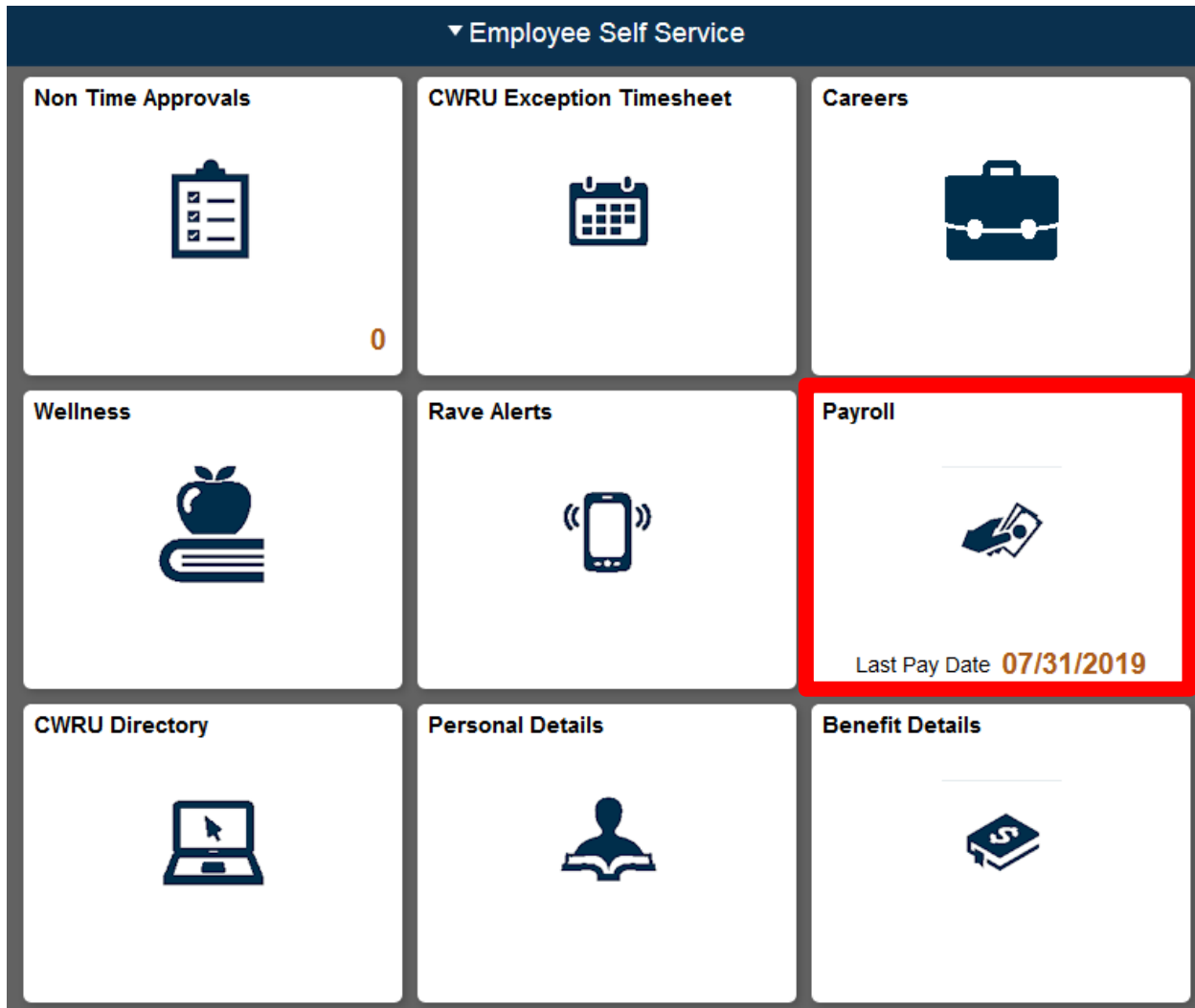


Payroll and Compensation

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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< Employee Self Service
Payroll

- Paychecks
- Direct Deposit
- W-2/W-2c
- W-4 Tax Information
- Compensation History
- Charity Choice
- Vacation Donation

Paychecks

⌵ ⓘ

Check Date	Company	Pay Begin Date / Pay End Date
12/30/2022	Case Western Reserve Univ	12/01/2022 12/31/2022
11/30/2022	Case Western Reserve Univ	11/01/2022 11/30/2022
10/31/2022	Case Western Reserve Univ	10/01/2022 10/31/2022
09/30/2022	Case Western Reserve Univ	09/01/2022 09/30/2022

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> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; display: flex; justify-content: space-between; align-items: center;"> View Paycheck × </div>
4.	<p>Use the Filter Icon to view checks older than currently displayed.</p> <div style="margin-top: 10px;"> <p>Paychecks</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> <div style="border: 2px solid red; padding: 2px; margin-right: 5px;"> ⌵ </div> <div style="flex-grow: 1; border-bottom: 1px solid #ccc;"></div> </div> </div>

W4

← Employee Self Service
Payroll

- Paychecks
- Direct Deposit
- W-2/W-2c
- W-4 Tax Information
- Compensation History
- Charity Choice
- Vacation Donation

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date
12/30/2022	Case Western Reserve Univ	12/01/2022 12/31/2022
11/30/2022	Case Western Reserve Univ	11/01/2022 11/30/2022
10/31/2022	Case Western Reserve Univ	10/01/2022 10/31/2022
09/30/2022	Case Western Reserve Univ	09/01/2022 09/30/2022

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.

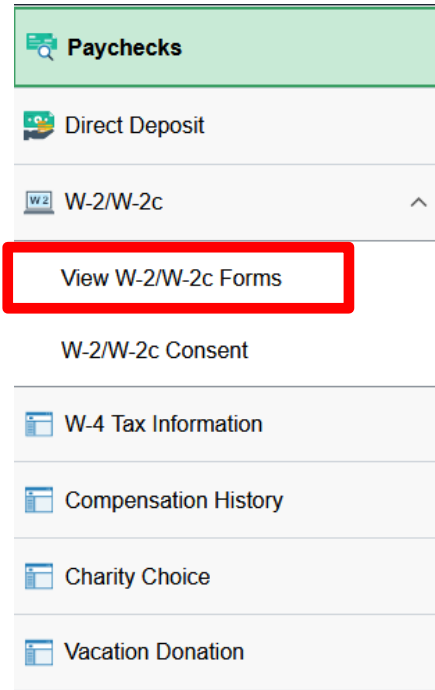
Check this box if you meet both conditions to claim exemption from tax withholding


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.

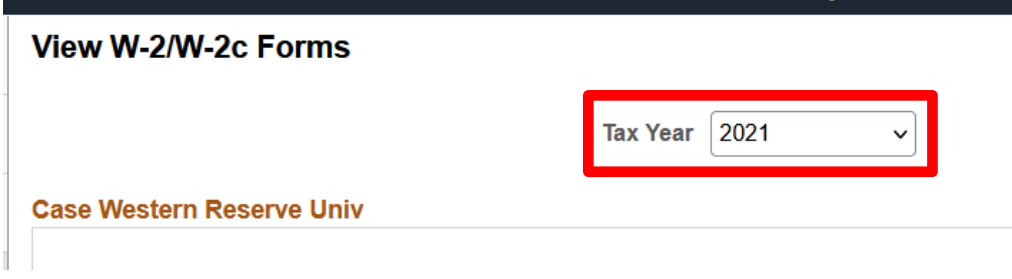
Submit

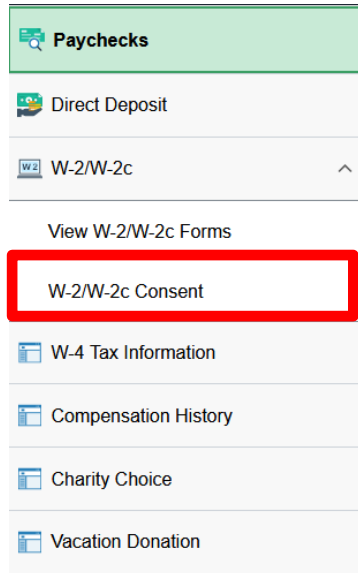
Step	Action
2.	<p>The W-4 form must be completed so the Payroll Department can calculate the correct amount of tax to withhold from your pay.</p> <p>You can file a new W-4 form anytime your tax situation changes and you choose to have more or less tax withheld.</p> <p>From the W-4 Tax Information page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

W2



Step	Action – View W2						
1.	Click the View W-2/W-2c Forms from the W-2/W-2C menu.						
2.	<p>The most current W2 year available is displayed. Select the View Form Button to view the form.</p> <table border="1" data-bbox="375 1436 1362 1570"> <thead> <tr> <th>Tax Form</th> <th>Issue Date</th> <th>Year End Form</th> </tr> </thead> <tbody> <tr> <td>W-2</td> <td>01/28/2022</td> <td>View Form</td> </tr> </tbody> </table>	Tax Form	Issue Date	Year End Form	W-2	01/28/2022	View Form
Tax Form	Issue Date	Year End Form					
W-2	01/28/2022	View Form					
3.	You can print the form to a printer or save the PDF.						
4.	<p>Click the Filing Instructions link to view the IRS instructions associated with your W-2 form.</p> <div data-bbox="691 1772 1021 1936" style="text-align: center;"> <p>Filing Instructions</p>  </div>						

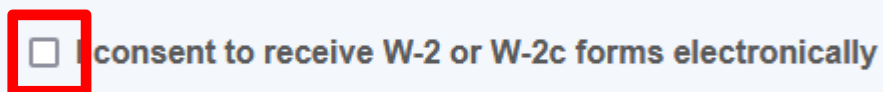
Step	Action
5.	<p>You can use the View a Different Tax Year link to see previous W-2 forms.</p>  <p>View W-2/W-2c Forms</p> <p>Tax Year 2021 ▾</p> <p>Case Western Reserve Univ</p>



Step	Action – W2 Consent
	Faculty and Staff members can select to receive the W2s only through HCM Self Service and not receive and a paper copy in the mail.
1.	Click the W-2/W-2c Consent from the W-2/W-2C menu.

2. Information about electronic W2's are displayed.

You can select the check box for electronic consent.



I consent to receive W-2 or W-2c forms electronically

You will receive an email indicating that you made the change. If wish to go back to paper copies, return to this page and uncheck the box.

Compensation History

< Employee Self Service
Payroll

Paychecks

Direct Deposit

W-2/W-2c

W-4 Tax Information


Compensation History

Charity Choice

Vacation Donation

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date
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09/30/2022	Case Western Reserve Univ	09/01/2022 09/30/2022

Step	Action – Compensation History
1.	Click the Compensation History from the Payroll Menu
2.	<p>A list of compensation changes will be displayed. Click on the date for details.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">Compensation Histor</p> <p style="margin: 0;">Date of Change</p> <p style="margin: 0; background-color: #e6f2ff; padding: 2px;">12/01/2022</p> <p style="margin: 0; padding: 2px;">07/01/2022</p> <p style="margin: 0; padding: 2px;">07/01/2021</p> </div>
3.	<p>The graph icon will display a compensation history chart. </p>

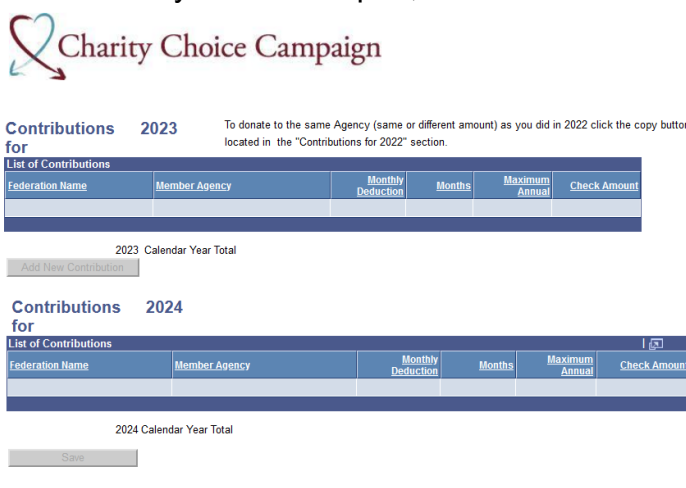
Charity Choice

Employee Self Service
Payroll

- Paychecks
- Direct Deposit
- W-2/W-2c
- W-4 Tax Information
- Compensation History
- Charity Choice
- Vacation Donation

Paychecks

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09/30/2022	Case Western Reserve Univ	09/01/2022 09/30/2022

Step	Action – Charity Choice
1.	Click the Charity Choice from the Payroll Menu
2.	<p>When Charity Choice is open, donations can be entered here.</p>  <p>The screenshot shows the 'Charity Choice Campaign' interface. It includes a 'Contributions 2023' section with a table for entering data for the previous year and a 'Contributions 2024' section with a similar table for the current year. Instructions advise users to copy data from the 2023 section to the 2024 section.</p>

Vacation Donation

< Employee Self Service
Payroll

Paychecks

Direct Deposit

W-2/W-2c

W-4 Tax Information

Compensation History

Charity Choice

Vacation Donation

Paychecks

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09/30/2022	Case Western Reserve Univ	09/01/2022 09/30/2022

Step	Action – Charity Choice
1.	Click the Vacation Donation from the Payroll Menu
2.	When Vacation Donation is available, days to be donated will be entered here. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #2c3e50;">Vacation Donation</p> <p style="text-align: center; color: #2c3e50; font-weight: bold;">Vacation Donation Program is closed for fiscal year 2023</p> <p style="text-align: center;">Empl ID 9999999</p> <p style="text-align: center;">Date Posted</p> <p style="text-align: center;">Department 9999999 Department</p> <p style="text-align: center;">Vacation Days Available 25</p> <p style="text-align: center;">Vacation Donated <input style="width: 50px;" type="text"/></p> </div>