

I'm Registered ... Now What?

1. TO ACCESS YOUR PAY INFORMATION:

At the top of the screen, you will see a tab for EMPLOYEE RESOURCES.

Use the drop down and access COMPENSATION

Then access PAY PERIOD

You may access all pay dates back to July 2008

2. TO PLAY "WHAT IF...." WITH TAXES AND DEDUCTIONS:

From the pay screen from step 1, click on 'PAY CHECK CALCULATOR' at the bottom center of the screen. You will get a warning that you are leaving the site, go ahead and click submit.

Once you're in that area, you may adjust your Federal and State tax withholdings and other deductions as you wish. This is for informational purposes only and does not change your actual deductions (or salary). So have fun with it.

3. TO SEE YOUR CALENDAR YEAR TO DATE TOTALS:

From the EMPLOYEE RESOURCES tab, go to COMPENSATION, click on CALENDAR YEAR. You will see annual totals for your pay and deductions for the current or previous calendar years.

4. YOU MAY ALSO CHANGE AND SUBMIT YOUR FEDERAL AND STATE WITHHOLDING ALLOWANCES AND PRINT A COPY OF YOUR W2.

For each pay, the records will be posted on the Thursday before payday. Your earnings statement will reflect the combination of all pay received for that pay period; your regular pay and any supplemental pay you received that week.

Direct deposit receipts will be available on line only rather than printed and distributed to your locations.

If you need assistance registering, logging in or are unable to access this site, please contact the payroll department at 480-982-1110 X2019 or X2016