

Employee Self-Service: *Payroll Information*

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Introduction

You can view and update certain key pieces of payroll data. The Payroll Information icon contains your pay check stubs, direct deposit, tax withholdings & year to date earnings.

As the employee, you are able to make edits to your direct deposit and tax withholdings.

This guide will give you step by step instruction on how to update and view information for each link under Payroll Information.

Navigation

1. To access your payroll information, click the **Payroll Information** icon.



PAYROLL INFORMATION

2. A list of hyperlinks will display each section.

Payroll Calendar

1. To view the current year payroll calendar, click the **Payroll Calendar** link.

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Payroll Information

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2. The payroll calendar will open as a viewable PDF.

Direct Deposit

3. All accounts are pre-noted with your bank so it can take up to two (2) weeks which is a full pay period for your new deposit to become active.
4. **You must have 100% direct deposit.** If you have multiple deposits, one account must be the remaining 100% of your net (default account).
5. An employee can have these open accounts:
 - Two (2) non Affinity bank accounts and two (2) Affinity Credit Union accounts **OR**
 - Two (2) non Affinity bank accounts **OR**
 - Two (2) Affinity Credit Union accounts
6. Changes to your direct deposit cannot be made starting at noon on Monday of the pay week until Tuesday 8pm of the pay week. If you attempt to edit/add/remove any accounts, you will receive the following error message:

Dialog

Error: A payroll cycle is currently in progress so we are unable to make the requested change. Please return anytime Tuesday after 8 p.m.

OK

7. To view, add, update or close a direct deposit account, click the **Direct Deposit** link.

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8. To update an existing account, click your account number which will be a blue hyperlink.

Bank	Order	Account
Checking	1	045 Default

[Add](#)

9. The account detail will be displayed at the bottom of the screen. Make the necessary edits & click **Update**. **You can only make edits to the amount of the deposit if you have more than one direct deposit account set up.**

Bank: Checking Savings
Routing Number: 62
Account Number: 45
Effective Date: 06/01/1981
Account Description:
Default: 100%

[Update](#) [Cancel](#)

10. To add a direct deposit account, click the **Add** button.

Bank	Order	Account
Checking	1	045 Default

[Add](#)

11. Enter the number of accounts you want to open/add for your direct deposit.

12. A form will be displayed for you to enter your banking information. You can either add a flat amount or percent of net per pay check.

13. Required information for adding a new direct deposit is:

- Bank Name

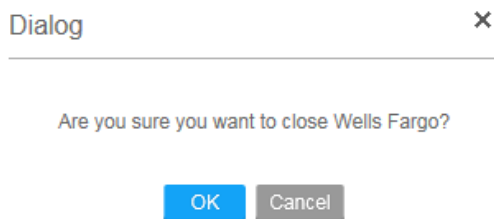
- Account Type
- Effective Date
- Routing & Account Number
- Description (i.e. checking, savings1)
- Flat amount or Percent of Net

14. Once complete, hit the **Update** button.

15. To close an account, click the blue **Close Account** link.

Type	Amount	
Checking	500.00	Close Account
Checking	100.00%	Close Account

16. A dialog box will show asking for confirmation. Select *Ok* to continue.



17. Once you select Ok, your account will be closed and this direct deposit is deleted.

18. If you have multiple accounts, you must re-assign a new default for the net of your check in order to remove an old default account.

19. For any direct deposit updates you will receive an e-mail confirmation to your St. Peter's e-mail address on file to confirm the changes that you have made. If you do not receive this, please e-mail payroll_processing@saintpetersuh.com to confirm your update has been made.

Direct Deposit Confirmation

Company	Employee Number	Employee Name	Process Level
1			

The following bank account has been for direct deposit:

Description	Routing Number	Account Number	Order Number	Amount	Account Type	Default	Date Entered	Date Closed
Checking	xxxx.	xxxxx		20.000%	Checking	No	11/07/2018	

You recently made changes to your direct deposit at 11/07/2018. Please be advised that your change may go through a bank validation process to ensure that the account information provided is valid. During this process, you may receive a physical check mailed to your address on file. At this time, please ensure that your address is up to date in the employee portal. If you have any questions or would like to dispute this transaction, please contact the payroll department. Thanks Workunit: Product Line:

Pay Check Stubs

1. To view your current and previous pay check stubs, click the **Pay Check Stubs** link.

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2. A list of pay checks will appear. You will see the pay date, gross and net amounts. The pay dates are hyperlinks; clicking on these dates will bring up a full detail of that pay check.

Pay Checks	
Payments	
Date	
04/26/2018	
04/12/2018	
03/29/2018	
03/15/2018	
03/01/2018	
02/15/2018	
02/01/2018	
01/18/2018	
01/04/2018	

3. The left side will break down your wages, taxes and any pretax deductions for that pay period.

Wages

Pay	Hours	Wages
Regular Pay	35.00	.35
Vacation 1	35.00	.35
Certification	70.00	0.00
Group Term Life		7.31
Total	140.00	.01

Taxes

Deduction	Amount	Taxable Wages
Federal Income Tax	6.99	804.84
Social Security EE	7.90	804.84
Medicare - EE	9.67	804.84
New Jersey State Income Tax	9.03	22.01
Total	.59	

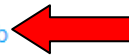
Pretax Deductions

Deduction	Amount
Dental - Pre Tax	4.73
Vision Pre-Tax	8.88
EE PRE-TAX UEPO	.56
Total	17.17

4. If you want to print a pay stub after opening the pay stub detail, click on the **Printable Pay Stub** option.

Summary

[Printable Pay Stub](#)



Check Number
Payment Date
Period End Date
Gross Wages
Net Pay
Check Amount
Currency
Routing Number
Bank Account
Description
Deposit Amount

Tax Withholding

1. To view, add and/or edit your federal and state tax withholdings, click the **Tax Withholding** link.

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- Both your federal and state income tax elections will become visible.

Tax Withholding


Deductions

	Description	Resident Status	Marital Status	Exemptions	Additional Exemptions
➤	Federal Income Tax	Resident	Married	0	0
➤	New Jersey State Income Tax	Resident	Married	0	0

- To edit your federal income tax, click the gray arrow in front of Federal Income Tax.

Tax Withholding

Deductions

	Description
➤ 	Federal Income Tax
➤	New Jersey State Income Tax

- The current year federal withholding allowance certificate will open (W-4 form). It will be pre-populated with your name, address, and last four of your social security number.
- If you need W-4 assistance, there is a link for W-4 instructions. This will open a new window with instructions.
- Make any updates to your status, current number of allowances and additional amount as necessary. Hit **Continue**.

[Continue](#) [Back](#) [Print](#) [W-4 Instructions](#)

- A dialog box will appear asking you for confirmation of your changes.

Dialog

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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

Update

Cancel

8. To edit your state income tax, click the gray arrow in front of State Income Tax.

Tax Withholding

Deductions

	Description
➔	Federal Income Tax
➔	New Jersey State Income Tax

9. Make any updates to your status, current number of allowances and additional amount as necessary. Hit **Continue**.

Tax Withholding

New Jersey State Income Tax

*Required fields are indicated.

Residency

Status*

Exemptions

Additional Amount

10. A dialog box will appear asking you for confirmation of your changes.

Dialog

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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

[Update](#) [Cancel](#)

11. Changes to your taxes cannot be made starting at noon on Monday of the pay week until Tuesday 8pm of the pay week. If you attempt to edit your taxes, you will receive the following error message:

Dialog

Error: A payroll cycle is currently in progress so we are unable to make the requested change. Please return anytime Tuesday after 8 p.m.

[OK](#)

Year to Date Earnings

1. To view your YTD earnings by year, click the **Year to Date Earnings** link.

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2. Select a year to view from the drop down list and hit **Continue**.

Year to Date

Years

*Required fields are indicated.

Select a year.*

[Continue](#)

3. The annual totals for that year will appear on the left of the screen.
4. If you want to see details for these totals, click the **Payment Details** link. This will bring up the pay check stub information.

[Payment Details](#)

Wages - US Dollar \$, US

Pay Type

Taxes

Deduction

5. To view details of each payment, click on the pay date. From here, you can follow the same directions as the [Pay Check Stub](#) section.