	0.00
TOTAL DEDUCTIONS		NET PAY			
Current	0.00	1,661.30			
YTD	0.00	1,661.30			
NET PAY DISTRIBUTION					
Description	Balance	Payment Type	Account Type	Account Number	Amount
Sick	0.0	Check #000000000030398	Issue Chk		1,661.30
Vacation	0.0				
Personal Holiday	0.0				
Saturday/Legal Holiday	0.0				
Term/Sabbatical	0.0				
Comp Time	0.0				
TOTAL:		1,661.30			
MESSAGE:					

4.

ADD A DIRECT DEPOSIT ACCOUNT

The **Direct Deposit** page allows you to execute the following direct deposit related transactions:

- Add a new direct deposit account

Step	Action
1.	<p>Navigation: Main Menu >Self Service>Payroll and Compensation>Direct Deposit</p>  <p>The screenshot shows a web application interface. At the top left, there is a 'Main Menu' dropdown. Below it is a 'Search Menu' field. A list of menu items is displayed, including 'Company Directory', 'Org Chart Viewer', 'Self Service', 'Set Up HCM', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The 'Self Service' item is highlighted with a yellow background and a red border. A sub-menu is open for 'Self Service', showing items like 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Leave Transfer Request', and 'Review Transactions'. The 'Payroll and Compensation' item is highlighted with a yellow background and a red border. A further sub-menu is open for 'Payroll and Compensation', showing items like 'View Paycheck', 'Paycheck Modeler', 'Direct Deposit', 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. The 'Direct Deposit' item is highlighted with a yellow background and a red border.</p>
2.	Click Direct Deposit .

Step	Action
------	--------

3.

Click **Add Account**.

Direct Deposit
Marsha Kay Norwick

Review, add or update your direct deposit information.

Direct Deposit Detail					
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order
Checking	275977489	8531210018	Balance of Net Pay	999	

Pay Statement Print Option

Add Account

4.

Note: For the purpose of this exercise add a savings direct deposit account.

To add a direct deposit account:

1. Enter your routing number in the **Routing Number** field.
2. Enter your account number in the **Account Number** field.
3. Click the **Account Type** dropdown and select **Savings**.
4. Click the **Deposit Type** dropdown and select **Amount**.
5. Enter the amount to be automatically deposited into your savings account in the **Amount or Percent** field.
6. Enter **1** in the **Deposit Order** field, this determines the order your deposits will be made.
7. Click **Submit**.

Direct Deposit
Add Direct Deposit
Marsha Kay Norwick

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Submit

* Required Field

[Return to Direct Deposit](#)

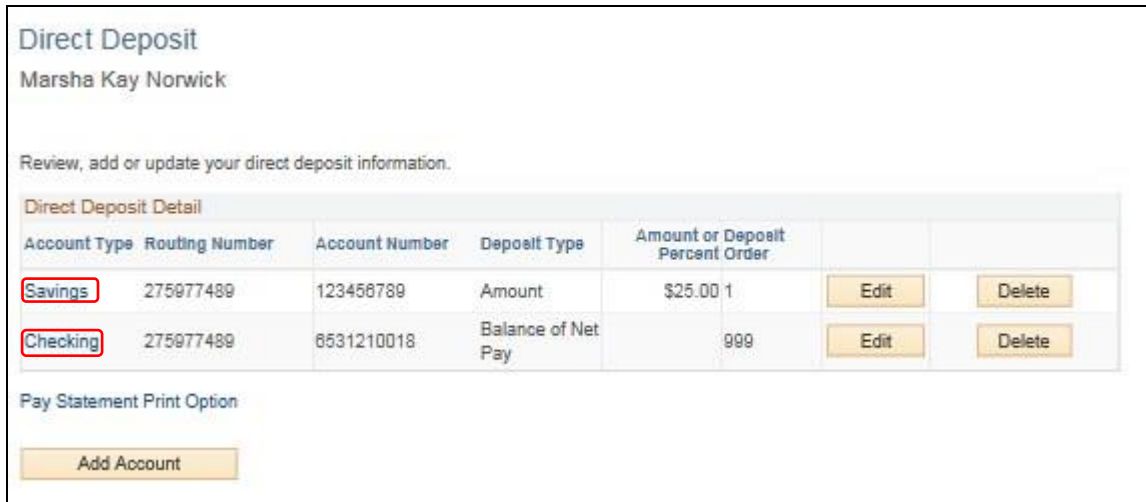
Click **OK**.

5.



Notice that both direct deposit accounts are now displayed based on the deposit order you selected. Your **“Balance of Net Pay”** should always be set to 999.

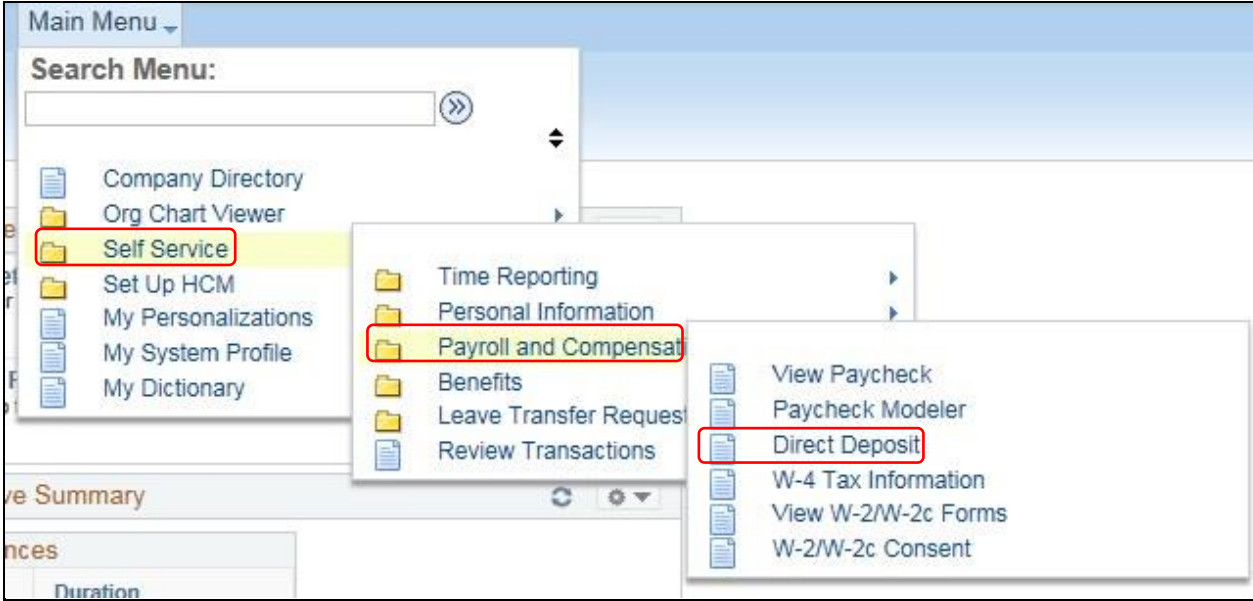
6.



UPDATE/CHANGE AN EXISTING DIRECT DEPOSIT ACCOUNT

The **Direct Deposit** page allows you to execute the following direct deposit related transactions:

- Update/change an existing direct deposit account.

Step	Action
1.	<p>Navigation: Main Menu >Self Service>Payroll and Compensation>Direct Deposit</p>  <p>The screenshot shows a web application interface with a 'Main Menu' dropdown. A search menu is open, displaying a list of options: 'Company Directory', 'Org Chart Viewer', 'Self Service' (highlighted with a red box), 'Set Up HCM', 'My Personalizations', 'My System Profile', and 'My Dictionary'. A secondary dropdown menu is open from 'Self Service', listing: 'Time Reporting', 'Personal Information', 'Payroll and Compensation' (highlighted with a red box), 'Benefits', 'Leave Transfer Request', and 'Review Transactions'. A third dropdown menu is open from 'Payroll and Compensation', listing: 'View Paycheck', 'Paycheck Modeler', 'Direct Deposit' (highlighted with a red box), 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'.</p>
2.	Click Direct Deposit .

Step	Action
------	--------

3.

For the purpose of this exercise, change the dollar amount that is deposited into the savings account. Click the **Edit** button in the **Savings** row.

Direct Deposit
Marsha Kay Norwick

Review, add or update your direct deposit information.

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order	
Savings	275977489	123456789	Amount	\$25.00	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Checking	275977489	6531210018	Balance of Net Pay		999	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Pay Statement Print Option

4.

Change the amount to *100* in the **Amount or Percent** field and click **Submit**.

Direct Deposit
Change Direct Deposit
Marsha Kay Norwick

Your Bank Information

Routing Number: [View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount or Percent:

*Deposit Order: (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

5. Click **OK**.

Direct Deposit
Submit Confirmation

The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

6. Notice that the amount in the **Savings** row now reads \$100.00.

Direct Deposit
Marsha Kay Norwick

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order		
Savings	275977489	123456789	Amount	\$100.00 1	Edit	Delete
Checking	275977489	8531210018	Balance of Net Pay	999	Edit	Delete

Pay Statement Print Option

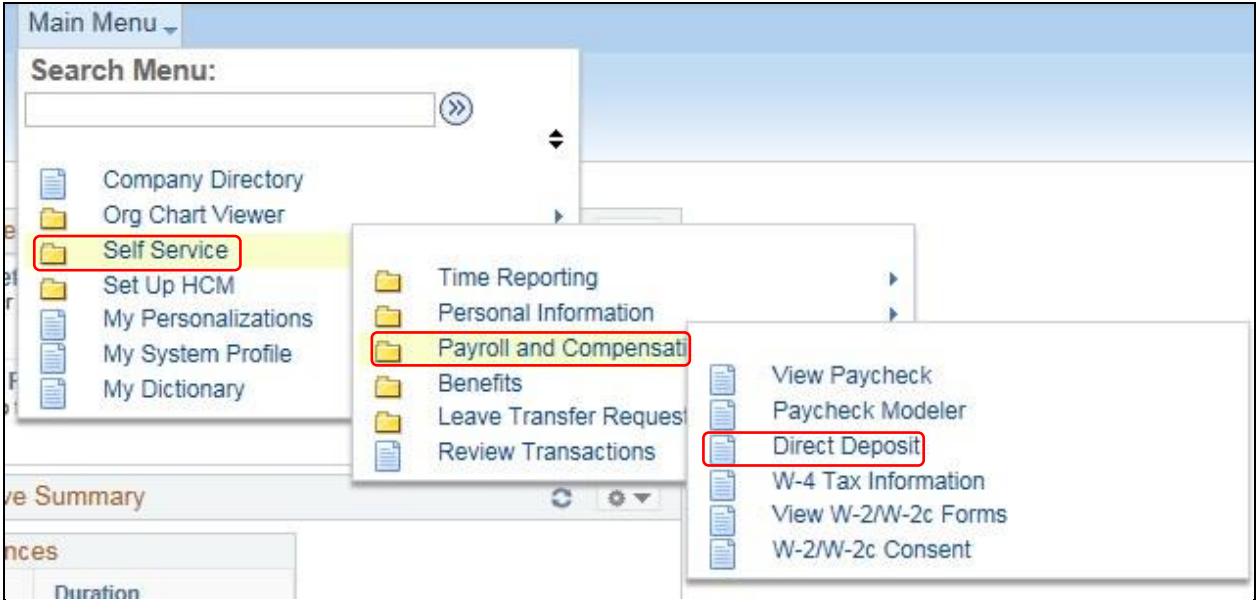
Add Account


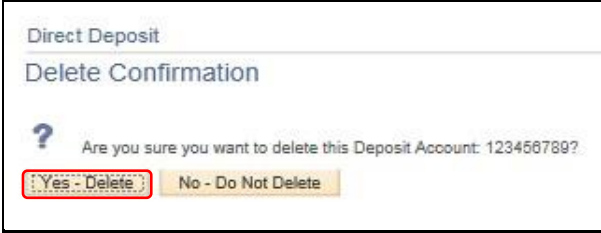
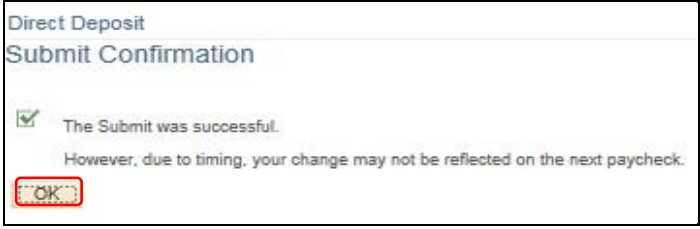

DELETE AN EXISTING DIRECT DEPOSIT ACCOUNT

NOTE: You are required to maintain at least one net pay direct deposit account at all times.

The **Direct Deposit** page allows you to execute the following direct deposit related transactions:

- Delete an existing direct deposit account.

Step	Action
1.	<p>Navigation: Main Menu >Self Service>Payroll and Compensation>Direct Deposit</p>  <p>The screenshot shows a web application interface. At the top left, there is a 'Main Menu' dropdown. Below it is a 'Search Menu' field. A list of menu items is displayed, including 'Company Directory', 'Org Chart Viewer', 'Self Service', 'Set Up HCM', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The 'Self Service' item is highlighted with a red box. A sub-menu is open for 'Self Service', showing items like 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Leave Transfer Request', and 'Review Transactions'. The 'Payroll and Compensation' item is highlighted with a red box. A further sub-menu is open for 'Payroll and Compensation', showing items like 'View Paycheck', 'Paycheck Modeler', 'Direct Deposit', 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. The 'Direct Deposit' item is highlighted with a red box.</p>
2.	Click Direct Deposit .

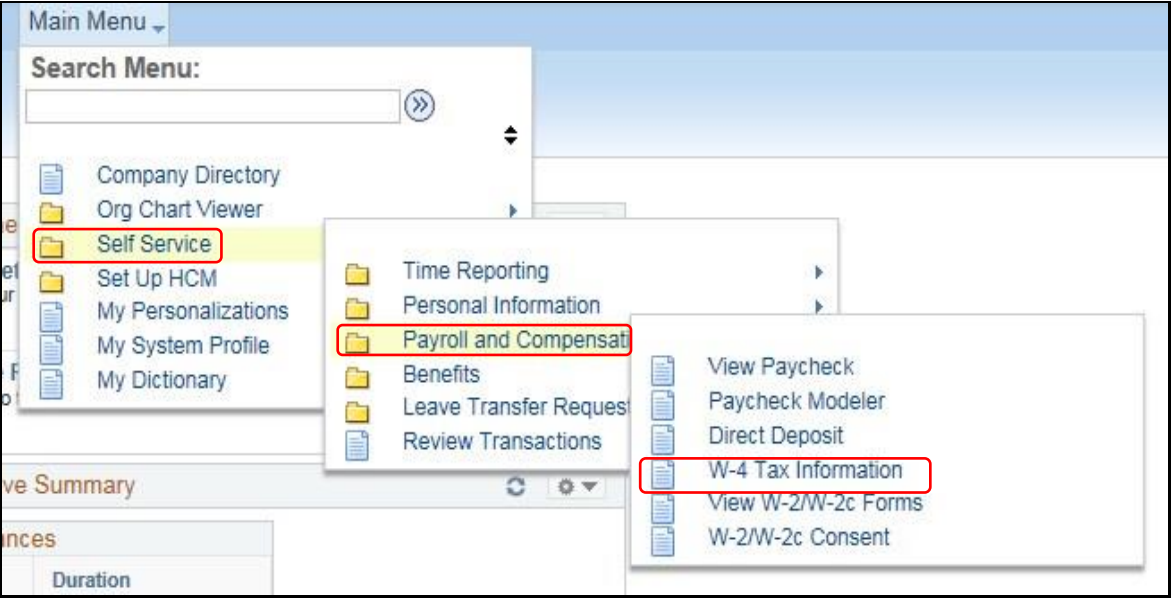
Step	Action																					
3.	<p>Click the Delete button in the Savings row.</p>  <p>The screenshot shows the 'Direct Deposit' page for Marsha Kay Norwick. It includes a table with the following data:</p> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Routing Number</th> <th>Account Number</th> <th>Deposit Type</th> <th>Amount or Deposit Percent Order</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>275977489</td> <td>123456789</td> <td>Amount</td> <td>\$100.00 1</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>Checking</td> <td>275977489</td> <td>6531210018</td> <td>Balance of Net Pay</td> <td>999</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order			Savings	275977489	123456789	Amount	\$100.00 1	Edit	Delete	Checking	275977489	6531210018	Balance of Net Pay	999	Edit	Delete
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order																		
Savings	275977489	123456789	Amount	\$100.00 1	Edit	Delete																
Checking	275977489	6531210018	Balance of Net Pay	999	Edit	Delete																
4.	<p>Click Yes – Delete.</p>  <p>The screenshot shows a 'Delete Confirmation' dialog box with the text: 'Are you sure you want to delete this Deposit Account: 123456789?'. There are two buttons: 'Yes - Delete' (circled in red) and 'No - Do Not Delete'.</p>																					
5.	<p>Click OK.</p>  <p>The screenshot shows a 'Submit Confirmation' dialog box with a checked checkbox and the text: 'The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.' There is an 'OK' button circled in red.</p>																					
6.	<p>The savings account has been removed.</p>  <p>The screenshot shows the 'Direct Deposit' page after the savings account has been removed. The table now only contains the following data:</p> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Routing Number</th> <th>Account Number</th> <th>Deposit Type</th> <th>Amount or Deposit Percent Order</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>275977489</td> <td>6531210018</td> <td>Balance of Net Pay</td> <td>999</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table>	Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order			Checking	275977489	6531210018	Balance of Net Pay	999	Edit	Delete							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order																		
Checking	275977489	6531210018	Balance of Net Pay	999	Edit	Delete																

REVIEW OR UPDATE FEDERAL TAX WITHOLDING (W4)

Note: Only federal **W-4 Tax Information** can be updated through Self Service. Due to reporting requirements, the appropriate state form must be submitted to your payroll office for processing when making changes to your state withholding.

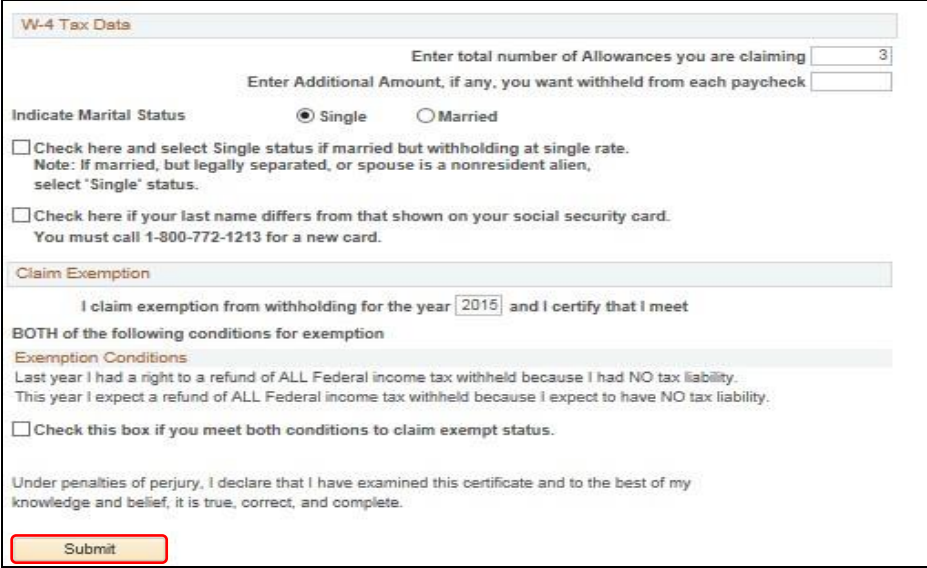
The **W-4 Tax Information** page allows you to view and update the following information relating to your W-4 information:

- Total number of Allowances
- Marital Status
- Claim Exemption
- Exemption Conditions

Step	Action
1.	<p>Navigation: Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information</p>  <p>The screenshot shows a web application interface. At the top, there is a 'Main Menu' dropdown. Below it is a 'Search Menu' input field. A list of menu items is displayed, including 'Company Directory', 'Org Chart Viewer', 'Self Service', 'Set Up HCM', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The 'Self Service' item is highlighted in yellow and has a red box around it. A sub-menu is open for 'Self Service', showing items like 'Time Reporting', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Leave Transfer Request', and 'Review Transactions'. The 'Payroll and Compensation' item is highlighted in yellow and has a red box around it. A further sub-menu is open for 'Payroll and Compensation', showing items like 'View Paycheck', 'Paycheck Modeler', 'Direct Deposit', 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. The 'W-4 Tax Information' item is highlighted in yellow and has a red box around it.</p>

2. Click **W-4 Tax Information**.

3. Update the appropriate information. Click **Submit**.



W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for the year and I certify that I meet BOTH of the following conditions for exemption

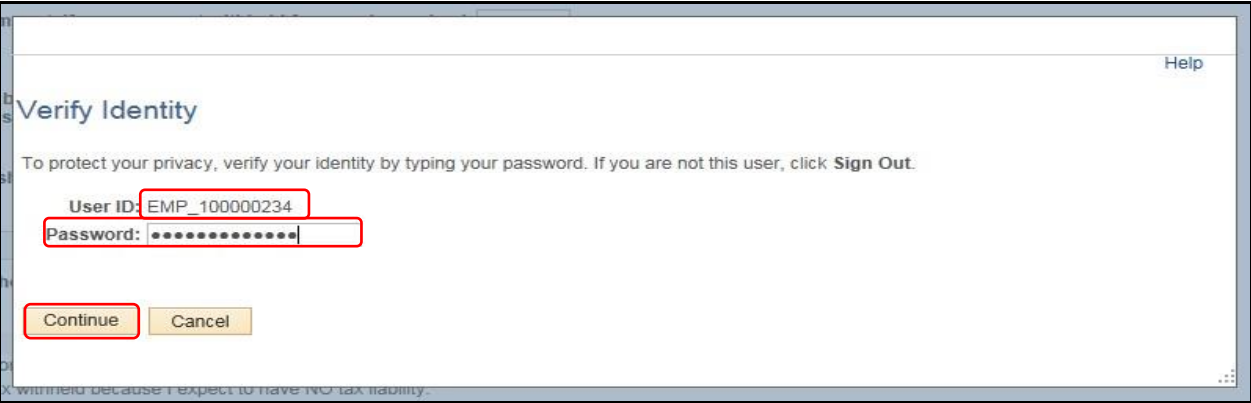
Exemption Conditions

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

4. Enter your password. It is the same password you use to log into PeopleSoft. Click **Continue**.



Help

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: EMP_100000234

Password: ●●●●●●●●