

PeopleSoft 8.8 Quick Reference Guide: Payroll and Compensation

Viewing Payroll Information

URL: www.case.edu/erp/hcm

1. From the left-hand navigation menu, select **Employee Self Service**.
2. Select **Payroll and Compensation**.
3. Select **View Paycheck**.

The Payroll Information page appears. This page will reflect the most current pay information.

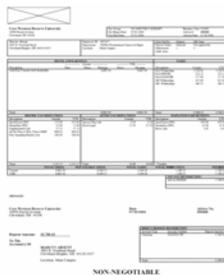


| Pay Period End Date | Company | Net Pay |
|----------------------------|---------------------------|-----------|
| 2004-09-30 | Case Western Reserve Univ | \$1783.02 |
| 2004-09-15 | Case Western Reserve Univ | \$2056.03 |
| 2004-08-31 | Case Western Reserve Univ | \$1639.33 |
| 2004-08-15 | Case Western Reserve Univ | \$1654.18 |
| 2004-07-31 | Case Western Reserve Univ | \$1646.26 |
| 2004-07-15 | Case Western Reserve Univ | \$1661.11 |

Printing Payroll Information

1. To **print** a copy of this information, click the blue underlined hyperlink on the upper right side [Printer Friendly Version](#).

In the upper right corner of the screen the word "Processing" will flash. PeopleSoft will open an Adobe window with a message "Generating Printer Friendly Version." Your pay information will appear in Adobe.



| Pay Period End Date | Company | Net Pay |
|----------------------------|---------------------------|-----------|
| 2004-09-30 | Case Western Reserve Univ | \$1783.02 |
| 2004-09-15 | Case Western Reserve Univ | \$2056.03 |
| 2004-08-31 | Case Western Reserve Univ | \$1639.33 |
| 2004-08-15 | Case Western Reserve Univ | \$1654.18 |
| 2004-07-31 | Case Western Reserve Univ | \$1646.26 |
| 2004-07-15 | Case Western Reserve Univ | \$1661.11 |

Once you print, click the  in the upper right corner to close Adobe and return to the Payroll Information page.

Viewing Past Payroll Information

1. To view past payroll information, click the blue underlined hyperlink on the upper right side [View a Different Payment](#).

The Payroll Information page will appear.

Payroll Information

| Pay Check Selection | Company | Net Pay |
|----------------------------|---------------------------|-----------|
| 2004-09-30 | Case Western Reserve Univ | \$1783.02 |
| 2004-09-15 | Case Western Reserve Univ | \$2056.03 |
| 2004-08-31 | Case Western Reserve Univ | \$1639.33 |
| 2004-08-15 | Case Western Reserve Univ | \$1654.18 |
| 2004-07-31 | Case Western Reserve Univ | \$1646.26 |
| 2004-07-15 | Case Western Reserve Univ | \$1661.11 |

2. To view the pay information, click on the blue underlined hyperlink in the "Pay Period End Date" column.



You will be able to view payroll information from January 2005 forward; information prior to January 2005 will not be available through PeopleSoft.

PeopleSoft 8.8 Quick Reference Guide: Payroll and Compensation

Viewing Direct Deposit Information

1. From the left-hand navigation menu, select **Payroll and Compensation**.
2. Select **Direct Deposit**.

The *Direct Deposit* page will appear.



This screen will allow you to view the account(s) into which your pay is deposited.



If changes need to be made, please contact the Payroll Department at 368-4290.

Requesting a W-2 Reissue

1. From the left-hand navigation menu, select **Payroll and Compensation**.
2. Select **W-2 Reissue Request**.

The *W-2 Reissue Request* page will appear.



3. Select the year you want to receive.
4. Select the location to which you would like your W-2 delivered.

5. Click **Submit**.

Your request will be submitted to the Payroll Department.

Viewing W-4 Tax Information

1. From the left-hand navigation menu, select **Payroll and Compensation**.
2. Select **W-4 Tax Information**.

The *W-4 Tax Information* page will appear.



This screen will allow you to view the information recorded on your W-4 form, including home address, tax data, and claimed exemptions.



If changes need to be made, please contact the Payroll Department at 368-4290.