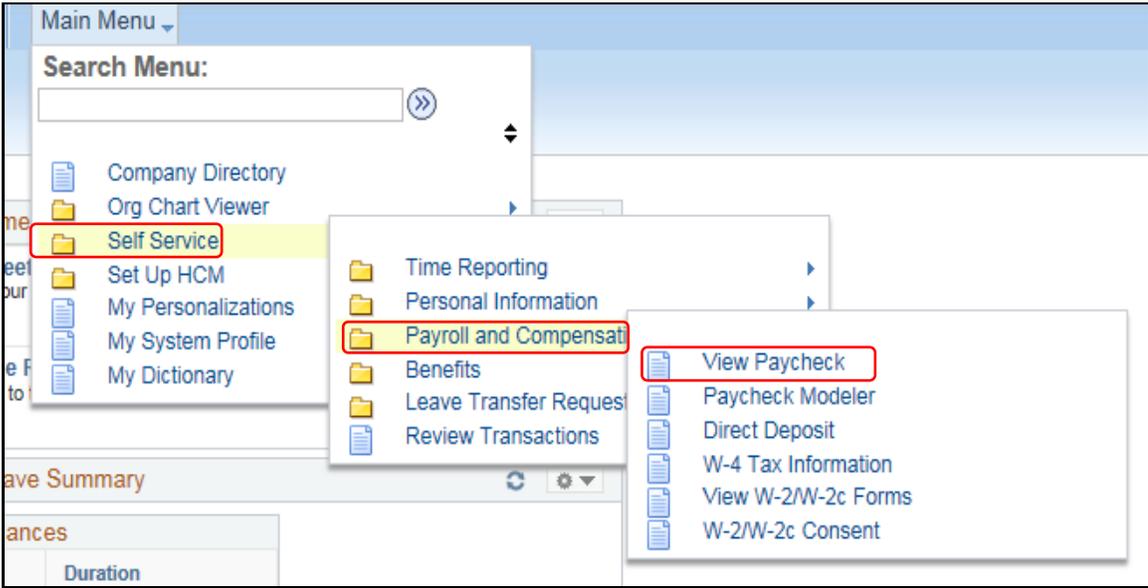
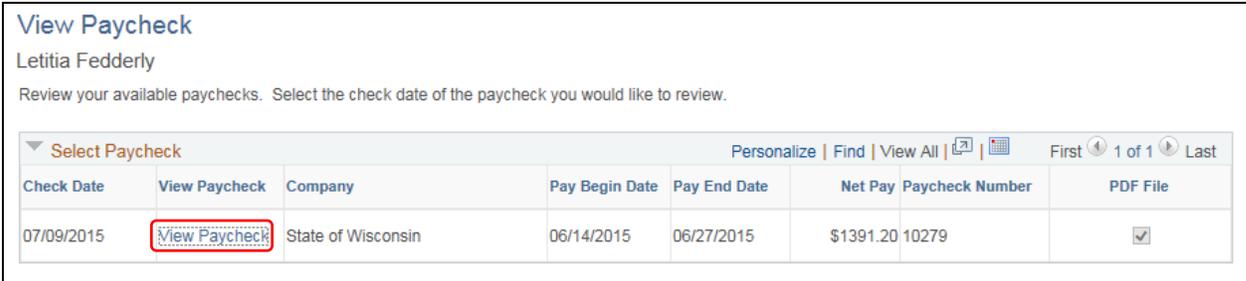


This job aid provides an overview of specific functions within the ePay Self Service menu, including viewing paychecks, setting up direct deposit, and reviewing and updating tax information.

REVIEW YOUR PAYCHECK

Description: This lesson provides instructions on how to access and view the **View Paycheck** page within the ePay module of STAR PeopleSoft.

Step	Action																
1.	<p>Navigation: Main Menu > Self Service > Payroll and Compensation > View Paycheck</p> 																
2.	Click View Paycheck .																
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>  <table border="1" data-bbox="228 1436 1474 1717"> <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 Whosville WI 54045		Employee ID: 100075090 Department: 505A000000-Div 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						TAXES		
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
Regular Hours Worked	30.000000	80.00	2,400.00	80.00	2,400.00	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	Description	Current	YTD
TOTAL:			TOTAL:			*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current	2,400.00	2,400.00	2,400.00	738.70	0.00	0.00	1,661.30	
YTD	2,400.00	2,400.00	2,400.00	738.70	0.00	0.00	1,661.30	
Description		Balance	NET PAY DISTRIBUTION					
Sick	0.0		Payment Type	Account Type	Account Number	Amount		
Vacation	0.0		Check #000000000030398	Irone Chk		1,661.30		
Personal Holiday	0.0		TOTAL:					1,661.30
Saturday/Legal Holiday	0.0							
Term/Sabbatical	0.0							
Comp Time	0.0							

4.

MESSAGE:

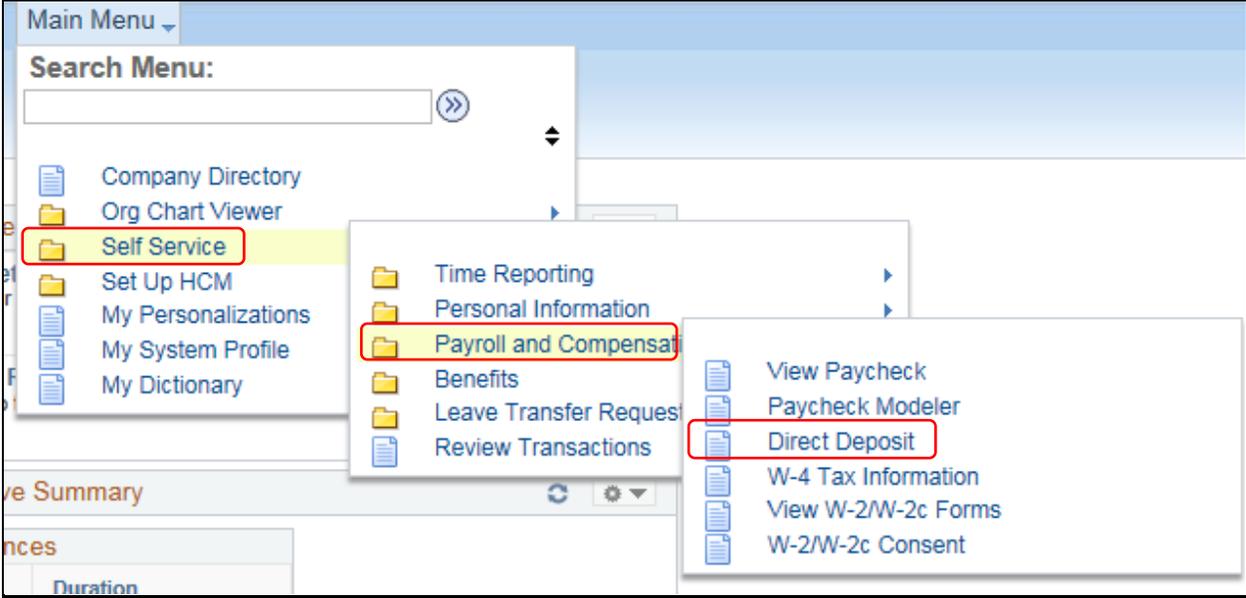


ADD A DIRECT DEPOSIT ACCOUNT

This lesson provides instructions on how to setup a direct deposit account within the ePay module of STAR PeopleSoft.

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 multi-level navigation menu. The top level is 'Main Menu'. The second level is 'Self Service'. The third level is 'Payroll and Compensation'. The fourth level is 'Direct Deposit'. Red boxes highlight the 'Self Service', 'Payroll and Compensation', and 'Direct Deposit' items in the menu.</p>
2.	Click Direct Deposit .



Step	Action																
3.	<p>Click Add Account.</p> <div data-bbox="302 333 1427 722" style="border: 1px solid black; padding: 10px;"> <p>Direct Deposit Marsha Kay Norwick</p> <p>Review, add or update your direct deposit information.</p> <p>Direct Deposit Detail</p> <table border="1" data-bbox="313 506 1406 617"> <thead> <tr> <th>Account Type</th> <th>Routing Number</th> <th>Account Number</th> <th>Deposit Type</th> <th>Amount or Deposit Percent</th> <th>Order</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Checking</td> <td>275977489</td> <td>8531210018</td> <td>Balance of Net Pay</td> <td></td> <td>999</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Pay Statement Print Option</p> <p>Add Account</p> </div>	Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order			Checking	275977489	8531210018	Balance of Net Pay		999	Edit	Delete
Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent	Order												
Checking	275977489	8531210018	Balance of Net Pay		999	Edit	Delete										
4.	<p>Note: For the purpose of this exercise add a savings direct deposit account.</p> <p>To add a direct deposit account:</p> <ol style="list-style-type: none"> 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. <div data-bbox="496 1211 1230 1734" style="border: 1px solid black; padding: 10px;"> <p>Direct Deposit Add Direct Deposit Marsha Kay Norwick</p> <p>Your Bank Information</p> <p>Routing Number <input type="text" value="275977489"/> View check example</p> <p>Distribution Instructions</p> <p>Account Number <input type="text" value="123456789"/></p> <p>*Account Type <input type="text" value="Savings"/></p> <p>*Deposit Type <input type="text" value="Amount"/></p> <p>Amount or Percent <input type="text" value="25"/></p> <p>*Deposit Order <input type="text" value="1"/> (Example: 1 = First Account Processed)</p> <p>Submit</p> <p>* Required Field</p> <p>Return to Direct Deposit</p> </div>																



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 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.

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

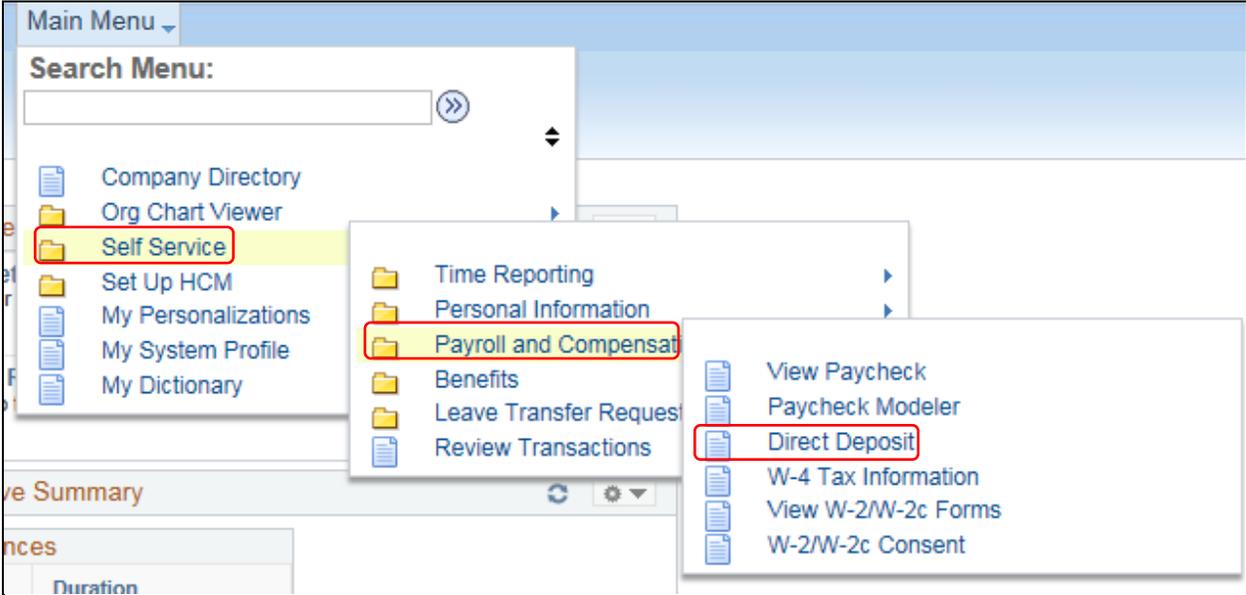


UPDATE/CHANGE AN EXISTING DIRECT DEPOSIT ACCOUNT

This lesson provides instructions on how to update/change direct deposit within the ePay module of STAR PeopleSoft.

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> 
2.	Click Direct Deposit .



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	Edit Delete
Checking	275977489	8531210018	Balance of Net Pay		999	Edit Delete

Pay Statement Print Option

Add Account

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)

Submit

* 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



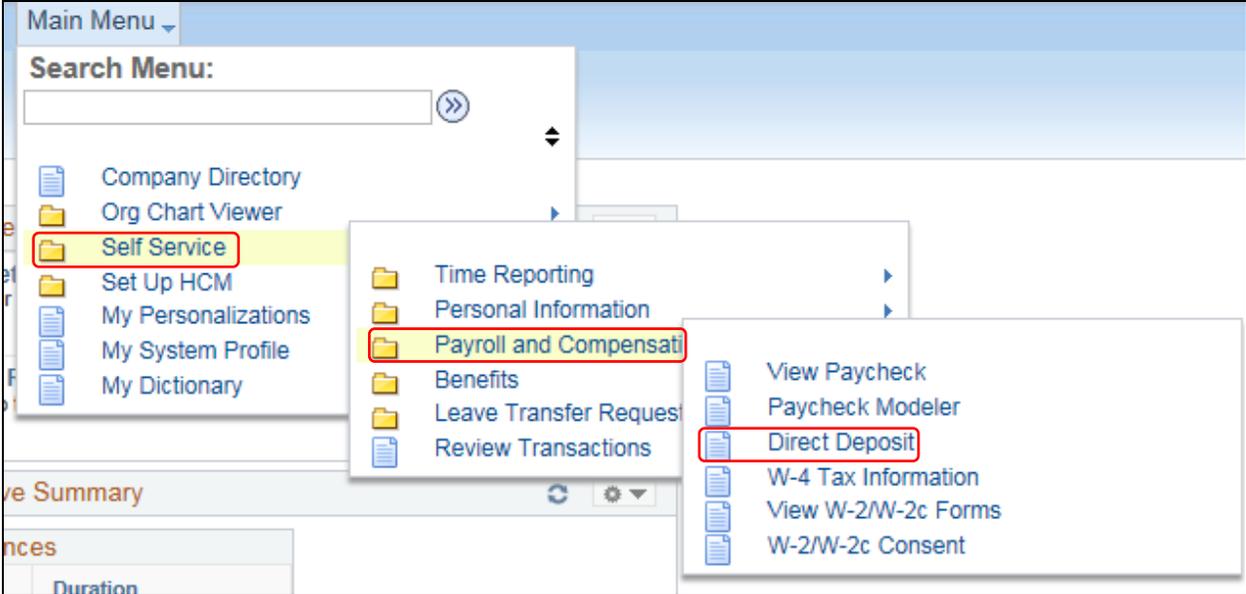
DELETE AN EXISTING DIRECT DEPOSIT ACCOUNT

This lesson provides instructions on how to delete an existing direct deposit within the ePay module of STAR PeopleSoft.

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> 
2.	Click Direct Deposit .



Step	Action																					
3.	<p>Click the Delete button in the Savings row.</p> <div data-bbox="391 333 1338 699" style="border: 1px solid black; padding: 5px;"> <p>Direct Deposit Marsha Kay Norwick</p> <p>Review, add or update your direct deposit information.</p> <p>Direct Deposit Detail</p> <table border="1" data-bbox="391 474 1317 611"> <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> <p>Pay Statement Print Option</p> <p>Add Account</p> </div>	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> <div data-bbox="565 785 1162 1016" style="border: 1px solid black; padding: 5px;"> <p>Direct Deposit Delete Confirmation</p> <p>? Are you sure you want to delete this Deposit Account: 123456789?</p> <p>Yes - Delete No - Do Not Delete</p> </div>																					
5.	<p>Click OK.</p> <div data-bbox="518 1100 1211 1331" style="border: 1px solid black; padding: 5px;"> <p>Direct Deposit Submit Confirmation</p> <p><input checked="" type="checkbox"/> The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck.</p> <p>OK</p> </div>																					
6.	<p>The savings account has been removed.</p> <div data-bbox="350 1415 1378 1772" style="border: 1px solid black; padding: 5px;"> <p>Direct Deposit Marsha Kay Norwick</p> <p>Review, add or update your direct deposit information.</p> <p>Direct Deposit Detail</p> <table border="1" data-bbox="350 1556 1365 1661"> <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> <p>Pay Statement Print Option</p> <p>Add Account</p> </div>	Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order			Checking	275977489	6531210018	Balance of Net Pay	999	Edit	Delete							
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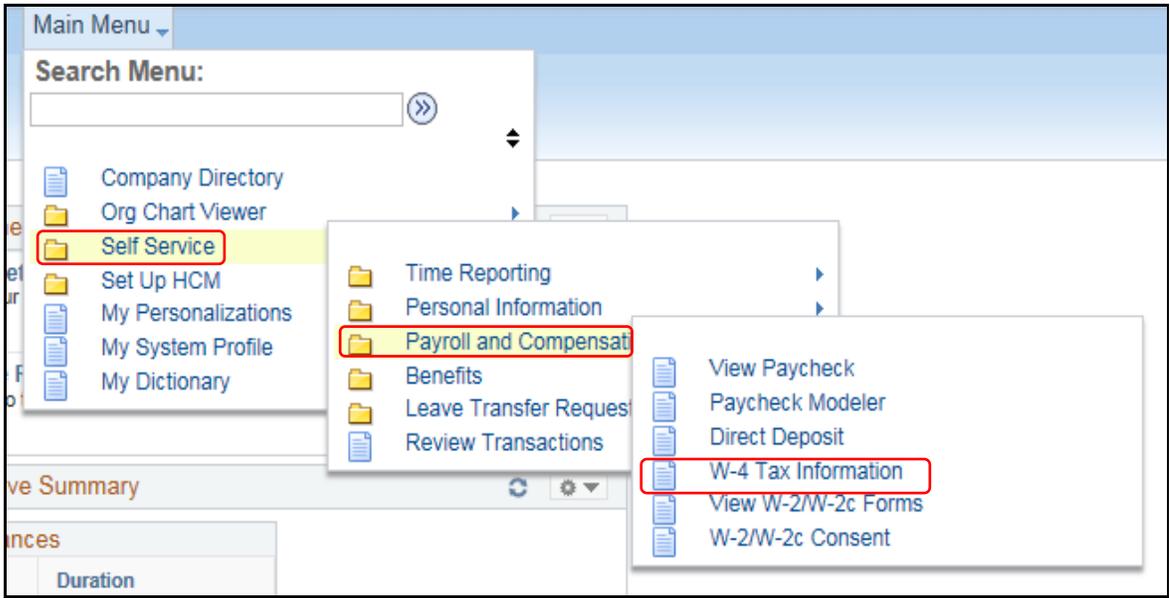
REVIEW OR UPDATE FEDERAL TAX WITHHOLDING (W4)

This lesson provides instructions on how to review and update your federal tax withholding elections within the ePay module of STAR PeopleSoft.

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 the PeopleSoft navigation menu. The 'Main Menu' dropdown is open, showing a search bar and a list of options. 'Self Service' is highlighted with a red box. A sub-menu for 'Self Service' is open, showing 'Payroll and Compensation' highlighted with a red box. A further sub-menu for 'Payroll and Compensation' is open, showing 'W-4 Tax Information' highlighted with a red box. Other options in the sub-menu include 'View Paycheck', 'Paycheck Modeler', 'Direct Deposit', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'.</p>



2.	Click W-4 Tax Information .
3.	<p>Update the appropriate information. Click Submit.</p> <div data-bbox="391 327 1313 894" style="border: 1px solid black; padding: 10px;"> <p>W-4 Tax Data</p> <p style="text-align: right;">Enter total number of Allowances you are claiming <input type="text" value="3"/></p> <p style="text-align: right;">Enter Additional Amount, if any, you want withheld from each paycheck <input type="text"/></p> <p>Indicate Marital Status <input checked="" type="radio"/> Single <input type="radio"/> Married</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p>Claim Exemption</p> <p>I claim exemption from withholding for the year <input type="text" value="2015"/> and I certify that I meet BOTH of the following conditions for exemption</p> <p>Exemption Conditions</p> <p>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.</p> <p><input type="checkbox"/> Check this box if you meet both conditions to claim exempt status.</p> <p>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.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> </div>
4.	<p>Enter your password. It is the same password you use to log into PeopleSoft. Click Continue.</p> <div data-bbox="228 978 1476 1373" style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">Help</p> <p>Verify Identity</p> <p>To protect your privacy, verify your identity by typing your password. If you are not this user, click Sign Out.</p> <p>User ID: <input type="text" value="EMP_100000234"/></p> <p>Password: <input type="password" value="....."/></p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> </div>

ADDITIONAL RESOURCES

If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at <http://starconnection.wi.gov/Training/#Resources>

User Productivity Kits (UPKs): STAR HCM UPK

ePay 9.2 > Managing Pay Information for PeopleSoft Payroll North America