MINOT STATE UNIVERSITY

Employee Self Service Manual

PeopleSoft Version 9.2

NORTH DAKOTA UNIVERSITY SYSTEM

ACCESS. INNOVATION. EXCELLENCE.

DISCLAIMER

Written by the North Dakota University System, December 2004.

Updated March 2009, March 2012,October 2018.

This training manual is considered to be proprietary and confidential and may not be reproduced for any reason other than stated below without prior written consent of the North Dakota University System.

EXCLUSION

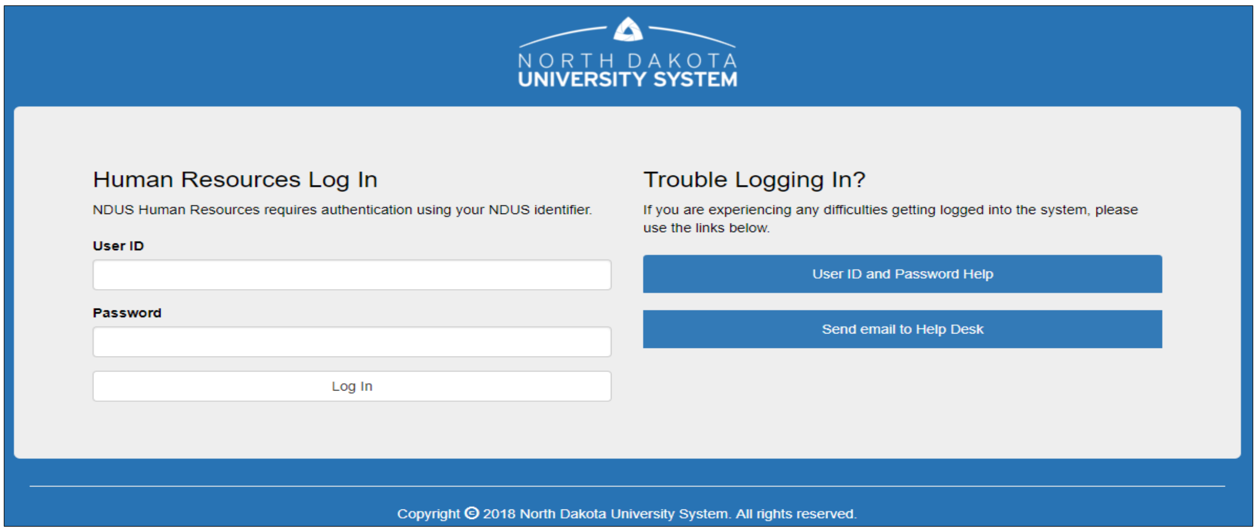
This training manual has been prepared exclusively for End-User Training. Information contained within this document may be used by NDUS campuses for the sole purpose of personnel training. Additional manuals may be reproduced and edited as needed for training purposes ONLY. All other uses are prohibited without prior written consent from the North Dakota University System.

NORTH DAKOTA UNIVERSITY SYSTEM
ACCESS. INNOVATION. EXCELLENCE.

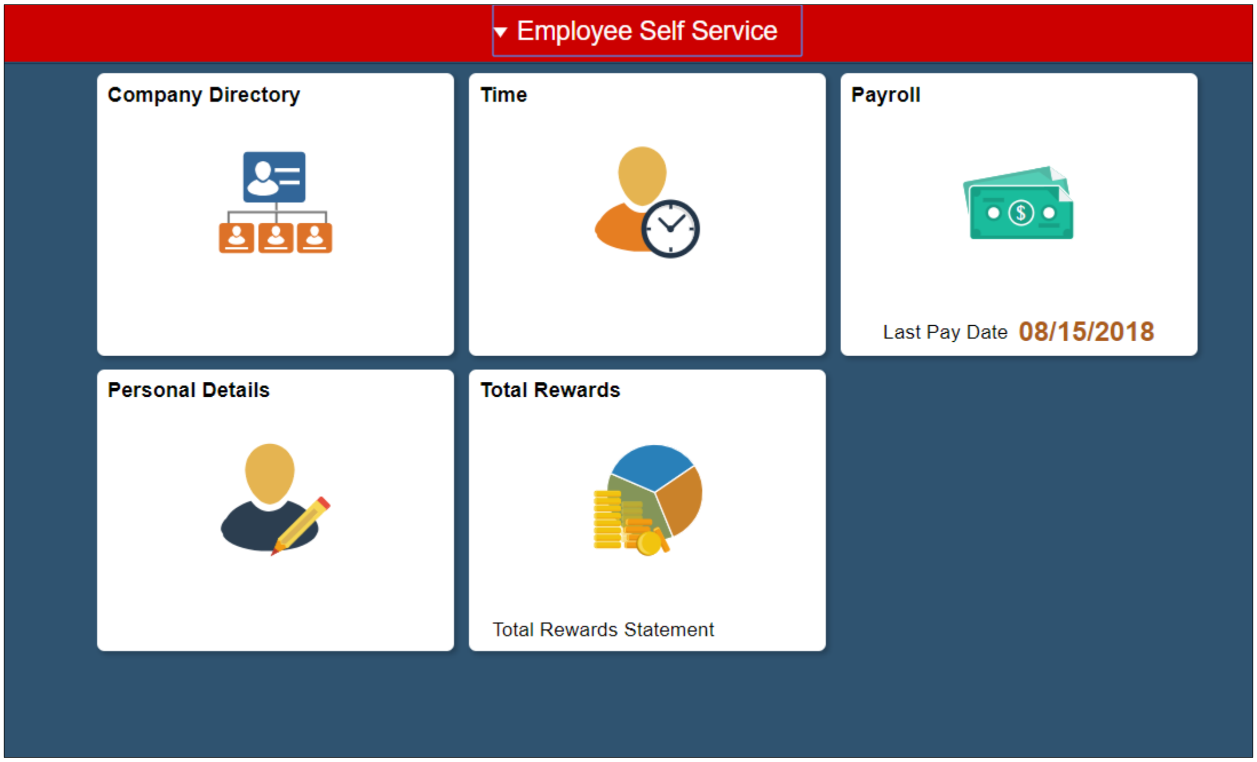
Table of Contents

Accessing Employee Self Service

Log in to the Human Resource Management System (HRMS) using your system-issued User ID and Password. These are case sensitive. If you have a problem with your User ID and/or password, please call the MSU IT help desk: 1-701-858-4444.



The Employee Self Service homepage will have tiles that will direct employees to specific places within PeopleSoft.



Company Directory

Use the Company Directory to view employee personal and job data within the context of your organization's hierarchical reporting structures.

The company directory has its own tile on the Employee Self Service homepage. Selecting it will take the user directly to it. It will be in front of DUO so the user will not be prompted for a second password.

Company Directory - Search

In the Company Directory, there are several ways to search: by name, job title, location, campus name, and building name.

Quickly view profiles by searching in the Recently Viewed or Favorites sections.

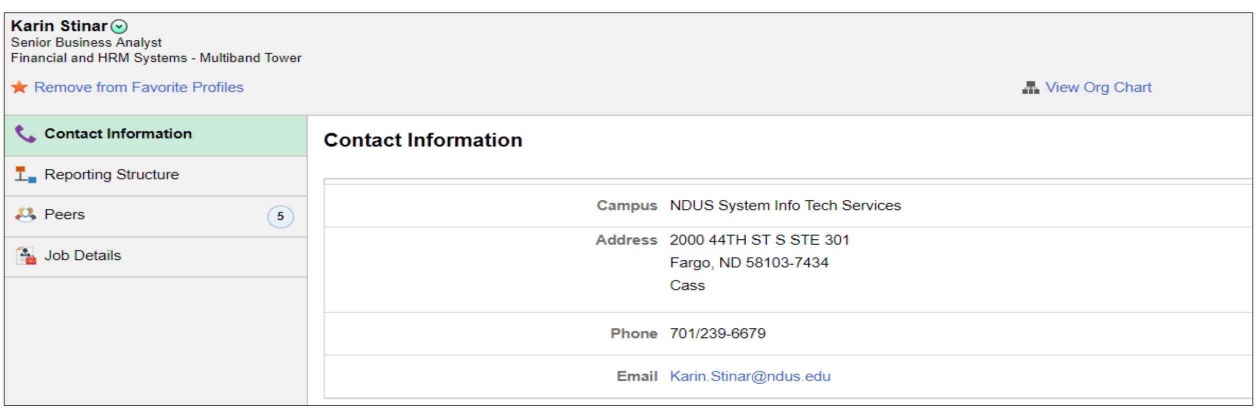
Wildcards and email searches

Wildcard characters can be used to retrieve a desired search result. Elastic search does not support us the '%' character as a wildcard. Supported characters are '*' and '?'. The '*' is used for matching multiple characters and the '?' is used for matching single characters.

When searching for an email address, the "@" character is considered to be a word separator. So for the search keyword betty@xyzcompany.com, the results returned are matching on "betty" or "xyzcompanycom". To have the keyword string to be considered one word, put double quotes around the string: "betty@xyzcompany.com".

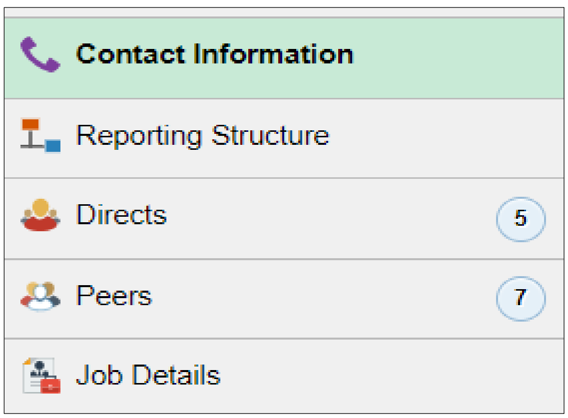
Company Directory - View My Profile

When viewing contact information, the person's name, business title, department name and building name will appear in the upper left corner. Their campus name, campus address, campus phone number and campus email address will appear in the main page. The profile can be added or removed from the user's favorites by selecting the link below the contact information in the upper left corner.



Included in the View My Profile page are several links called “facets”.

a. There is a link to the employee’s reporting structure which shows their “chain of command” up to the Chancellor.
b. There are links to the employee’s direct reports (if they have any) and peers.
c. There is a link to the employee’s job details. Job details include: location, campus address, business unit, regular/temporary status, company name, job family name, years of service and other info.
d. Data in the Company Directory will be refreshed on a daily basis. Some data, such as email and phone number, will take effect immediately. Employees who are terminated will no longer be in the directory the day after their termination date.



Job Details

Location	IT Building
Address	4349 JAMES RAY DR GRAND FORKS, ND 58203-1929 Grand Forks
Business Unit	NDUS System Info Tech Services
Reg/Temp	Regular
Company	NDUS System Info Tech Services
Job Family	NDUS Administrative
Manager Level	All Other Positions
Org Relationship	Employee
Position	AssistCIO/Enterprise Solutions
Standard Hours	40
Work Period	Weekly
Years of Service	24.9

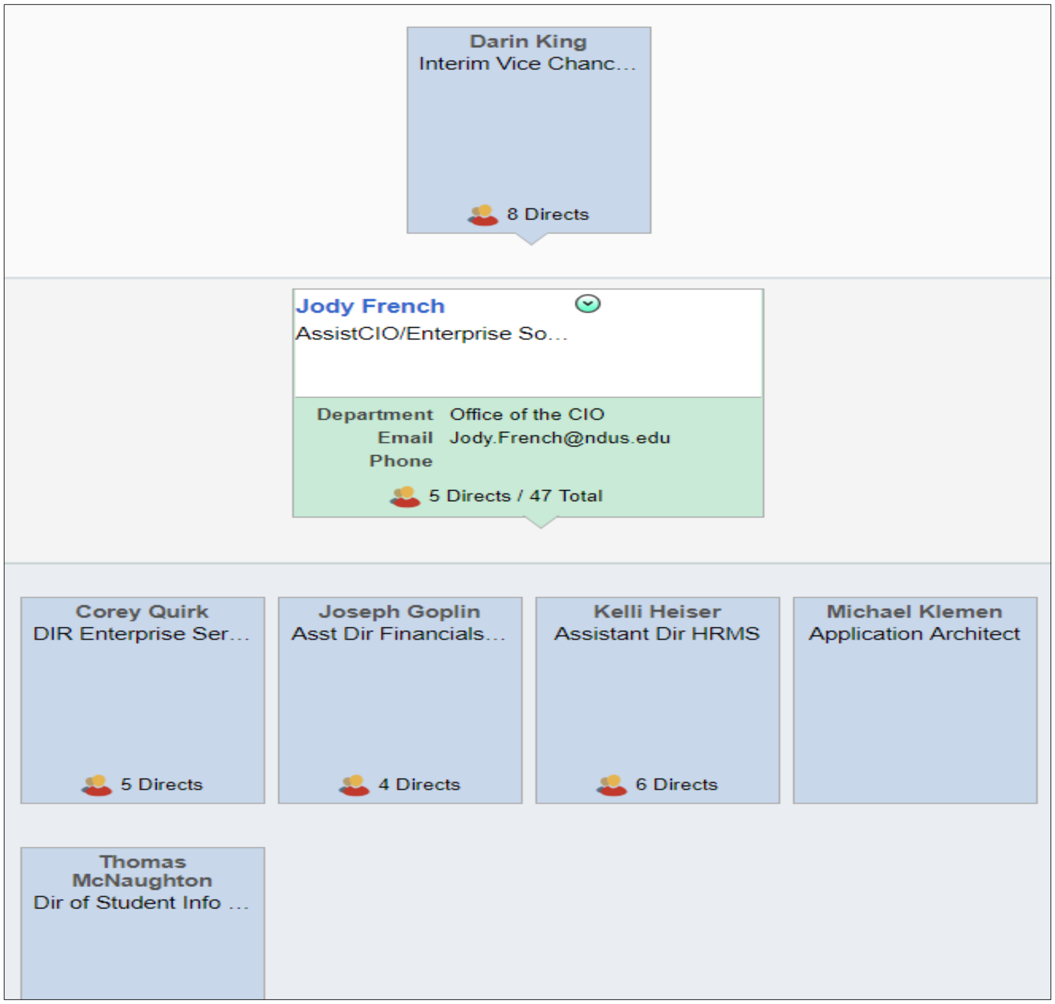
Company Directory – View My Org Chart

There is a link to the employee's org chart in the Contact Information page: View Org Chart.

When viewing the org chart of an employee, it shows up to 3 levels:

1. The direct supervisor of the employee (level 1);
2. The employee and peers, if turned on (level 2). Note: the employee displays in a slightly different format than the peers so they standout, this is call the "focus node";
3. The employee's reports-to (if any) (level 3).
   a) There are icons in the frames that indicate if the employees has any direct reports and/or indirect reports along with the count.
   b) Clicking on any of the frames will change/update the focus node of the org chart to show that particular employee's org chart.

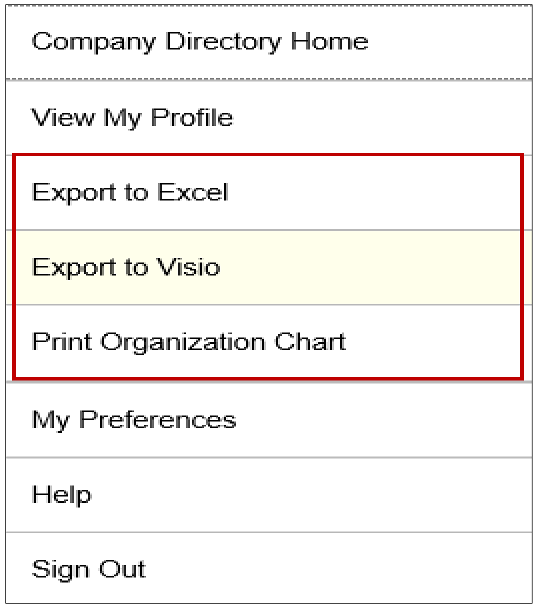
c) Currently the org charts do not include vacant positions.
d) There is a “Show Peers” box in the upper right corner that can be turned on and off as desired to show or not show the employee’s peers. The default is off.



Company Directory – Exporting Org Charts

There are two ways to extract org chart data for importing into Excel or Visio.

One way is to select the actions list from the banner (the  icon in the upper right corner) and select one of the following options: Export to Excel, Export to Visio, Print Organization Chart.

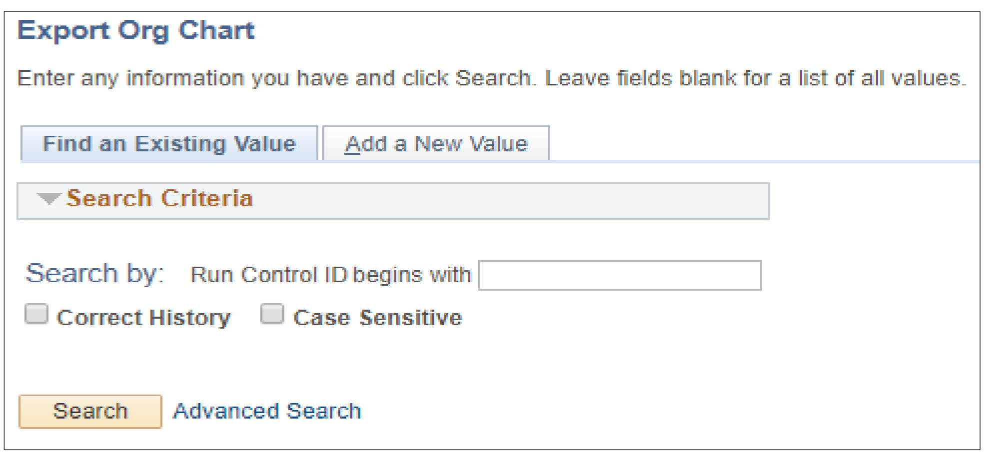


If using either the Export to Excel or Export to Visio options, save the file to your computer and then use the instructions in the next section of this manual to create the org chart. If selecting Print Organization Chart, a new page opens showing a print preview of the chart. Click the 

button to print the chart.

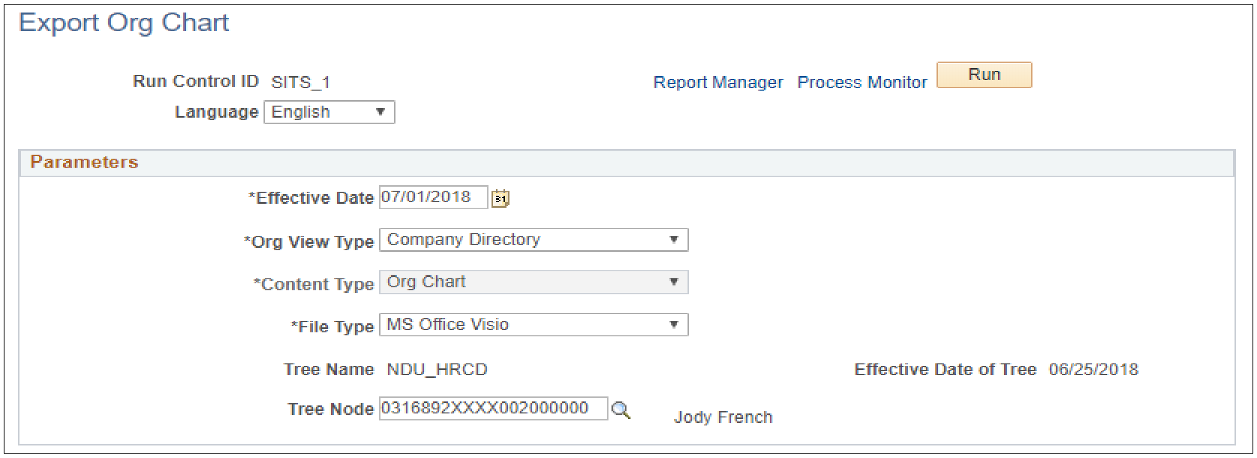
The other way to extract the data is by going to the following navigation: ***Workforce Administration>Export Org Chart***.

1. Enter a Run Control ID and click Search.



2. Select the following parameters:
    a. Effective Date
    b. Org View Type: Select **Company Directory**. *The NDUS does not use Direct-Line Reports or Matrix Reports.*
    c. Content Type: Select **Org Chart**. *The NDUS does not use Profile.*

d. File Type: Select either MS Office Excel or MS Office Visio. *Note: Campuses may charge a fee to download Visio software to an employee's computer. However Visio produces a high quality org chart.*
e. Tree Name will auto-populate.
f. Tree Node: Click on the lookup, change the Search to Name and then enter the name of the employee desired for the chart. Select the name and the Tree Node will populate with the data.



This is a screen shot of the Tree Node lookup.

3. The process to download the file from PS into Visio is a user-friendly process. Visio provides many tools to customize the org chart based on user specifications.

Creating an organization chart using Visio

Open Visio and use the Organization Chart Wizard to create your organization chart automatically.

Note #1: These instructions are for Visio 2016. Go to You Tube for tutorials for Visio.

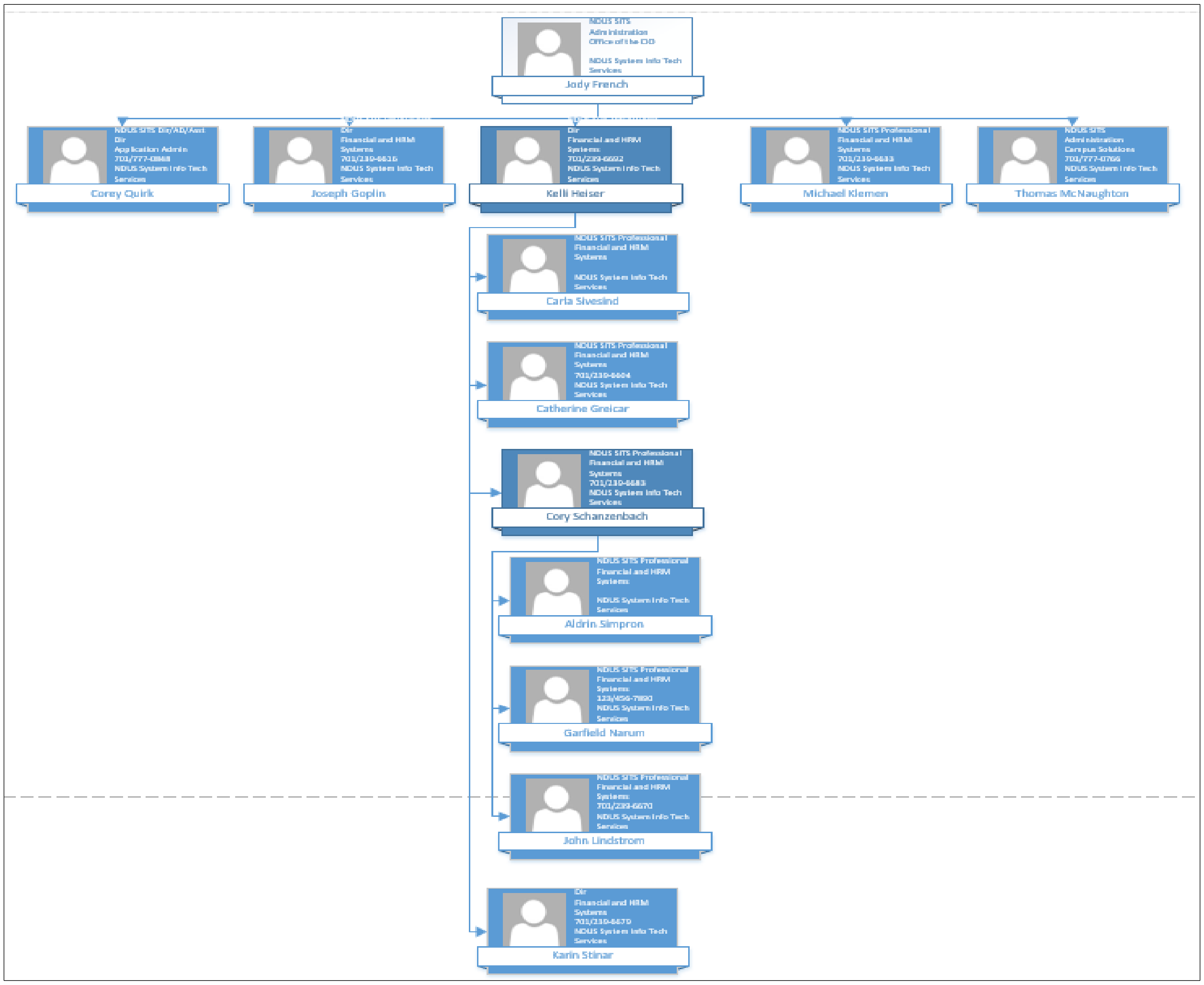
Note #2: Current functionality in PeopleSoft requires the data be exported to either Excel or Visio. Campuses will need to work with their desktop support staff to obtain a download of Visio. There could be a fee charged for this because the campuses vary in what software is available for download.

To run the Organization Chart Wizard:

In Visio, select File, New, Organization Chart (if an icon isn't showing in the Featured Templates, enter Organization Chart in the search box and select it), Organization Chart Wizard. Select US Units and click Create.

1. On the next window, select the option *Information that's already stored in a file or database* and click Next.
2. On the next window, select the option *A text, Org Plus (*.txt), or Excel file* and click Next.
3. On the next window, enter (or browse) the location on the client that contains your organization information (where you saved the orgchart file) and click Next.
4. Select *Name* for the Name filed, *ReportsTo* for the Reports To field and *<none>* for the First name (optional) field and click Next.
5. Select the fields from your data file that you want to display (you can move the fields up/down as desired) and click Next.
6. If desired, select fields from the Data file columns list and click Add to add them to the Shape Data fields list and click Next.
7. Select *Don't include pictures in my organization chart* and click Next.
8. Select *I want the wizard to automatically break my organization chart across pages* and click Finish.
9. Select 'No' for the question "Your organizational data contains 3 entries that are not in the organization. Do you want to include them in your drawing?"

The following is an example of the Visio page that you see when the organization chart is complete.



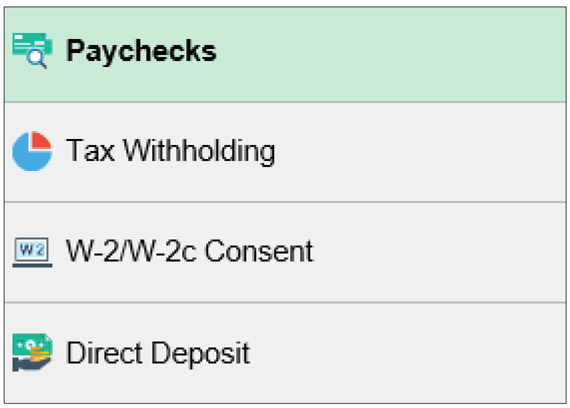
Here are some suggestions to edit the chart:

1. In the Org Chart tab, do a Cntl+A or select the entire chart by left clicking in the upper left corner and drag the curser to highlight the entire chart. Then select *Show/Hide* in the Picture option. This will delete the silhouette from each shape.
2. In the Org Chart tab you can select different shapes by clicking on them in the Shapes option. You can also increase and decrease the height and width of the shape by clicking on the + or – signs.
3. The data is organized in alphabetical order by first name. The boxes and arrows can be moved and edited.
    a. Click on a box to highlight it and then right click and use the options to edit the text or change the back ground color of the box.
    b. Click on a box and drag it to another location. It might be helpful to be in the View tab and have the grid selected so the boxes can be moved and positioned within equal distance of each other.
    c. If the boxes are moved, then the connectors (arrows) connecting the boxes will likely need to be edited as well. Use the Pointer Tool and Connector options in the Home tab to do this.

   d. Any boxes can be deleted by selecting them and pressing the delete button on the keyboard.
4. Importing large amounts of data into Visio will take more time and effort. Here are some suggestions:
   a. The export out of PeopleSoft into Excel or Visio is limited to 1000 rows of data.
   b. Use Excel to delete student and temporary rows in the spreadsheet. This can be done quickly by filtering on the Title column, selecting titles for students and temps and then highlighting and deleting the rows. Save the changes as a .csv (comma delimited) file.
   c. Go into Visio and do the same steps as shown in the 'Creating an Organization Chart using Visio' section.
      i. When choosing the columns to display, select only Name, Title and Department.
      ii. When choosing the columns to add as shape data fields, Identifier should be included in addition to Name, Title and Department.
   d. It may take some experimenting with the page break options to decide what works best for the org chart being created. Start with 'I want to use the wizard to automatically break my organization chart across pages'.
   e. Depending on the size of the file, the wizard may create multiple pages of charts. Click on the page tabs along the bottom to go to a different page. Clicking on the 'All' tab on the bottom right will display pages in a scroll area on the right.
   f. At this point, it's a matter of selecting each page and editing the charts.
   g. There are also different options to try when selecting Print and using Page Setup and adjusting the zoom and fit-to tools.

Payroll

Select the Payroll tile to access the following links along the left navigation collection:



Paychecks

The Paychecks link opens to a list of your paychecks. To view a paycheck click on the check date and it will open that paycheck in a PDF for viewing. Use the funnel icon to select a different range of dates to view past paychecks.

Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
09/14/2018	North Dakota State University	08/16/2018 08/31/2018	$1102.32	1455024
08/31/2018	North Dakota State University	08/01/2018 08/15/2018	$1318.40	1450885

Tax Withholding

Select the Tax Withholding link to open a page showing the Company name, Status, Form Types, Jurisdiction and Withholding Details for the employee.

Form Type	Jurisdiction	Withholding Details			
Federal	Federal	Tax Status	Single	Withholding Allowances	4
		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	
State	North Dakota	Tax Status	Single	Withholding Allowances	4
		Additional Amount	10.00	Additional Allowances	
		Additional Percentage		Other	

To update the Federal withholding status, select the arrow on the right:

Federal	Federal	Tax Status	Single	Withholding Allowances	0
		Additional Amount	0.00	Additional Allowances	
		Additional Percentage		Other	

- A window will open with special instructions that the user should read before continuing. It is important to know that when an employee is updating their federal tax withholding status, it will NOT automatically update their state tax withholding status. This is included in the first paragraph of the instructions. If the employee wants to update their state tax withholding status, they can do it separately starting in the Tax Withholding page. The central payroll office should run the query NDU_PY_TAX_FEDST_MISMATCH on a regular basis to monitor the W-4 statuses for federal and state.

  It is also important to note that it is a requirement to use Adobe Acrobat to download the updateable PDF form. The user might need to change their browser settings so that the default for PDF forms is Adobe Acrobat. This technology is only available on a personal computer. It is not currently available using a mobile device.

Federal Tax Withholding Forms ×

Company NDUS System Info Tech Services

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. Also remember to update your state tax withholding status because the change you make for Federal withholding does NOT automatically update your state tax withholding status.

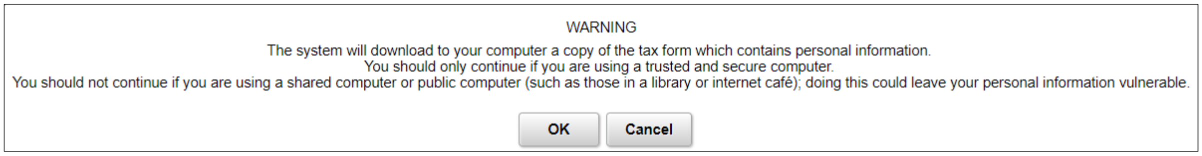
Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Download the PDF to Adobe Acrobat (you may need to update your browser settings). Be sure to print or save a copy of the completed form for your records.

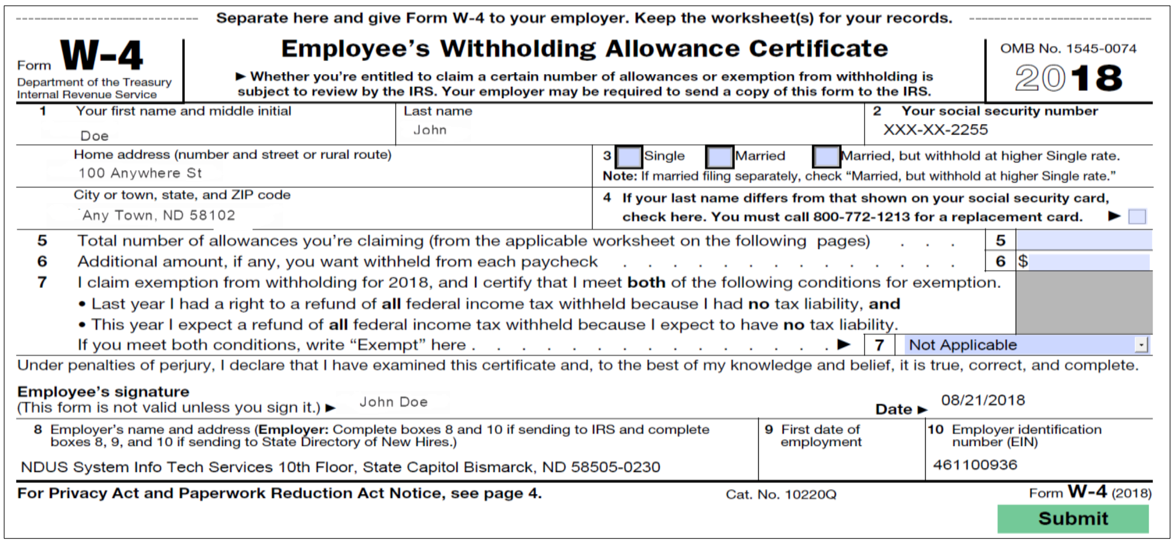
Updateable Forms

Form Description
Federal Withholding Allowance Certificate

- Select the arrow on the right and the following message will appear. Selecting OK will open the updateable form in PDF format. Selecting Cancel will cancel the transaction and the employee can go to their Payroll department to compete the necessary forms to update their tax withholding status.



- When OK is selected the PDF form will open in a separate window. The user's Name, SSN, Address, Employee's Signature, Date, Employer's name, Employer's Address and EIN will all be prepopulated. The SSN is masked and only shows the last 4 digits. Lines 3 through 7 will be editable. The employee completes the form and then selects the Submit button located in the bottom right corner of the form.



Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4** Department of the Treasury Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ Whether you're 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.

OMB No. 1545-0074 **2018**

1 Your first name and middle initial: Doe | Last name: John | 2 Your social security number: XXX-XX-2255

Home address (number and street or rural route): 100 Anywhere St

3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note: If married filing separately, check "Married, but withhold at higher Single rate."

City or town, state, and ZIP code: Any Town, ND 58102

4 **If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.** ▶ ☐

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5

6 Additional amount, if any, you want withheld from each paycheck . . . . 6 $

7 I claim exemption from withholding for 2018, and I certify that I meet **both** of the following conditions for exemption.
• Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
• This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.
If you meet both conditions, write "Exempt" here . . . . ▶ 7 Not Applicable

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.

Employee's signature (This form is not valid unless you sign it.) ▶ John Doe **Date** ▶ 08/21/2018

8 Employer's name and address (**Employer:** Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)
NDUS System Info Tech Services 10th Floor, State Capitol Bismarck, ND 58505-0230

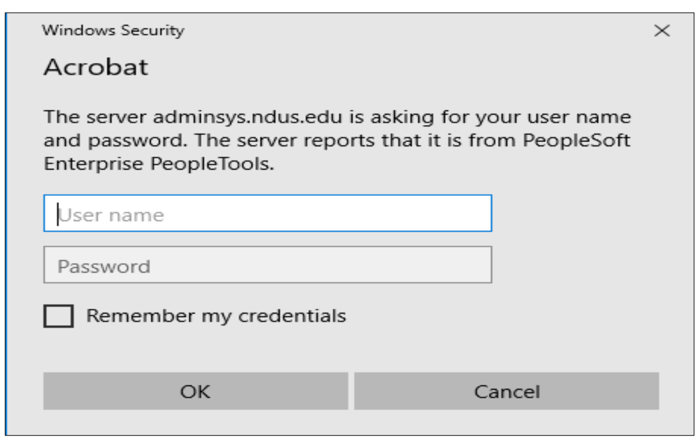
9 First date of employment

10 Employer identification number (EIN): 461100936

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2018)

Submit

- The user is then prompted to enter their User name and Password:



- The data is then uploaded to the HR system to update the employee's federal tax withholding status. The employee can save or print a copy of the W-4 for their records. The employee will also receive an email notification of the update:

> Your tax withholding request on 2018-08-21-09.27.28.000000 for the following Company and Jurisdiction has been successfully submitted:
>
> Company: NDUS System Info Tech Services
> Jurisdiction: Federal
>
> However, due to the timing, your tax withholding change may not be reflected on the next paycheck.
>
> If you did not change your tax withholding data, please contact your payroll administrator immediately.
>
> This is a system-generated email message that cannot accept incoming-email. Please do not reply to this message.

The employee can then go back to the Tax Withholding page and complete the process for their state tax withholding. They will not be prompted again to enter their User Name and Password if they kept the PDF page open.

State tax withholding forms are available for every state that has state tax withholding and they accept the Federal W-4 and/or the state's own W-4.

The SSN is masked in the state forms and only shows the last for digits.

The following example is for North Dakota:

State Tax Withholding Forms

Company North Dakota State University

The State of North Dakota withholding allowances should be the same as what you claimed on your Federal W-4 withholding form but will allow you to claim additional withholding if needed.

Whether you are entitled to claim a certain number of allowances is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

You can make changes to your withholding allowances by using the Update Tax Withholding Form online process. A copy of the Federal W-4 will be presented to you to use for State purposes. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
North Dakota Withholding Allowance Certificate

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

North Dakota

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

► **Whether you're 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.**

OMB No. 1545-0074

2018

1 Your first name and middle initial Jane	Last name Doe	2 **Your social security number** XXX-XX-0112
Home address (number and street or rural route) 1418 11th St W	3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. **Note:** If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code West Fargo, ND 58078	4 **If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card.** ► ☐	

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) **5**

6 Additional amount, if any, you want withheld from each paycheck . . . . **6** $

7 I claim exemption from withholding for 2018, and I certify that I meet **both** of the following conditions for exemption.
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "Exempt" here . . . . ► **7** Not Applicable

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.

Employee's signature
(This form is not valid unless you sign it.) ► Tricia Johnson **Date ►** 09/13/2018

8 Employer's name and address (**Employer:** Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.) North Dakota State University 1919 University Drive N Fargo, ND 58108-6050	9 First date of employment	10 Employer identification number (EIN) 456002439

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2018)

- For North Dakota, boxes 3 through 7 default as blank and are editable.

The following example is for Minnesota:

State Tax Withholding Forms ×

Company NDUS System Info Tech Services

You may complete Minnesota Form W-4MN so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Minnesota income tax is withheld from your wages based on what you claim on the Minnesota Employee Withholding Allowance/Exemption Certificate (form W-4MN). You can file a new W-4MN form anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Download the PDF to Adobe Acrobat (you may need to update your browser settings). Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description
Minnesota Withholding Allowance Certificate >

DEPARTMENT OF REVENUE

W-4MN

2018 Minnesota Employee Withholding Allowance/Exemption Certificate

Employees

You must complete and give this form to your employer if you do any of the following:

- Claim fewer Minnesota withholding allowances than your federal allowances
- Claim more than 10 Minnesota withholding allowances
- Want additional Minnesota tax withheld from your pay each pay period
- Claim to be exempt from federal withholding or claim to be exempt from Minnesota withholding

Do not complete this form if you are claiming the same number of Minnesota allowances as federal and the number claimed is 10 or less.

Employee's first name and initial: Jane | Last name: Doe | Employee's Social Security number: XXX-XX-2255

Permanent address: 1 Way Drive

City: Any City | State: MN | ZIP code: 56470-4506

Marital status *(check one box)*
- ■ Single; Married, but legally separated; or Spouse is a nonresident alien
- ☐ Married
- ☐ Married, but withhold at higher Single rate

Employees: Read instructions on back, complete Section 1 OR Section 2, sign and give the completed form to your employer. (Do not complete both Section 1 and Section 2. Completing both sections will make the form invalid.)

☐ **Section 1 — Determining Minnesota allowances**

Complete Section 1 if you claim fewer Minnesota allowances than your federal allowances, AND/OR if you want additional Minnesota withholding deducted each pay period.

1 Total number of federal allowances claimed on federal Form W-4 . . . 1 — 1

2 Total number of Minnesota allowances *(line 2 cannot be more than line 1)* . . . 2 — 0

3 Additional Minnesota withholding you want deducted each pay period . . . 3 $ 0.00

☐ **Section 2 — Exemption from Minnesota withholding**

Complete Section 2 if you claim to be exempt from Minnesota income tax withholding *(see Section 2 instructions for qualifications)*. If applicable, check one box below to indicate the reason why you believe you are exempt:

☐ I meet the requirements and claim exempt from both federal and Minnesota income tax withholding.

☐ Even though I did not claim exempt from federal withholding, I claim exempt from Minnesota withholding because I had no Minnesota income tax liability last year, I received a refund of all Minnesota income tax withheld, AND I expect to have no Minnesota income tax liability this year.

☐ My spouse is a military service member assigned to a military location in Minnesota, my domicile (legal residence) is in another state, AND I am in Minnesota solely to be with my spouse. My state of domicile is ______.

☐ I am an American Indian living and working on a reservation.

☐ I am a member of the Minnesota National Guard or an active duty U.S. military member and claim exempt from Minnesota withholding on my military pay.

☐ I receive a military pension or other military retirement pay as calculated under Title 10, 1401 through 1414, 1447 through 1455, and 12733 and claim exempt from Minnesota withholding on this retirement pay.

I certify that all information provided in Section 1 OR Section 2 is correct. I understand there is a $500 penalty for filing a false withholding allowance/exemption certificate.

Employee's signature: Jane Doe | Date: 2018-09-24 | Daytime phone:

Employees: Give the completed form to your employer.

Submit

Employers

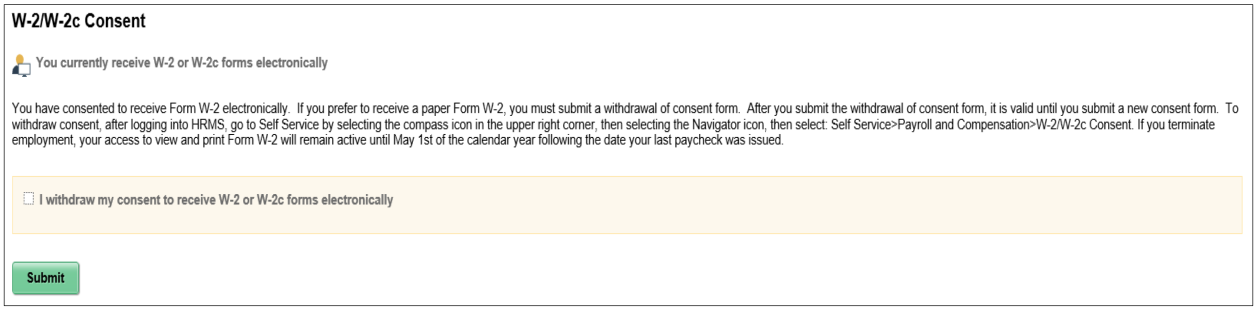
If you are required to send a copy of this form to the Department of Revenue *(see instructions)*, you must enter the employer information below and mail this form to: Minnesota Revenue, Mail Station 6501, St. Paul, MN 55146-6501. (Incomplete forms are considered invalid.) **A $50 penalty may be assessed for each required Form W-4MN not filed with the department.**

Keep a copy for your records.

- For Minnesota, the user MUST select the box for either Section 1 or Section 2 to enter data. The Marital Status and number of allowances default from the federal W-4 and are NOT editable.

W-2/W-2c Consent

Select the W-2/W-2c Consent link to open a page showing the current status of the W-2 consent. This will either be “You currently receive W-2 or W-2c forms electronically” or “You will receive W-2 or W-2c paper forms by mail”. The user can change their consent status by selecting the check box and then the Submit button. The user will be prompted to enter their user ID and password.



W-2/W-2c Consent

You currently receive W-2 or W-2c forms electronically

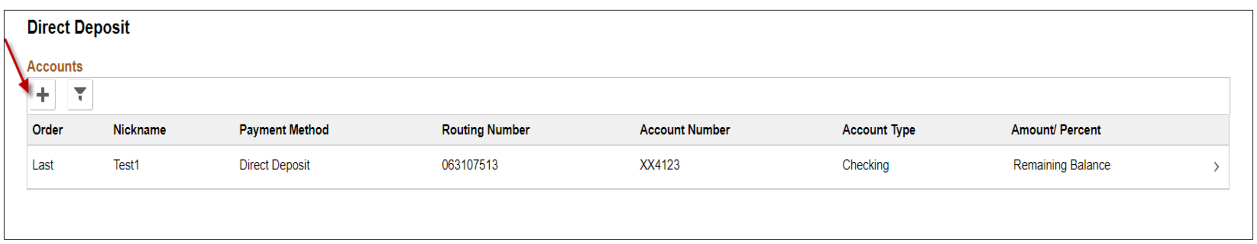
You have consented to receive Form W-2 electronically. If you prefer to receive a paper Form W-2, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form. To withdraw consent, after logging into HRMS, go to Self Service by selecting the compass icon in the upper right corner, then selecting the Navigator icon, then select: Self Service>Payroll and Compensation>W-2/W-2c Consent. If you terminate employment, your access to view and print Form W-2 will remain active until May 1st of the calendar year following the date your last paycheck was issued.

☐ I withdraw my consent to receive W-2 or W-2c forms electronically

Submit

Direct Deposit

Select the Direct Deposit link to open a page showing the bank accounts that are setup currently for the employee. To update the Direct Deposit with a new account, select the plus sign on the left side of the page:



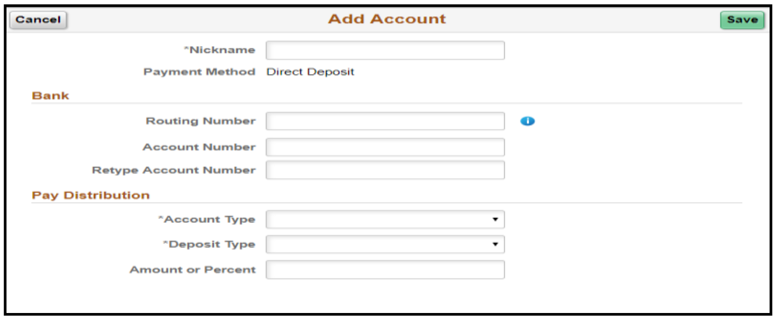
Direct Deposit

Accounts

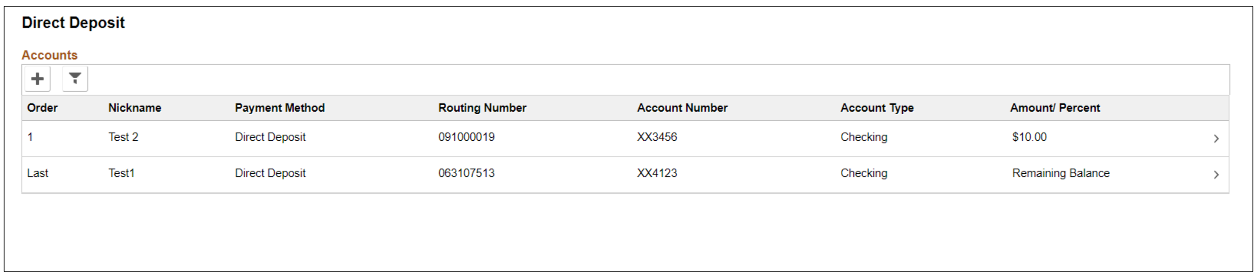
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
Last	Test1	Direct Deposit	063107513	XX4123	Checking	Remaining Balance

Add a New Account

The Add Account will appear for the user to enter their new banking information. The user enters a Nickname for the account they are adding, then under Bank enter the bank’s routing number and account number. Retype the account number. Under Pay Distribution, click on the dropdown to select an account type which can be either Checking or Savings. Select a Deposit Type of either Amount or Percent. Enter the value for the amount or percent that will be associated with this account. Click on the green save button.



Once the data is saved, the user will return to the Direct Deposit page where they can verify their account information is correct.



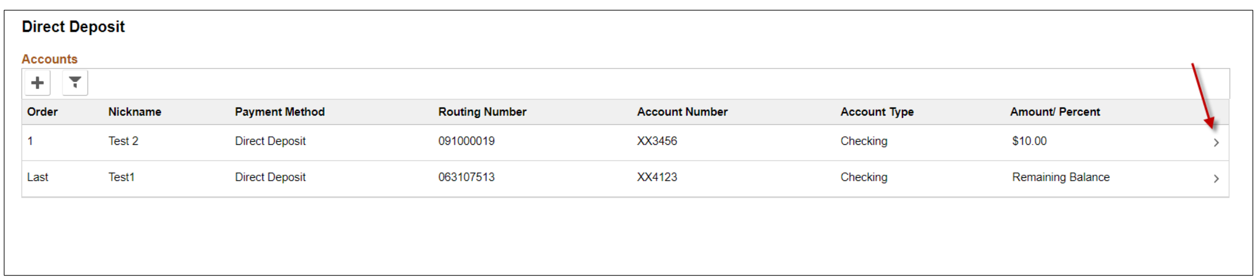
Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test 2	Direct Deposit	091000019	XX3456	Checking	$10.00
Last	Test1	Direct Deposit	063107513	XX4123	Checking	Remaining Balance

Change or Delete an Account

To remove or make changes to an existing account, click on the arrow on the right side:

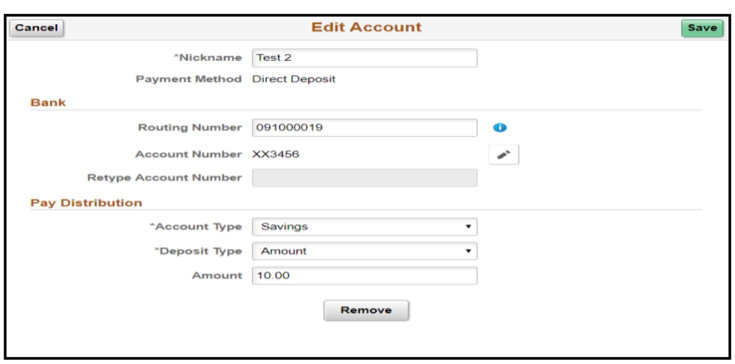


Direct Deposit

Accounts

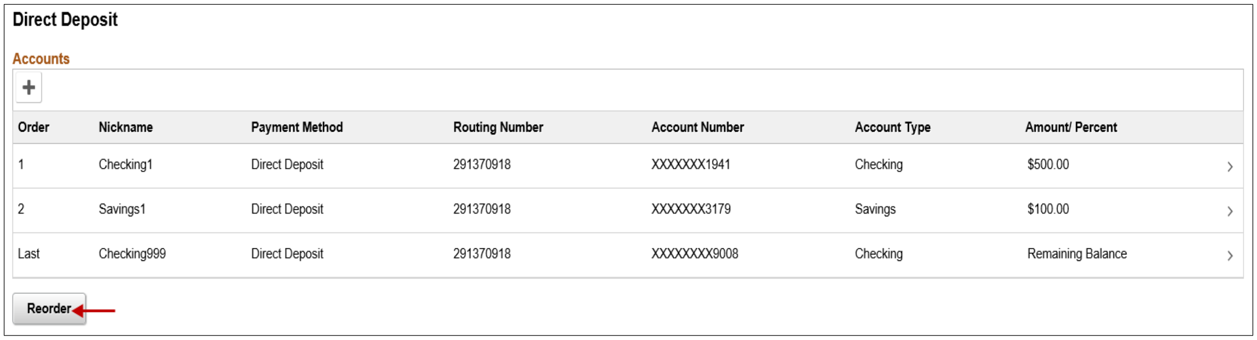
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test 2	Direct Deposit	091000019	XX3456	Checking	$10.00
Last	Test1	Direct Deposit	063107513	XX4123	Checking	Remaining Balance

The Edit Account will appear. Update the information and then click the green save button. The account can also be removed by simply clicking Remove which will prompt a message “Are you sure you want to remove the account”. Click yes and it will remove the account.



Reorder the Accounts

If an employee sets up three or more accounts for direct deposit, there will be an option to reorder the priority of the accounts. Click on the Reorder button in the lower left corner of the page.



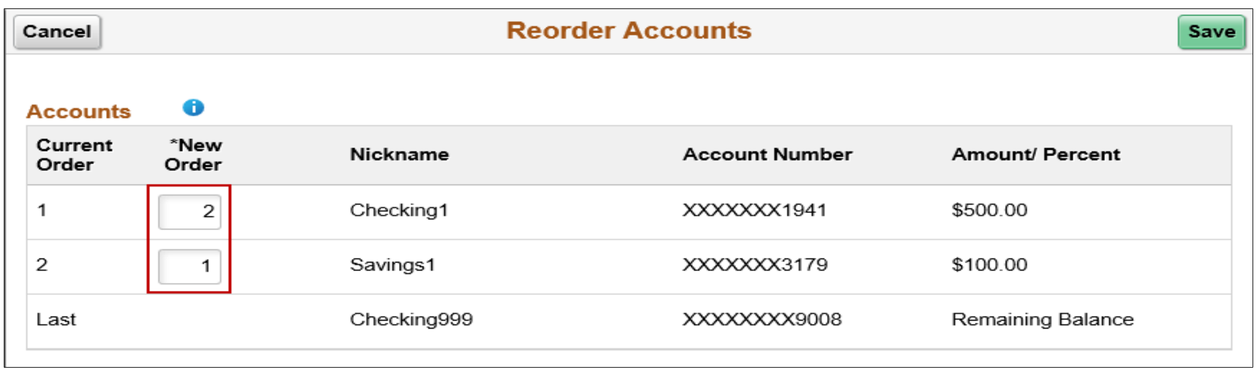
Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Checking1	Direct Deposit	291370918	XXXXXXX1941	Checking	$500.00
2	Savings1	Direct Deposit	291370918	XXXXXXX3179	Savings	$100.00
Last	Checking999	Direct Deposit	291370918	XXXXXXXX9008	Checking	Remaining Balance

Reorder

A window will open. Change the order by overwriting the numbers (1, 2, etc) in the New Order column and click on the green save button.



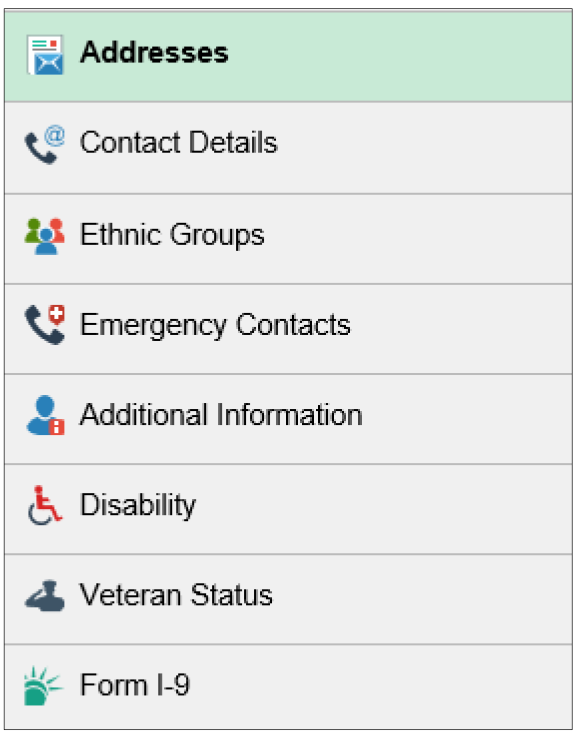
Cancel Reorder Accounts Save

Accounts

Current Order	*New Order	Nickname	Account Number	Amount/ Percent
1	2	Checking1	XXXXXXX1941	$500.00
2	1	Savings1	XXXXXXX3179	$100.00
Last		Checking999	XXXXXXXX9008	Remaining Balance

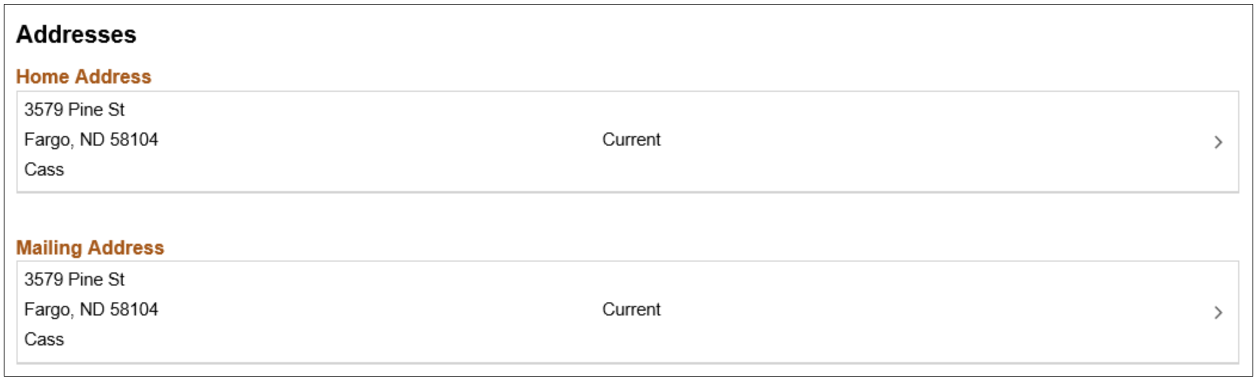
Personal Details

Select the Personal Details tile to access the following links along the left navigation collection:

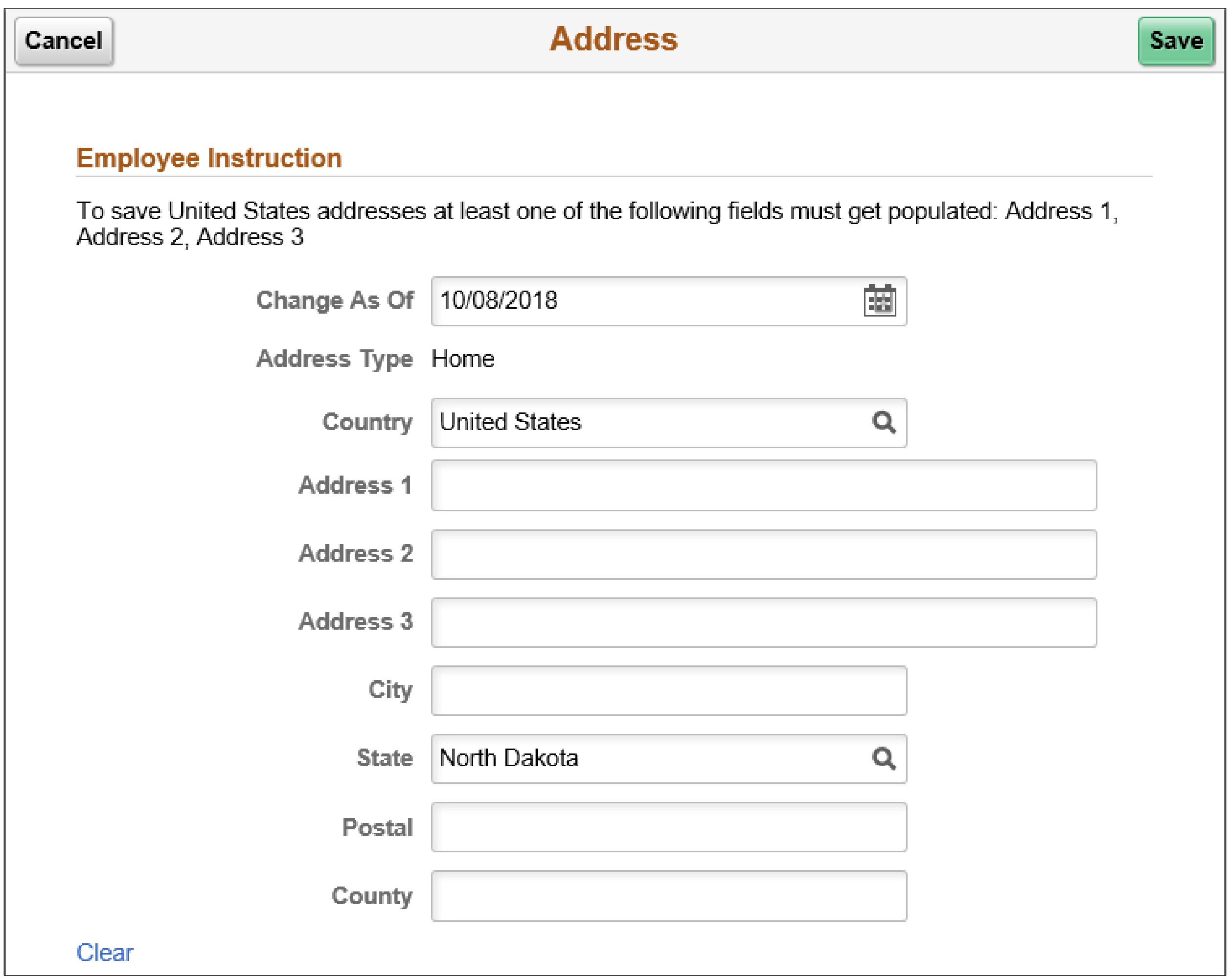


Addresses

The employee’s Home and Mailing addresses are available to view and update. Select either address to update by clicking in the box.

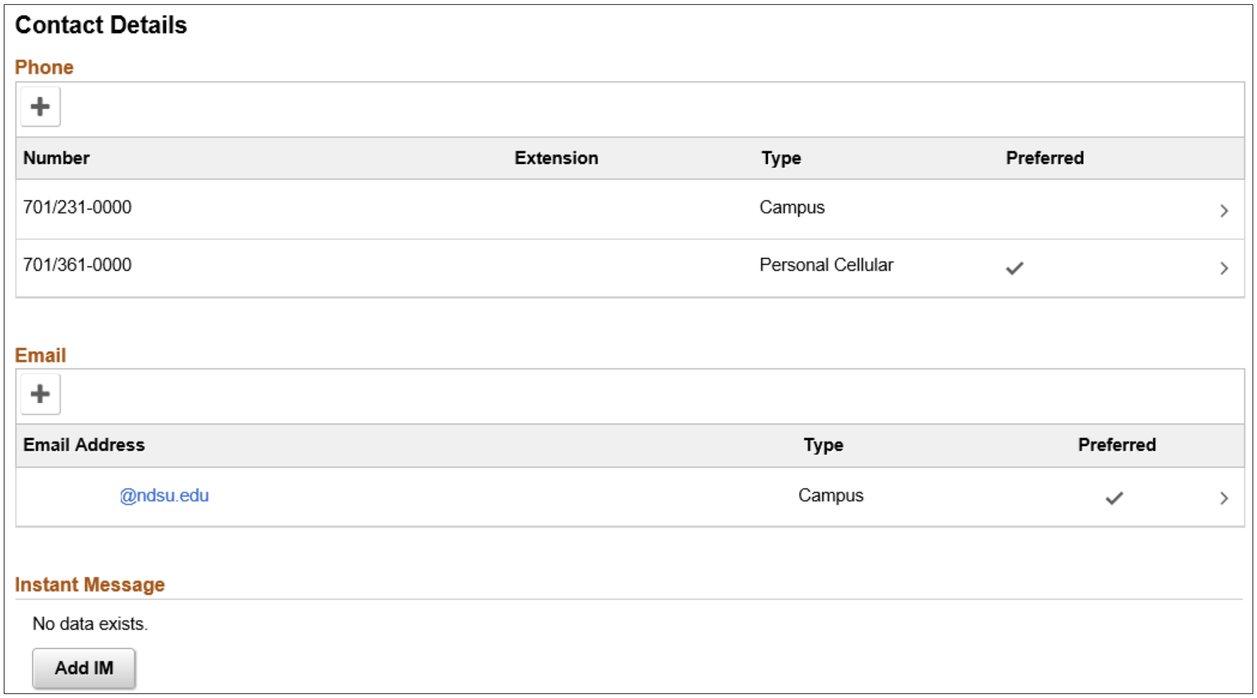


Click the blue Clear link to clear the data, then enter the new address. When finished, click on the green Save button.



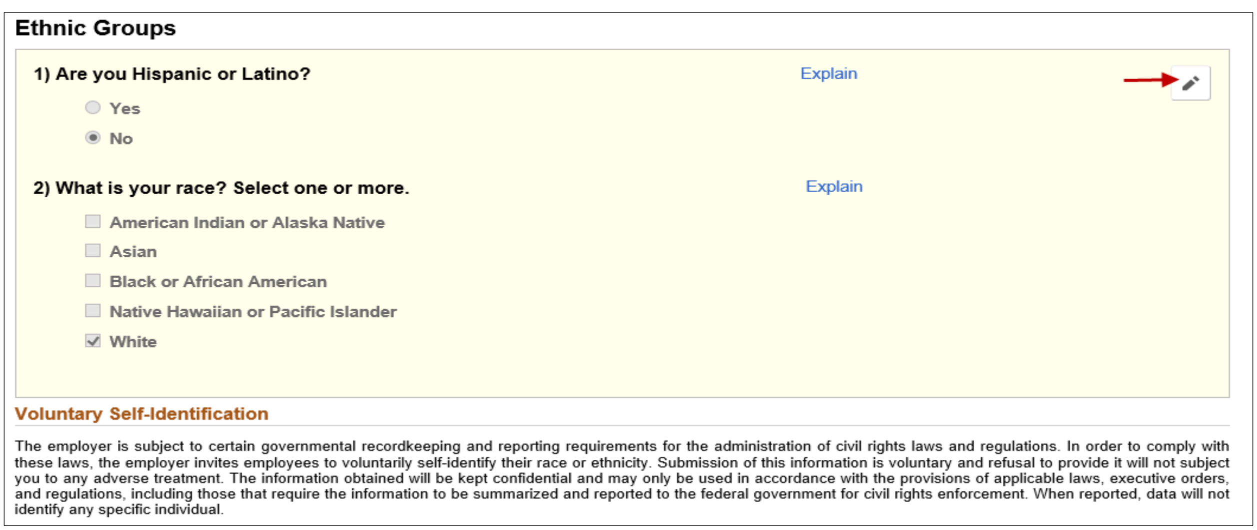
Contact Details

Select the Contact Details link to view and update your phone number and email address. Selecting a phone number or email address will open a new window to update the data or delete it. Click on the + sign in the upper left corner to add a new phone or email type.



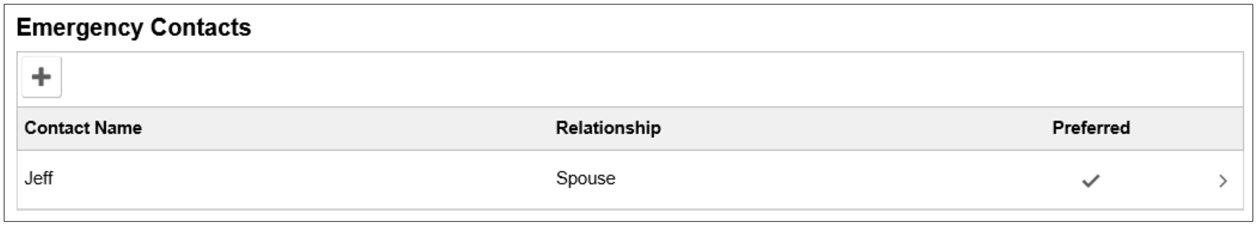
Ethnic Groups

Select the Ethnic Groups link to view and update your ethnic group. Click on the pencil icon to enter any updates.



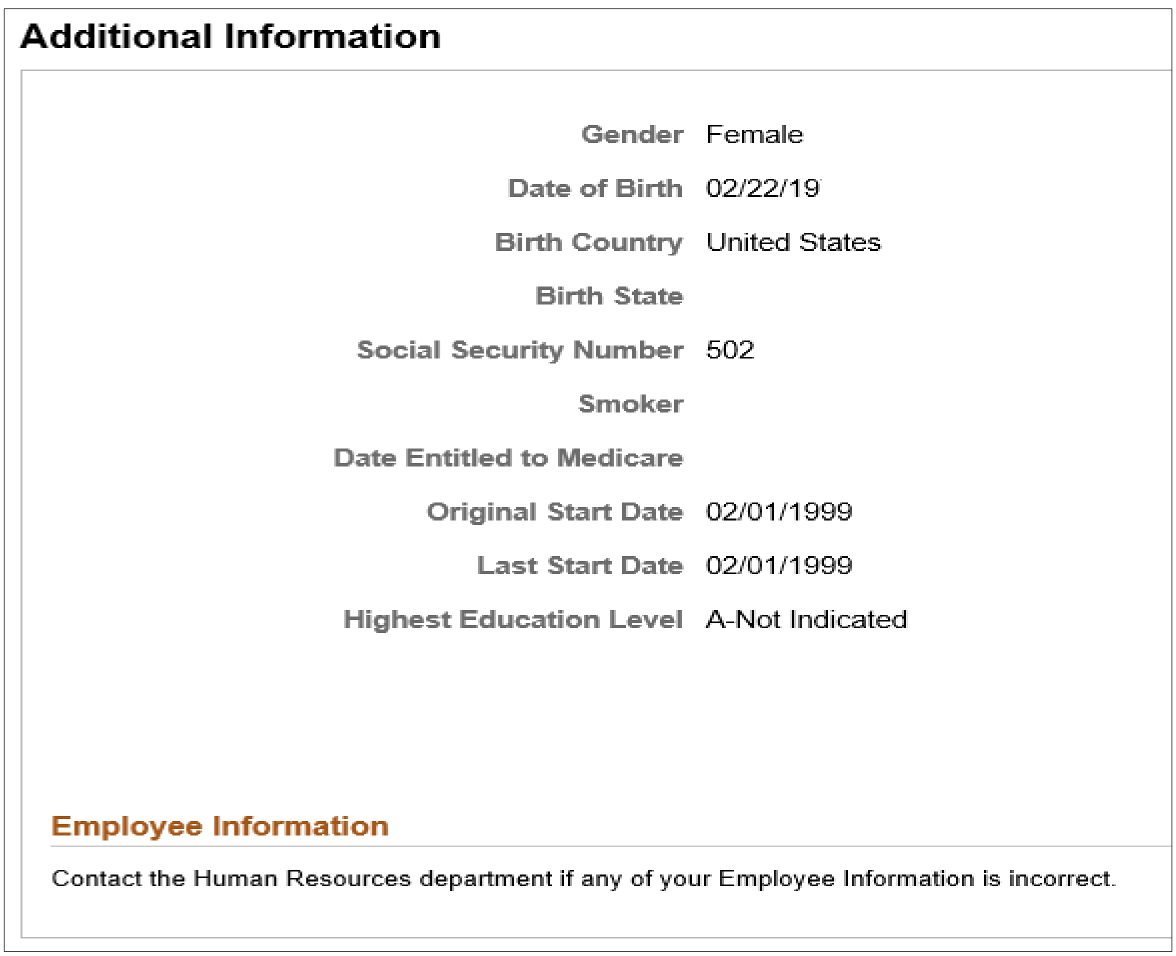
Emergency Contacts

Select the Emergency Contacts link to view and update your emergency contact. Selecting the current information will open a window to enter updates or delete the information. Select the + icon to add a new contact.



Additional Information

Select the Additional Information link to view more information about yourself.



Disability

Select the Disability link to view or update your disability status. If desired, select the correct status and then click the green Submit button to update the status.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2020

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[i] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

☐ YES, I HAVE A DISABILITY (or previously had a disability)

☐ NO, I DON'T HAVE A DISABILITY

☐ I DON'T WISH TO ANSWER

Your Name Today's Date

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[i]Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Veteran Status

Select the Veteran Status link to view and update your Veteran status.

Veteran Status

▾ **Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

○ I belong to the following classifications of protected veterans (choose all that apply):

☐ Disabled Veteran

☐ Recently Separated Veteran

☐ Active Duty Wartime or Campaign Badge Veteran

☐ Armed Forces Service Medal Veteran

○ I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

○ I am NOT a protected veteran.

○ I am NOT a veteran.

Military Discharge Date

Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Submit

Form I-9

Only select the Go to Form I-9 link and complete an I-9 if instructed to do so.

Form I-9

Employment Eligibility Verification

Read instructions carefully before completing this form I-9 Instructions for Employee

You have not submitted the Form I-9 yet.

Go to Form I-9

Total Rewards

Select the Total Rewards tile to view a summary of compensation, benefits, retirement and federal/state taxes. The Rewards Period at the top can be changed to view data for previous years. Total Rewards statements are only generated for benefited employees.

Total Rewards

Rewards Period 01 January 2017 - 31 December 2017

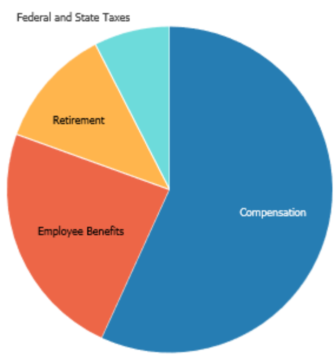
Summary

This is your Total Rewards statement for the statement period. As you review the statement, you will see that your benefits costs are a shared partnership between you and your employer.

All amounts are shown in US Dollar currency.

▾ View Summary Chart

Total Value $89,619.220000



This is the Summary section of your statement where you will find earnings and benefits summary amounts.

Item	Employer Paid	Employer Provided	Employee Paid
Compensation	50,931.000000	0.000000	0.000000
Employee Benefits	14,434.990000	0.000000	6,788.820000
Retirement	6,244.060000	0.000000	4,465.990000
Federal and State Taxes	3,377.180000	0.000000	3,377.180000
Summary Total	74,987.230000	0.000000	14,631.990000