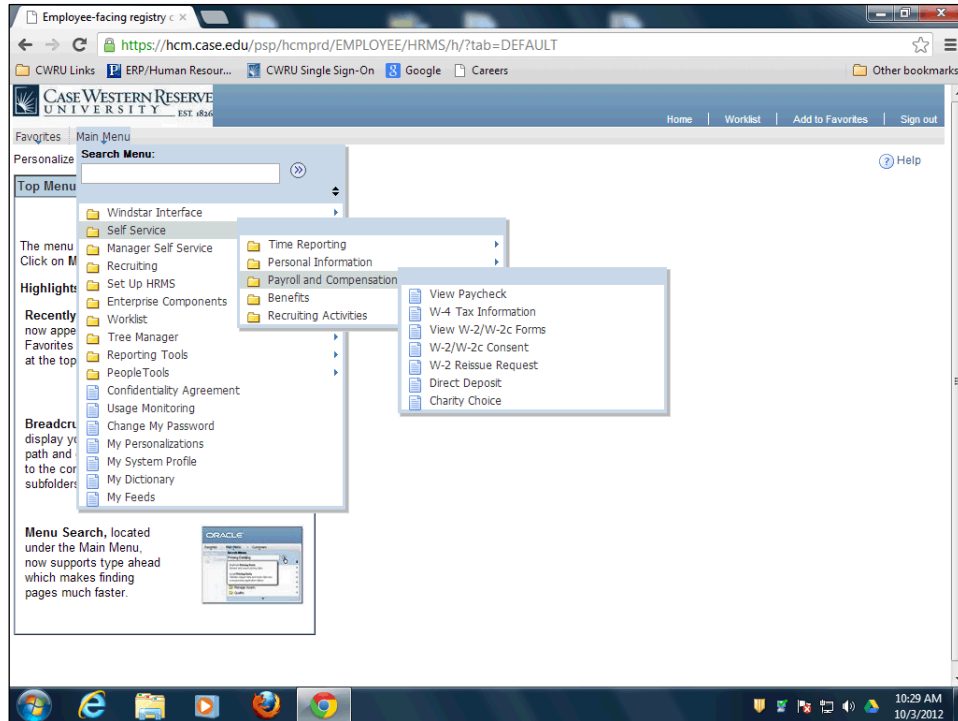
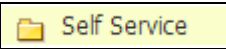
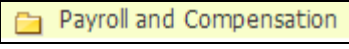



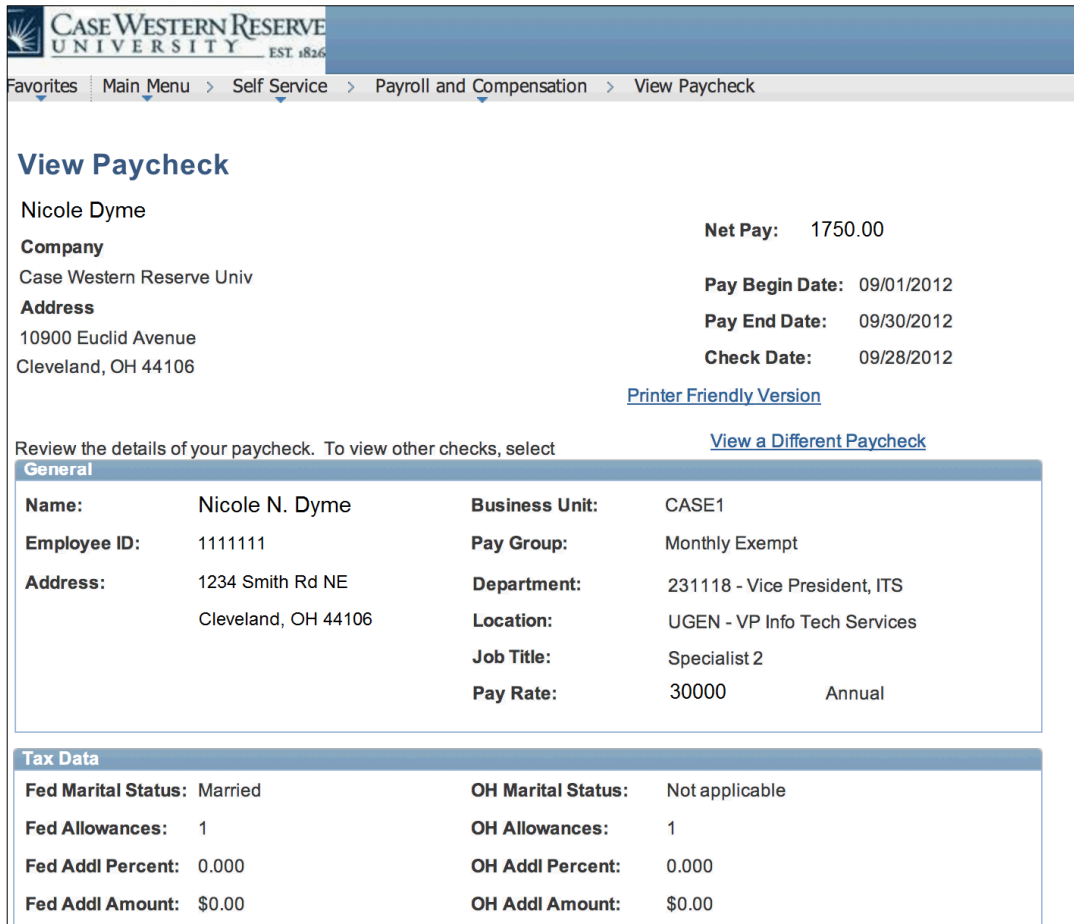
Payroll and Compensation

Procedure

Employees can use the HCM Payroll and Compensation functions to view and print personal payroll information.



Step	Action
1.	From the HCM main menu, click the Self Service link. 
2.	Click the Payroll and Compensation link. 
3.	Click the View Paycheck link. 



View Paycheck

Nicole Dyme
Company: Case Western Reserve Univ
Address: 10900 Euclid Avenue, Cleveland, OH 44106

Net Pay: 1750.00
Pay Begin Date: 09/01/2012
Pay End Date: 09/30/2012
Check Date: 09/28/2012

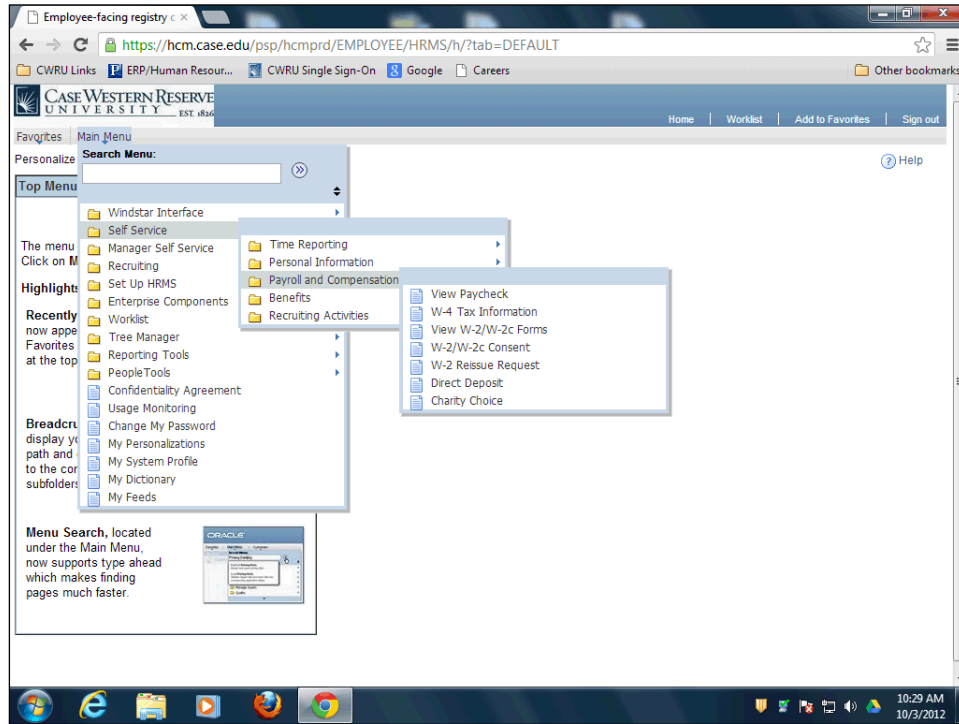
[Printer Friendly Version](#)
[View a Different Paycheck](#)


Review the details of your paycheck. To view other checks, select

General			
Name:	Nicole N. Dyme	Business Unit:	CASE1
Employee ID:	1111111	Pay Group:	Monthly Exempt
Address:	1234 Smith Rd NE Cleveland, OH 44106	Department:	231118 - Vice President, ITS
		Location:	UGEN - VP Info Tech Services
		Job Title:	Specialist 2
		Pay Rate:	30000 Annual

Tax Data			
Fed Marital Status:	Married	OH Marital Status:	Not applicable
Fed Allowances:	1	OH Allowances:	1
Fed Addl Percent:	0.000	OH Addl Percent:	0.000
Fed Addl Amount:	\$0.00	OH Addl Amount:	\$0.00

Step	Action
4.	<p>From the View Paycheck page you can review the details of your paycheck including your Net Pay, Pay Begin/End Dates and the date your check was issued (Check Date).</p> <p>Use the View a Different Paycheck link to review details from previous pay periods.</p> <p><input type="button" value="View Paycheck"/></p>
5.	<p>You can use the Home link to return to the HCM home page.</p> <p><input type="button" value="Home"/></p>



Step	Action
6.	Click the W-4 Tax Information link. <div data-bbox="370 1346 662 1394" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  W-4 Tax Information </div>

W-4 Tax Information

https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_W4.USA?NAVSTACK=Clear&FolderPath=PORTAL

CWRU Links ERP/Human Resour... CWRU Single Sign-On Google Careers Other bookmarks

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New Window Help

W-4 Tax Information

Nicole N. Dyme Social Security #: XXX-XX-XXXX
Case Western Reserve Univ

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

1234 Smith Rd NE
Cleveland OH 44106

W-4 Tax Data

Enter total number of Allowances you are claiming: 0

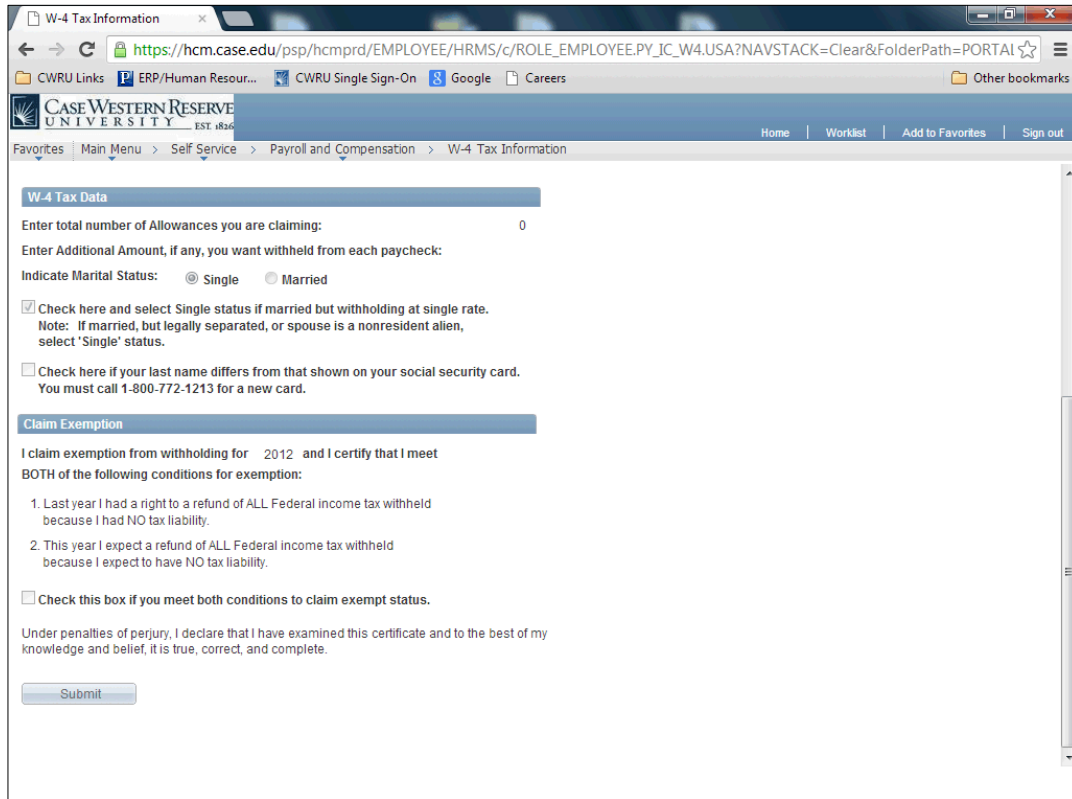
Enter Additional Amount, if any, you want withheld from each paycheck:

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.

Step	Action
7.	<p>The W-4 form must be completed so the Payroll Department can calculate the correct amount of tax to withhold from your pay.</p> <p>You can file a new W-4 form anytime your tax situation changes and you choose to have more or less tax withheld.</p> <p>From the W-4 Tax Information page you can review your form for accuracy.</p>



The screenshot shows a web browser window with the URL https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_W4.USA?NAVSTACK=Clear&FolderPath=PORTAL. The page title is "W-4 Tax Information". The breadcrumb trail is "Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information".

W-4 Tax Data

Enter total number of Allowances you are claiming: 0

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

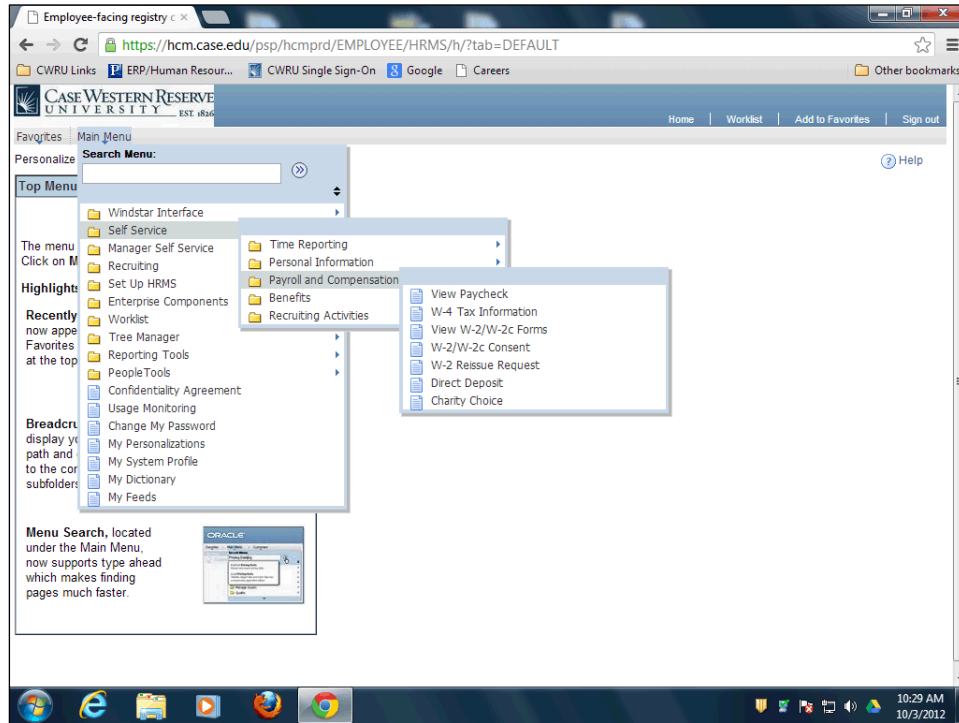
I claim exemption from withholding for 2012 and I certify that I meet BOTH of the following conditions for exemption:

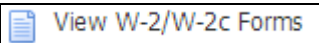
1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

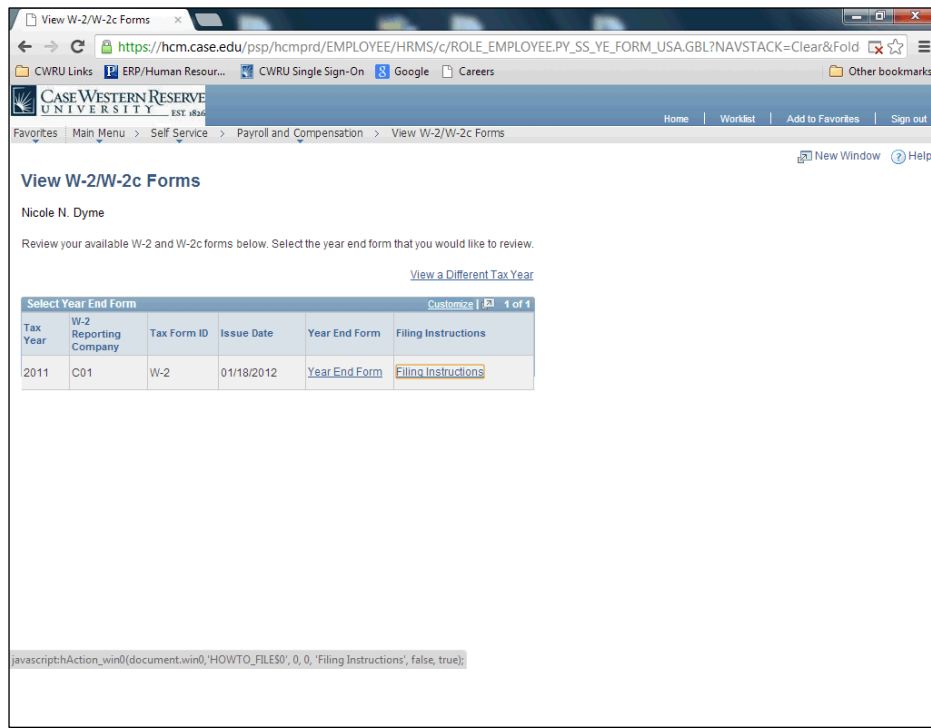
Check this box if you meet both conditions to claim exempt status.

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.

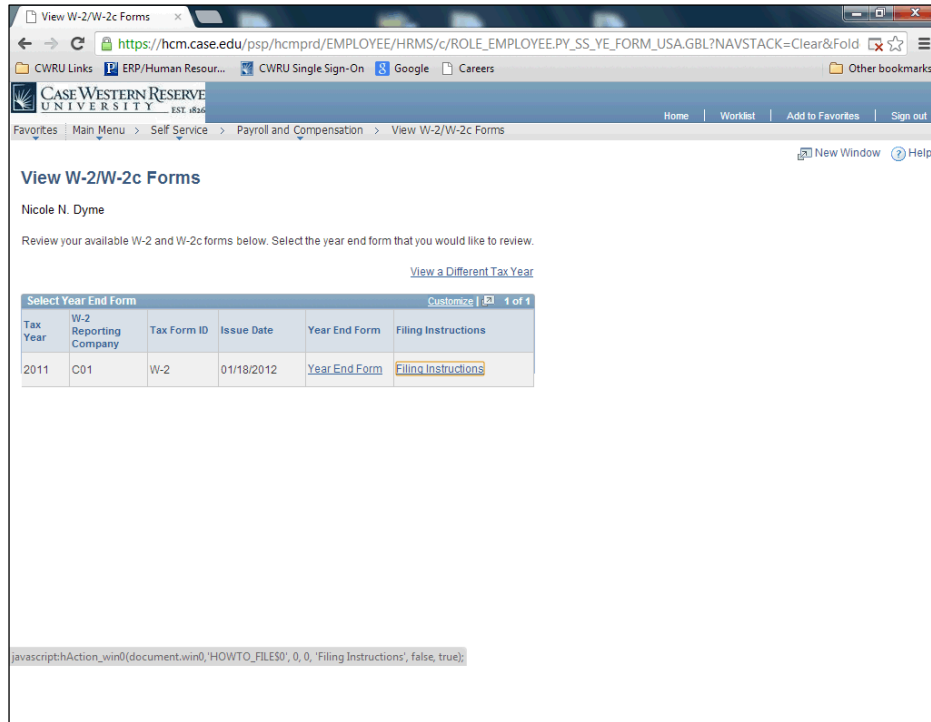
Step	Action
8.	<p>You cannot complete your W-4 form online (the update functions are not accessible). You can download a blank W-4 form at this link:</p> <p>http://www.irs.gov/pub/irs-pdf/fw4.pdf.</p> <p>After completing the new form, be sure to submit it to your HR representative.</p>
9.	You can use the Home link to return to the HCM home page.



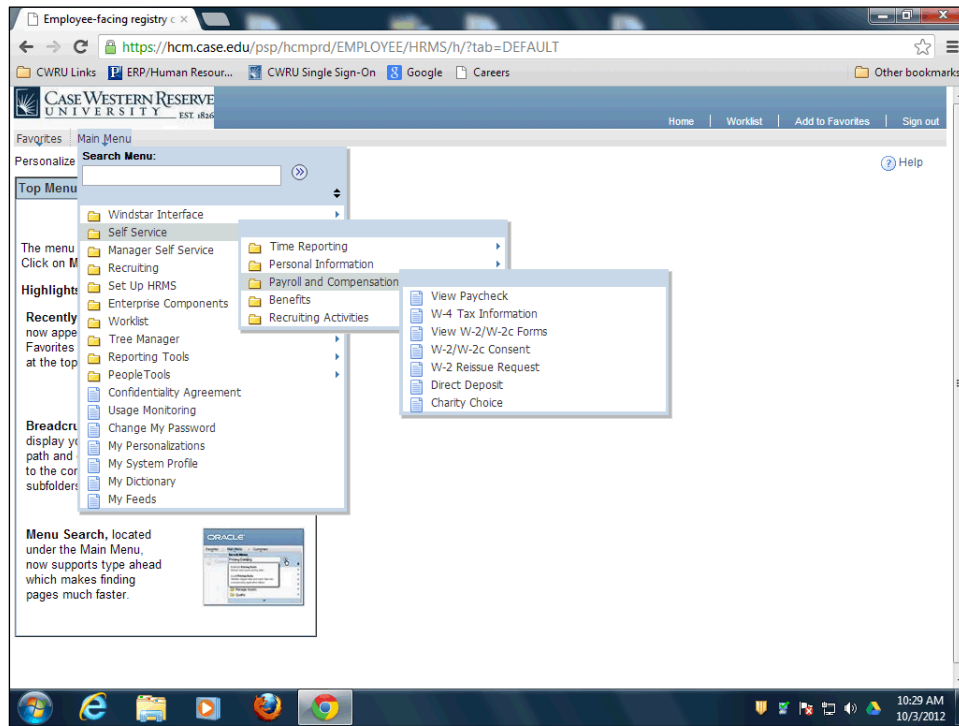
Step	Action
10.	Click the View W-2/W-2c Forms link. 




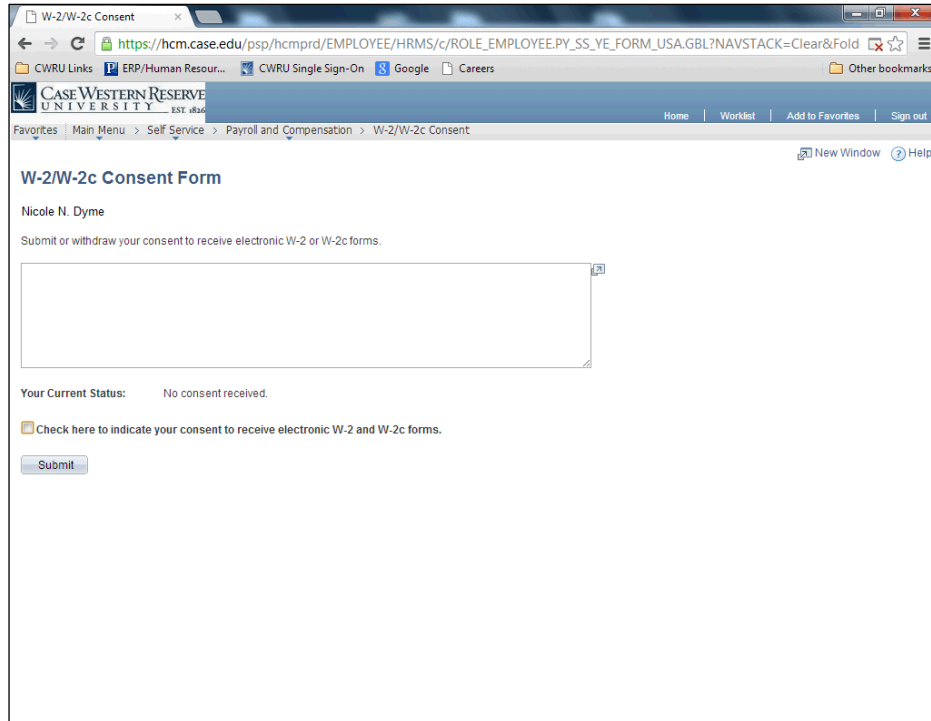
Step	Action
11.	<p>You can use the View W-2/W-2c Forms page to review your available W-2 forms.</p> <p>Click the Year End Form link to bring up a PDF copy of the most current W-2, which can be printed or saved to your computer for future use.</p> <p>Year End Form</p>
12.	<p>Click the Filing Instructions link to view the IRS instructions associated with your W-2 form.</p> <p>Filing Instructions</p>



Step	Action
13.	You can use the View a Different Tax Year link to see previous W-2 forms. View a Different Tax Year
14.	You can use the Home link to return to the HCM home page. Home



Step	Action
15.	Click the W-2/W-2c Consent link. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  W-2/W-2c Consent </div>



W-2/W-2c Consent

https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_SS_YE_FORM_USA.GBL?NAVSTACK=Clear&Fold

CWRU Links ERP/Human Resour... CWRU Single Sign-On Google Careers Other bookmarks

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W-2/W-2c Consent Form

Nicole N. Dyme

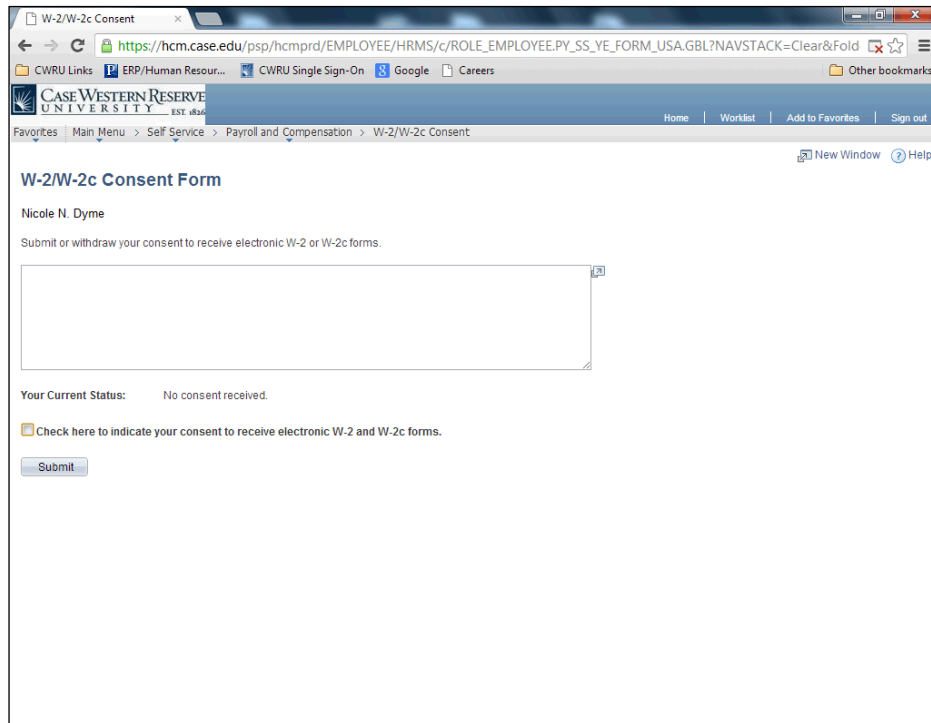
Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

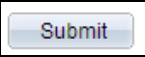

Your Current Status: No consent received.

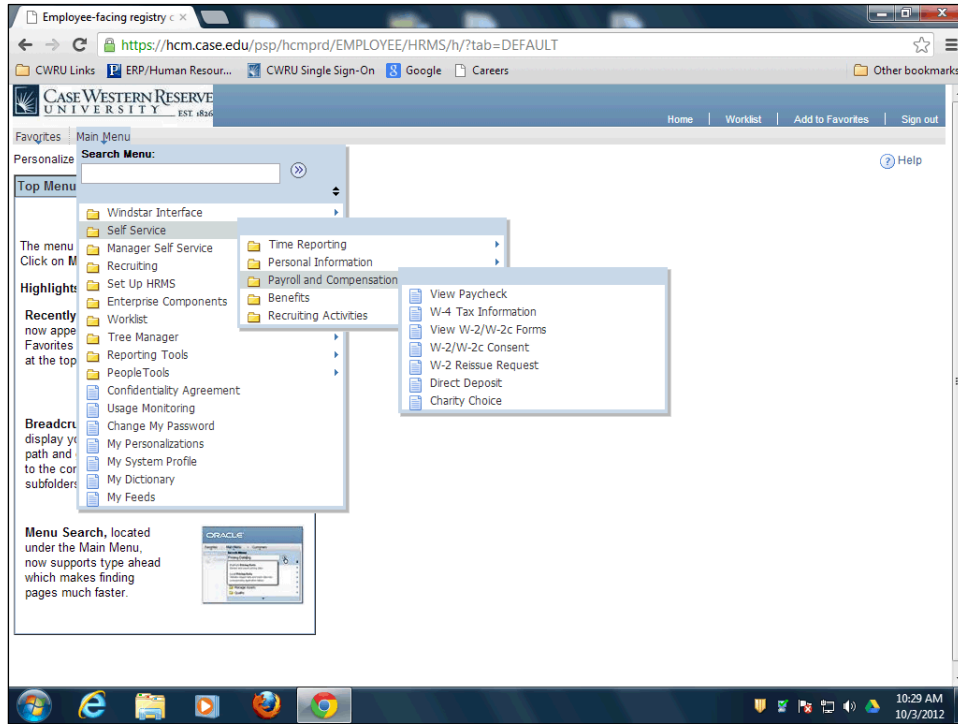
Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

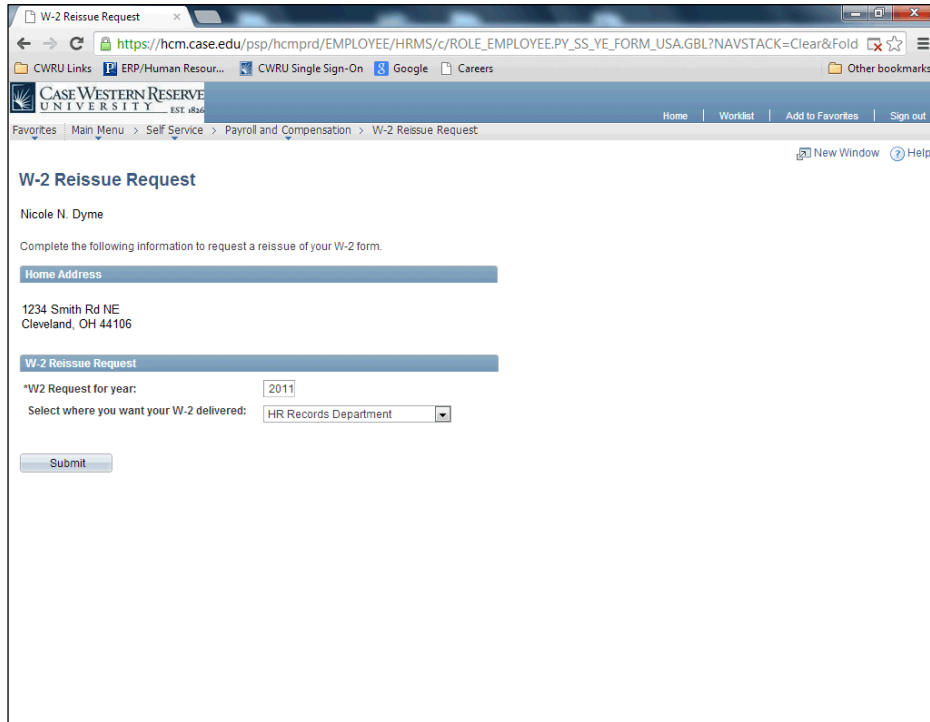
Step	Action
16.	<p>From the W-2/W-2c Consent Form page, you can elect to receive your W-2 forms electronically rather than in printed form.</p> <p>The Your Current Status field will display whether or not you have chosen this option.</p> <p>Your Current Status: No consent received.</p>
17.	<p>If you no longer require printed copies of your W-2 forms, click the check box next to Check here to indicate your consent to receive electronic W-2 and W-2c forms.</p> <p><input type="checkbox"/> Check here to indicate your consent to receive electronic W-2 and W-2c forms.</p>



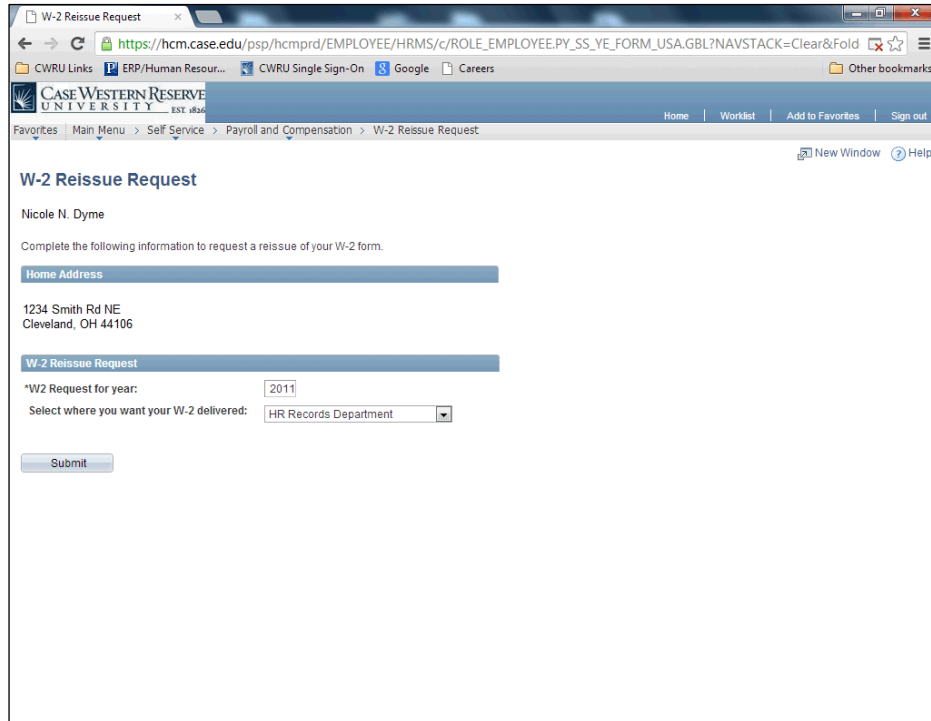
Step	Action
18.	Click the Submit button. 
19.	You can use the Home link to return to the HCM home page. 


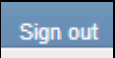


Step	Action
20.	Click the W-2 Reissue Request link. 



Step	Action
21.	<p>From the W-2 Reissue Request page, you can submit a request to have a W-2 form reissued.</p> <p>Enter the desired year into the W2 Request for year field.</p> <p><input data-bbox="370 1444 683 1486" type="text" value="*W2 Request for year:"/></p>
22.	<p>Select where you want your W-2 delivered from the drop down list. The following options are available:</p> <ul style="list-style-type: none"> - HR Records Department - Home address - Mailing address - Work location. <p><input data-bbox="370 1843 865 1885" type="text" value="Select where you want your W-2 delivered:"/></p>



Step	Action
23.	Click the Submit button. 
24.	Please remember to use the Sign out link when your session is finished. 
25.	End of Procedure.