Payroll Information

Step	Action
1.	Click the **Employee Self Service** link. ▷ Employee Self Service
2.	Click the **Payroll and Compensation** link. ▷ Payroll and Compensation
3.	Click the **Payroll Information** link. Payroll Information
4.	The **Payroll Information** screen will appear. The information will reflect the most current pay period information.
5.	At the top of the screen is the **Net Pay** for the pay period, **Pay Begin Date**, **Pay End Date**, and **Check Date**.
6.	In the **General** Section is the employee's name, **Employee ID**, home address, **Pay Group**, **Job Title** and **Pay Rate**.
7.	The **Tax Data** section details the Employee's tax status.
8.	The **Paycheck Summary** section details the disbursement of the employee's current and year-to-date pay.
9.	The **Earnings** section details the type and amount of hours an employee has worked.
10.	The **Taxes** section details the amount of Federal, State, and City taxes deducted from the employee's pay both during the current pay period and year-to-date.
11.	The **Before-Tax** and **After Tax Deductions** sections describe the payroll deductions taken to pay for different types of employee benefits. **Employer Paid Benefits** are those paid by Case Western Reserve University on behalf of the employee.
12.	The **Net Pay Distribution** section displays where the employee's paycheck was deposited by Direct Deposit. Each employee can have up to five accounts for direct deposit.
13.	To print a copy of your Payroll Information, click the **Printer Friendly Version** link. PeopleSoft will open an Adobe Acrobat window with the message "Generating Printer Friendly Version". The Payroll Information will appear in Adobe in printable format.
14.	To view past Payroll Information, click on the **View a Different Payment** link.
15.	Click the **Payroll and Compensation Home** link.
16.	The **Payroll and Compensation Home** screen appears. This screen is just another view of the menu that you used to get to the **Payroll Information** screen. Click the **Direct Deposit** link. Direct Deposit

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17.	The **Direct Deposit** screen appears. If an employee has more than one bank account to which funds are direct deposit, then the individual has a choice of where any Accounts Payable (A/P) reimbursement checks are deposited. In this example, Ronald has only one checking account for direct deposit, but if he had more than one he could choose which account should receive A/P reimbursements by checking the **A/P Reim** checkbox. In addition, employees are able to update their direct deposit accounts and information. Click the **Save** button to complete any transaction on this page. For details on how to update your direct deposit, see the guide "Using Direct Deposit".
18.	Click the **W-4 Tax Information** link. W-4 Tax Information
19.	The **W-4 Tax Information** screen appears. This view-only screen details the information used to determine your tax deductions. If changes need to be made to your W-4 data, please contact the Records Department at 368-3270. You may also download a new W-4 using the link below, complete it and inter-office mail it to: Records Department, Location Code 7047. http://www.irs.gov/pub/irs-pdf/fw4.pdf
20.	Click the **Payroll and Compensation Home** link.
21.	Click the **W-2 Reissue Request** link. W-2 Reissue Request
22.	The **W-2 Reissue Request** screen appears. On this screen, employees can request to have an additional copy of their yearly W-2 form sent to either their home address or the HR Records Department. W-2's are automatically mailed out by the end of January for every employee. This self-service option is only to be used by employees who need an additional copy.
23.	This completes the process of viewing and printing your **Payroll Information**. **End of Procedure.**