

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**”.

The screenshot shows the Oracle Self Service interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Payroll and Compensation'. Below this is the Oracle logo and a search bar with 'All' selected. The main content area is titled 'Payroll and Compensation' and includes a sub-header: 'Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.' The page is divided into a grid of nine tiles, each with an icon and a title: 'PPS W4 Tax Information', 'Pay', 'Paycheck Modeler', 'Voluntary Deductions', 'Direct Deposit', 'Compensation History', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. Each tile has a brief description of its function.

- **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**
 - You will be able to view or update your direct deposit information.
- **W-4 Tax Information (Federal & State Withholding Tax)**
 - 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)**
 - 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

checks below. Select the check date of the paycheck you would like to review.

Select Paycheck						
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			<input checked="" type="checkbox"/>
2012-12-14	Portland Public Schools	11/16/2012	12/15/2012			<input checked="" type="checkbox"/>
2012-11-30	Portland Public Schools	10/16/2012	11/15/2012			<input type="checkbox"/>
2012-10-31	Portland Public Schools	09/16/2012	10/15/2012			<input type="checkbox"/>
2012-09-28	Portland Public Schools	08/16/2012	09/15/2012			<input type="checkbox"/>
2012-08-31	Portland Public Schools	07/16/2012	08/15/2012			<input type="checkbox"/>
2012-07-31	Portland Public Schools	06/16/2012	07/15/2012			<input type="checkbox"/>
2012-06-29	Portland Public Schools	05/16/2012	06/15/2012			<input type="checkbox"/>

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.

Voluntary Deductions

Portland Public Schools

Review, add or update your voluntary deductions information.

Voluntary Deductions							
Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	
Black United Fund of Oregon	11/01/2012	12/31/2013	Current	\$20.00		0.00	<input type="button" value="Edit"/>
Equity Foundation	11/01/2012	12/31/2013	Current	\$5.00		0.00	<input type="button" value="Edit"/>
Oregon Humane Society	11/01/2012	12/31/2013	Current	\$10.00	50.00	0.00	<input type="button" value="Edit"/>

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.

Direct Deposit

Review, add or update your direct deposit information.

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
Savings			Amount	\$...00	10	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking			Balance		100	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Pay Statement Print Option

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:

1. 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.

View W-2/W-2c Forms

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

View W-2/W-2c Forms

Review your available W-2 and W-2c forms below. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form Personalize 1 of 1					
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2012	PPS	W-2	02/01/2013	Year End Form	Filing Instructions

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

W-2/W-2c Consent Form

Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Your Current Status: No consent received.

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

[Return to Payroll and Compensation](#)

PPS View Year End W2 Form

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

Ye Combined

Review Year End Data Combined

W-2 Information Find | View All | First 1 | Last

Employee ID:	Company:	PPS
Process Flag: Complete	Calendar Year:	2012
	Tax Form ID:	W-2

Employee Information Find | View All | First 1 | Last

First Name:	Middle Name:
Last Name:	Suffix:
Address 1:	
Address 2:	
City:	
State:	Postal Code:
Country:	Control Number:
Sequence:	Social Security Number:

Employee Status

<input type="checkbox"/> Statutory Employee	<input type="checkbox"/> Third-party sick pay
<input type="checkbox"/> Retirement Plan	<input type="checkbox"/> Medicare Only

Tax Form Box Detail Personalize | Find | View 2 | 1 of 11 | Last

Box	Description	State	Locality	Locality Name	Box Amount
01	Wages, tips, other compensation				
02	Fed/terr income tax withheld				
03	Social Security wages				
04	Social Security tax withheld				
05	Medicare wages and tips				
06	Medicare tax withheld				
12C	Group term life				
12DD	Cost of ER-sponsored health				
14Z	PERS				
16	State wages, tips, etc.	OR			
17	State income tax	OR			