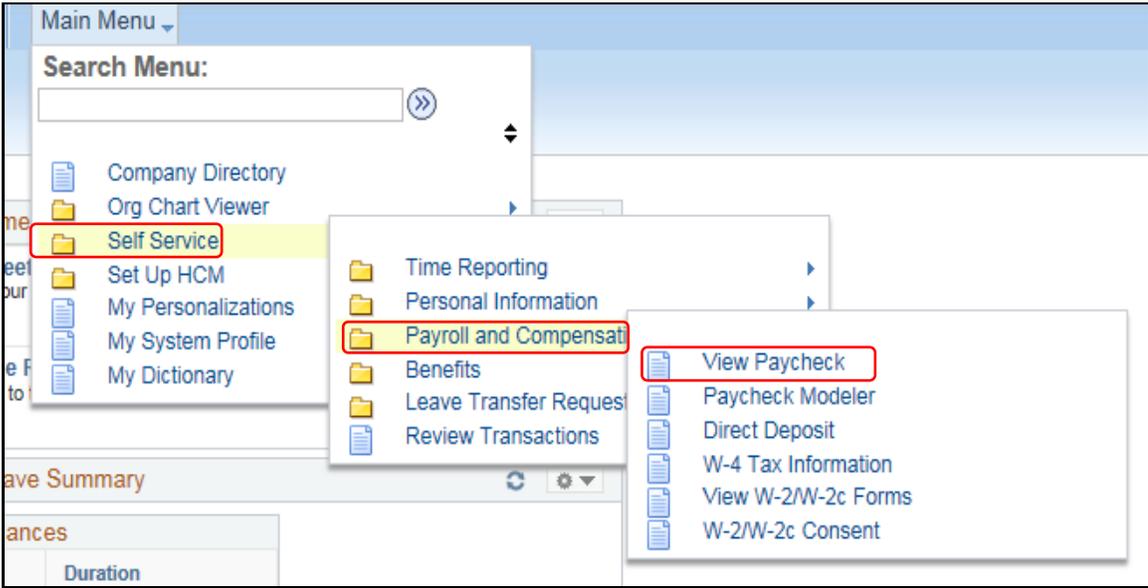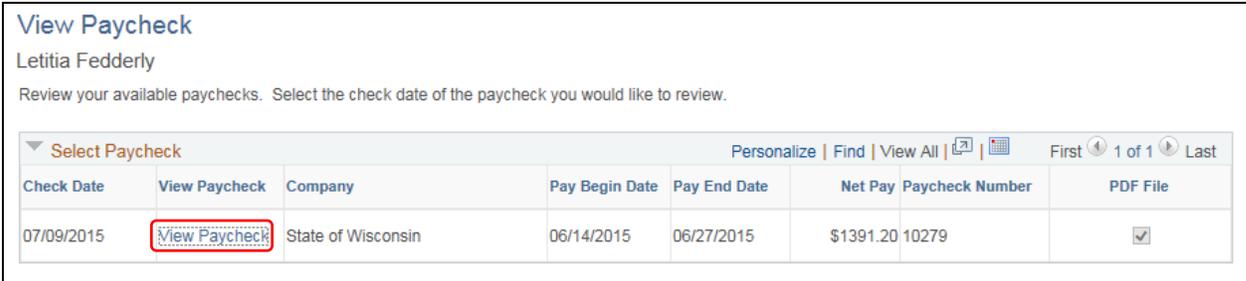# STAR PeopleSoft Job Aid: Employee Payroll - ePay

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.

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.	Navigation: **Main Menu** > **Self Service** > **Payroll and Compensation** > **View Paycheck**
2.	Click **View Paycheck**.
3.	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.

4.	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
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Whooville 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

Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular Hours Worked	30.000000	80.00	2,400.00	80.00	2,400.00
TOTAL:		**80.00**	**2,400.00**	**80.00**	**2,400.00**

TAXES

Description	Current	YTD
Fed Withholding	416.11	416.11
Fed MED/EE	34.80	34.80
Fed OASDI/EE	148.80	148.80
WI Withholdng	138.99	138.99
TOTAL:	**738.70**	**738.70**

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
TOTAL:	**0.00**	**0.00**

AFTER-TAX DEDUCTIONS

Description	Current	YTD
TOTAL:	**0.00**	**0.00**

EMPLOYER PAID BENEFITS

Description	Current	YTD

*TAXABLE

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,400.00	2,400.00	738.70	0.00	1,661.30
YTD	2,400.00	2,400.00	738.70	0.00	1,661.30

Description	Balance
Sick	0.0
Vacation	0.0
Personal Holiday	0.0
Saturday/Legal Holiday	0.0
Term/Sabbatical	0.0
Comp Time	0.0

NET PAY DISTRIBUTION

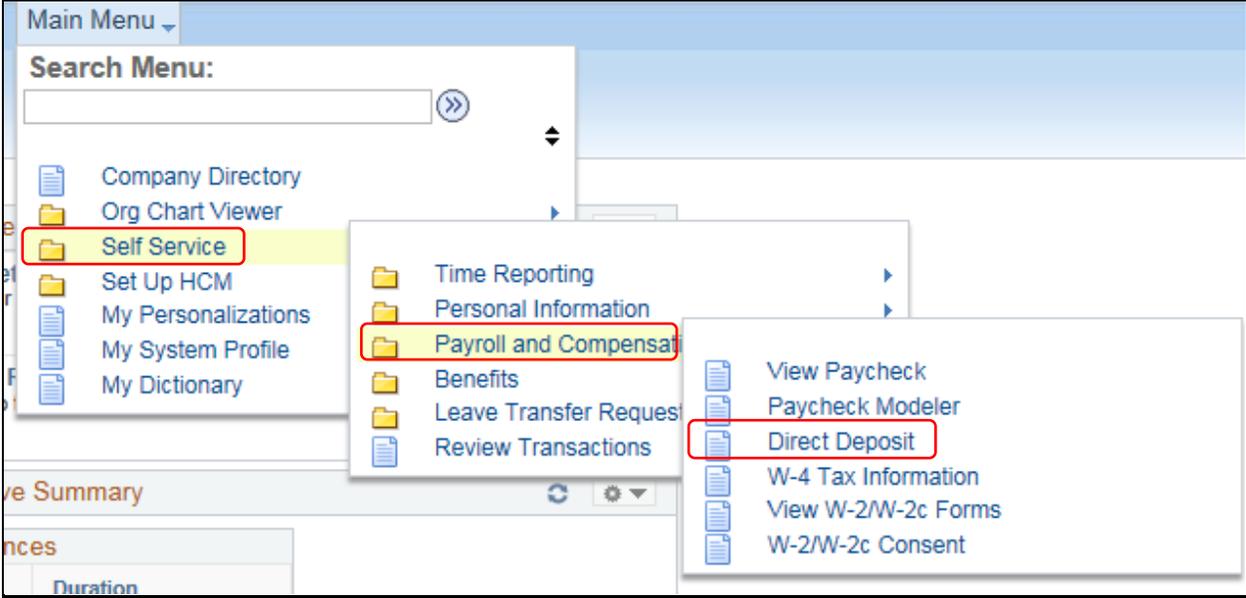| Payment Type	Account Type	Account Number	Amount
Check #000000000030398	Issue Chk		1,661.30
TOTAL:			**1,661.30**

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.	Navigation: **Main Menu >Self Service>Payroll and Compensation>Direct Deposit**
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 Percent	Deposit Order		
---	---	---	---	---	---	---	---
Checking	275977489	6531210018	Balance of Net Pay		999	Edit	Delete	 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 275977489 View check example Distribution Instructions Account Number 123456789 *Account Type Savings *Deposit Type Amount Amount or Percent 25 *Deposit Order 1 (Example: 1 = First Account Processed) Submit * Required Field Return to Direct Deposit

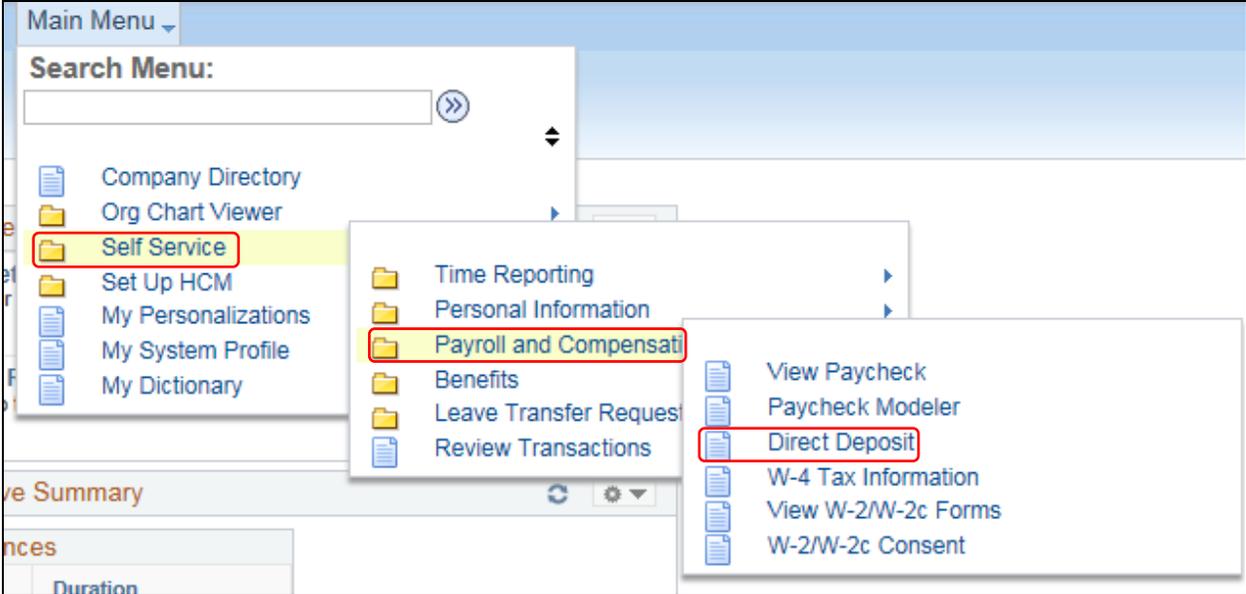|	
5.	Click **OK**. Direct Deposit **Submit Confirmation** ☑ The Submit was successful. However, due to timing, your change may not be reflected on the next paycheck. OK
6.	Notice that both direct deposit accounts are now displayed based on the deposit order you selected. Your "**Balance of Net Pay**" 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 Percent	Deposit Order		
---	---	---	---	---	---	---	---
Savings	275977489	123456789	Amount	$25.00	1	Edit	Delete
Checking	275977489	6531210018	Balance of Net Pay		999	Edit	Delete	 Pay Statement Print Option Add Account

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.
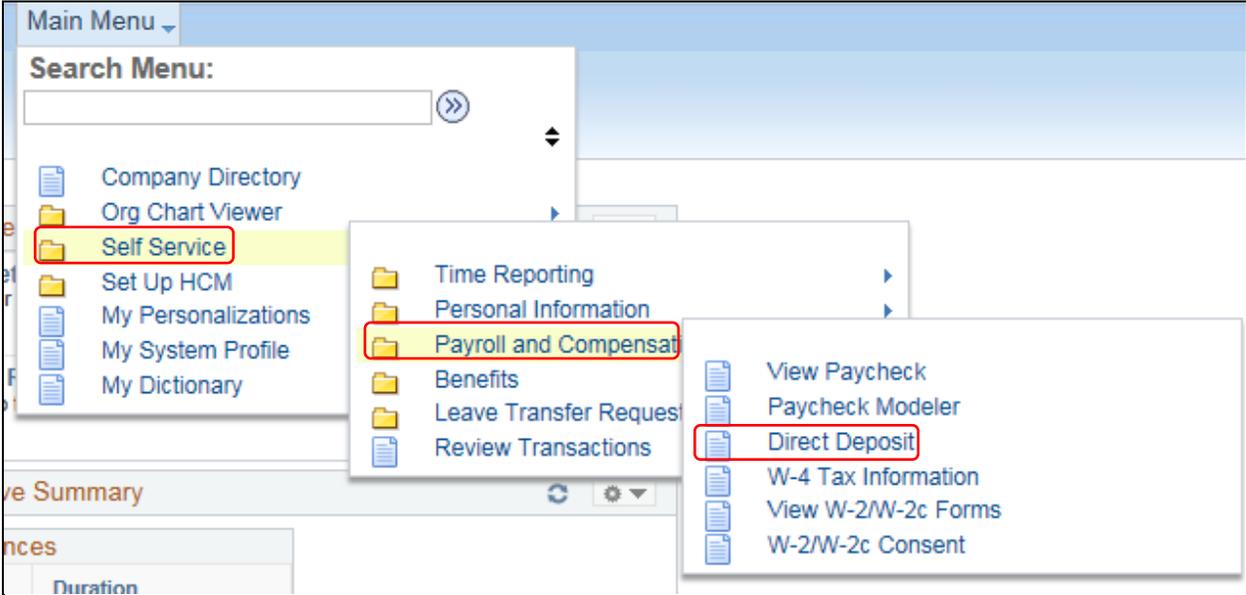
Step	Action
1.	Navigation: **Main Menu** >**Self Service>Payroll and Compensation>Direct Deposit**
2.	Click **Direct Deposit**.

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 screen showing Direct Deposit Detail for Marsha Kay Norwick with Savings and Checking accounts and Edit buttons]
4.	Change the amount to *100* in the **Amount or Percent** field and click **Submit**. ![Change Direct Deposit screen showing bank information and distribution instructions with Amount or Percent field set to 100 and Submit button]

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	6531210018	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.	Navigation: **Main Menu** >**Self Service>Payroll and Compensation>Direct Deposit**
2.	Click **Direct Deposit**.

Step	Action
3.	Click the **Delete** button in the **Savings** row.
4.	Click **Yes – Delete**.
5.	Click **OK**.
6.	The savings account has been removed.

REVIEW OR UPDATE FEDERAL TAX WITHOLDING (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.	Navigation: **Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information**

2.	Click **W-4 Tax Information**.	
3.	Update the appropriate information. Click **Submit**.	
4.	Enter your password. It is the same password you use to log into PeopleSoft. Click **Continue**.	

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