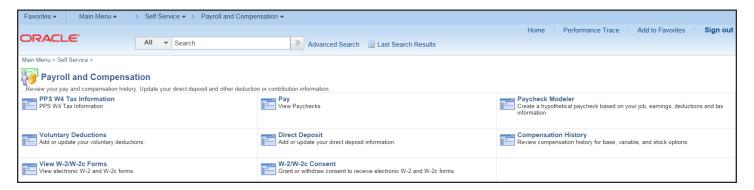
Payroll and View Paycheck

To get to the Payroll and Compensation portion of the Employee Self Service menu, from your Main Menu select "Self Service" and then select "Payroll and Compensation".



View Paycheck

You will be able to review current and prior paycheck or advice stubs.

Voluntary Deductions

You will be able to add or update your voluntary deductions

Direct Deposit

o You will be able to view or update your direct deposit information.

W-4 Tax Information (Federal & State Withholding Tax)

o You will be able to review or change your W-4 information.

• View W-2/W-2c Forms

You will be able to view electronic W-2 and W-2c forms.

• W-2/W-2c Consent (FUTURE FUNCTIONALITY)

You will be able to grant or withdraw consent to receive electronic W-2 and W-2c forms.

PPS View Year End W2 Form

You will be able to review and reprint your year end W2 information.

• Paycheck Modeler (FUTURE FUNCTIONALITY)

o You will be able to run mock paycheck changes

View Paycheck

In this option you will be able to view an online copy of your paycheck or advice stub. A list of checks or advices will be shown in date order with the most recent being listed first. Any Check Date after 12/14/2013 will have a checkbox in the column PDF File, these are the stubs that are visible for viewing or printing

View Paycheck							
	ecks below. Select	the check date of the p	oaycheck you woul	d like to review	v.		
▼ Select Payo	heck		<u>Per</u>	sonalize Find	<u>View All</u> Marie Firs	t 🛚 1-8 of 34 🕨 Las	
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File	
2013-01-31	Portland Public Schools	12/16/2012	01/15/2013			V	
2012-12-14	Portland Public Schools	11/16/2012	12/15/2012			✓	
2012-11-30	Portland Public Schools	10/16/2012	11/15/2012				
2012-10-31	Portland Public Schools	09/16/2012	10/15/2012				
2012-09-28	Portland Public Schools	08/16/2012	09/15/2012				
2012-08-31	Portland Public Schools	07/16/2012	08/15/2012				
2012-07-31	Portland Public Schools	06/16/2012	07/15/2012				
2012-06-29	Portland Public Schools	05/16/2012	06/15/2012				

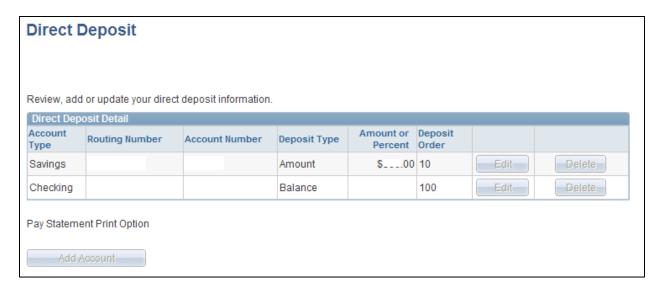
Voluntary Deductions

In this option you will be able to view your voluntary charity deductions. In a future release you will also be able to add or update these deductions.



Direct Deposit

In this option you will be able to view or update your direct deposit information. The direct deposit information will be listed in the order of processing. For example in the screen print below the amount listed in "Amount or Percent" will be deposited in the Account Type of Savings first with the balance being deposited in the Account Type of Checking.



W-4 Tax Information

In this option you will be able to review or change your W-4 information.

W-4 Tax Information						
Social Security Number:						
Portland Public Schools						
You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.						
Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review						
by the IRS. Your employer may be required to send a copy of this form to the IRS.						
Home Address						
W-4 Tax Data						
Enter total number of Allowances you are claiming: 1						
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 2013 and I certify that I meet						
BOTH of the following conditions for exemption:						
Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.						
2. 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.						
Submit						

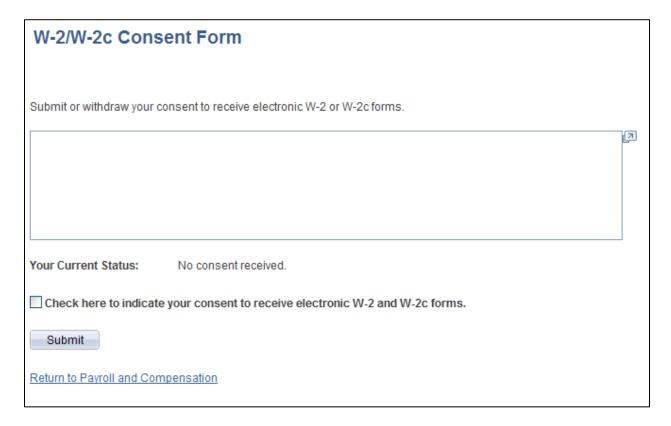
View W-2/W-2c Forms

In this option you wil be able to view and reprint your W-2/W-2c forms once they are available.



W-2/W-2c Consent (FUTURE Functionality)

In this option you will be able to give, or remove, consent for receiving an electronic copy of your W-2/W-2c forms instead of receiving a paper form in the mail



PPS View Year End W2 Form

In this option you will be able to to review your year end W2 information.

