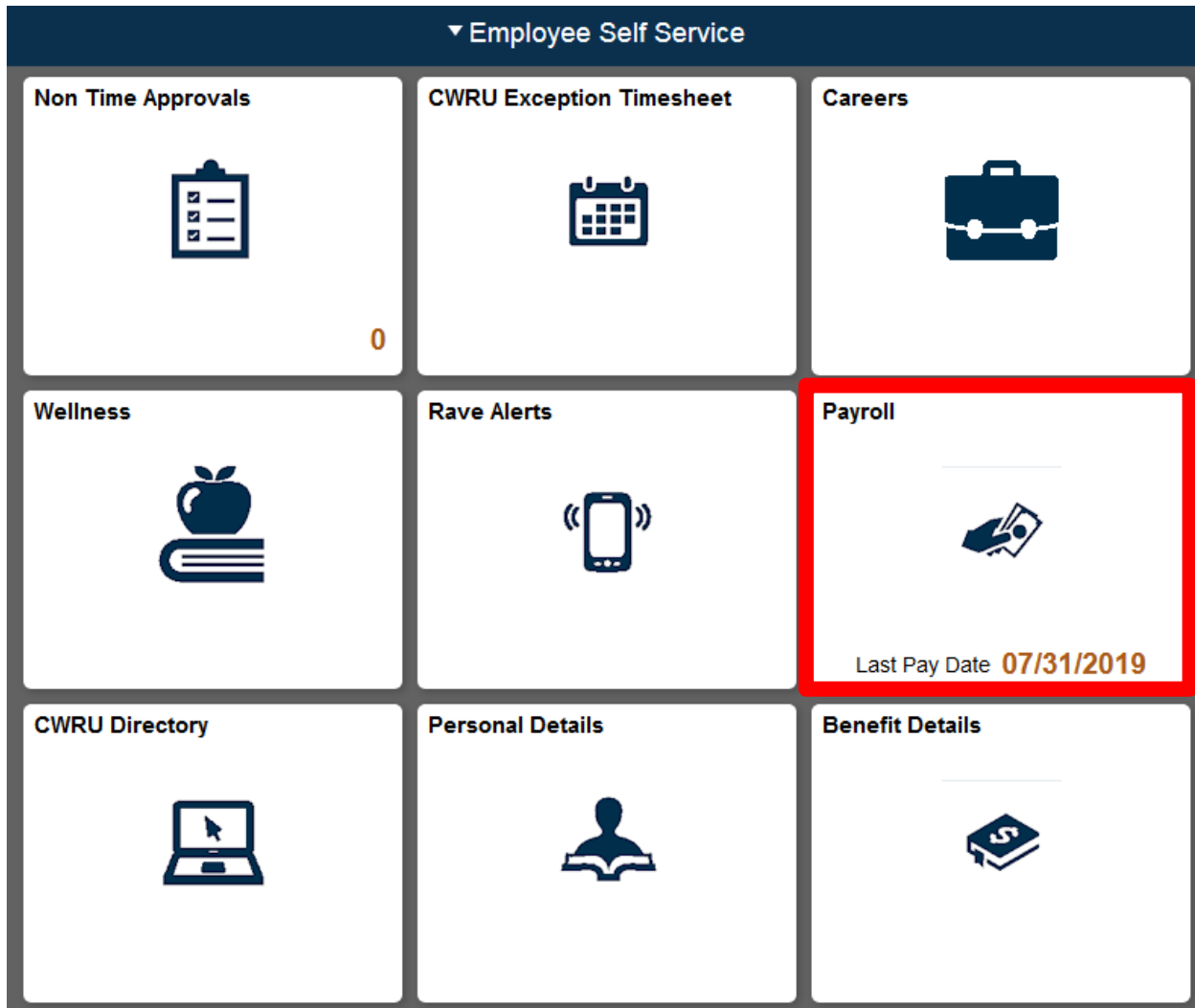


Payroll and Compensation

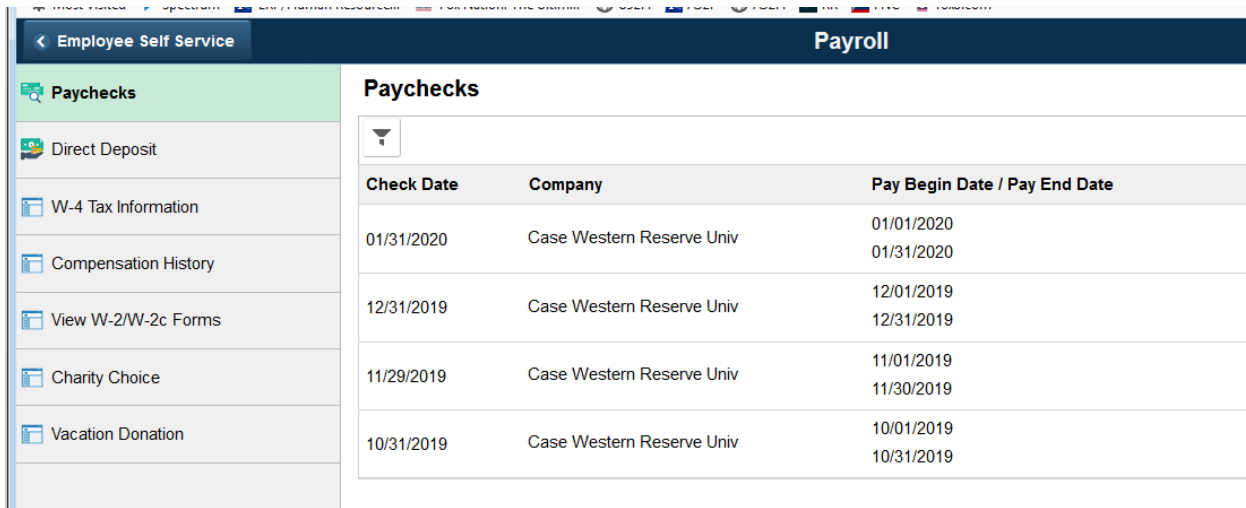
Procedure

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



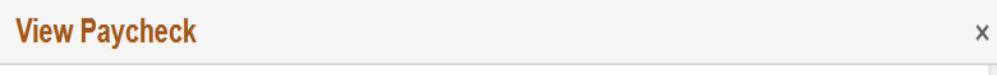
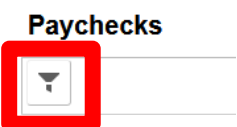
Step	Action
1.	From the HCM main menu, click the Payroll Tile .

2.	Paychecks are displayed.
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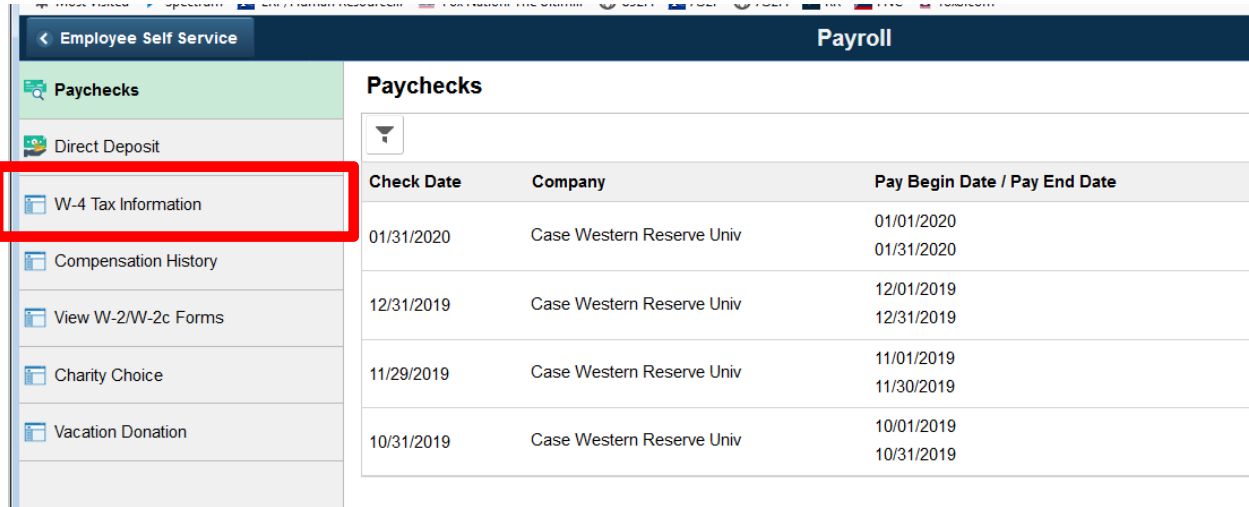


The screenshot shows the 'Employee Self Service' interface with the 'Payroll' section selected. A sidebar on the left contains navigation options: Paychecks, Direct Deposit, W-4 Tax Information, Compensation History, View W-2/W-2c Forms, Charity Choice, and Vacation Donation. The main content area is titled 'Paychecks' and features a filter icon (a square with a downward arrow) at the top left. Below this is a table with the following data:

Check Date	Company	Pay Begin Date / Pay End Date
01/31/2020	Case Western Reserve Univ	01/01/2020 01/31/2020
12/31/2019	Case Western Reserve Univ	12/01/2019 12/31/2019
11/29/2019	Case Western Reserve Univ	11/01/2019 11/30/2019
10/31/2019	Case Western Reserve Univ	10/01/2019 10/31/2019

Step	Action
3.	<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) by clicking on the check.</p> <p>To return to the main window click the X to close the window.</p> 
4.	<p>Use the Filter Icon to view checks older than currently displayed.</p> 

W4



The screenshot shows the 'Employee Self Service' interface with a 'Payroll' section. On the left sidebar, the 'W-4 Tax Information' option is highlighted with a red box. The main content area displays a 'Paychecks' table with the following data:

Check Date	Company	Pay Begin Date / Pay End Date
01/31/2020	Case Western Reserve Univ	01/01/2020 01/31/2020
12/31/2019	Case Western Reserve Univ	12/01/2019 12/31/2019
11/29/2019	Case Western Reserve Univ	11/01/2019 11/30/2019
10/31/2019	Case Western Reserve Univ	10/01/2019 10/31/2019

Step	Action
1.	Click the W-4 Tax Information menu option



W-4 Withholding Certificate

Social Security Number

Case Western Reserve Univ

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Your withholding is subject to review by the IRS www.irs.gov.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000

Multiply the number of other dependents by \$500

Other tax credits

Total

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet

BOTH of the following conditions for exemption from withholding:

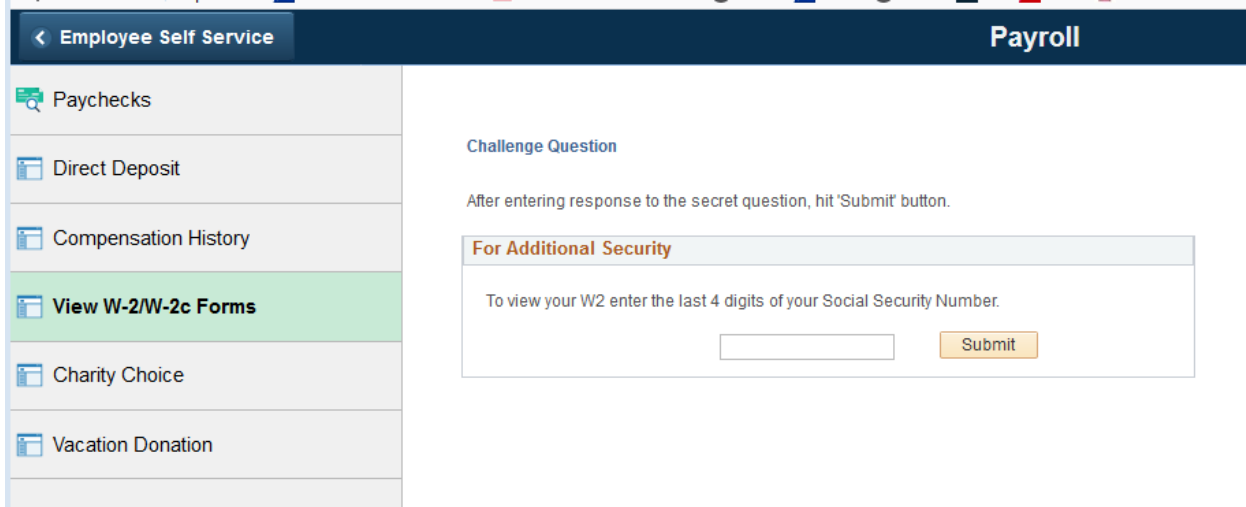
- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

Check this box if you meet both conditions to claim exemption from tax withholding

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
2.	<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>

W2



Employee Self Service **Payroll**

- Paychecks
- Direct Deposit
- Compensation History
- View W-2/W-2c Forms**
- Charity Choice
- Vacation Donation

Challenge Question


After entering response to the secret question, hit 'Submit' button.

For Additional Security

To view your W2 enter the last 4 digits of your Social Security Number.

Step	Action
1.	Click the View W-2/W-2c Forms menu option .
2.	Enter the Last 4 digits of your SSN.
3.	<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>
4.	Click the Filing Instructions link to view the IRS instructions associated with your W-2 form.

[View a Different Tax Year](#)

Select Year End Form						Personalize 	1 of 1
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions		
2018	C01	W-2	01/25/2019	Year End Form	Filing Instructions		

Step	Action
5.	You can use the View a Different Tax Year link to see previous W-2 forms.