Employee Self-Service Features

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View Paycheck

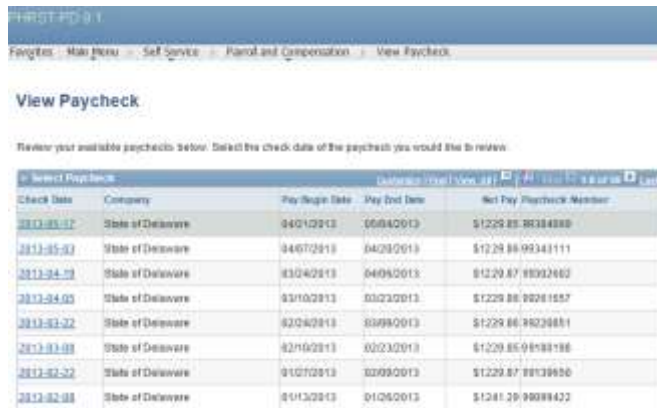|	
The **Employee Self-Service Main Page** opens	Click **Main Menu**.
	Click **Self Service**.
	Click **Payroll and Compensation**.
	Click **View Paycheck**.
	Page may take a few seconds to display. Wait for screen to load.
The **View Paycheck** page opens	Click the **Check Date** you want to view.
	Note:
	The page displays the previous eight paychecks.
	*To view the previous 50 paychecks, click **View All***

Sample Paycheck and Printing

- A printable view of your paycheck will appear.
- Click **Print Page** button at the top of the page.
- Print option window opens.
- Click **Print**.

View Paycheck

Click to Print → Printer Friendly

Net Pay: $1,948.37

Company
State of Delaware
Address
820 Silver Lake Blvd., Suite 100
Dover, DE 19904

Employee Personal & Job Information

Pay Begin Date: 07/17/2011
Pay End Date: 07/30/2011
Check Date: 08/12/2011

Review the details of your paychecks, select   View a Different Paycheck ← Click for History

General

Name:		Business Unit:	STDEU
Employee ID:		Pay Group:	State of Delaware
Address:		Department:	
		Location:	
		Job Title:	
		Pay Rate:	$2,686.00 Biweekly

Tax Data

Fed Marital Status:	Married	DE Marital Status:	Married, joint return
Fed Allowances:	0	DE Allowances:	0
Fed Addl Percent:	0.000	DE Addl Percent:	0.000
Fed Addl Amount:	$0.00	DE Addl Amount:	$0.00

Paycheck Summary

Period	Gross Earnings	Fed Tax Gross	State Tax Gross	Total Taxes	Total Deductions	Net Pay
Current	2,686.00	2,525.00	2,525.00	561.93	175.70	1,948.37

← Net Pay

Earnings

Description	Hours	Amount
RegularPay	75.00	2,686.00
Total:	75.00	2,686.00

Employees with Multiple Jobs
Earnings from individual jobs are summarized from **all** jobs by earnings type (Regular, Overtime, etc.) and listed here.

Taxes

Description	Amount
Fed Withholding	300.48
Fed MED/EE	38.51
Fed OASDI/EE	111.54
DE Withholding	111.40
Total:	561.93

Before-Tax Deductions

Description	Amount
RegPenCd	80.58
Medical BT	11.55
Dental BT	15.81
StateVis	3.06
DC-457(b)	50.00
Total:	161.00

After Tax Deductions

Description	Amount
MINNLIFE	10.85
UWay/SECC	3.85
Total:	14.70

Employer Paid Benefits

Description	Amount
Medical BT	257.28
* Taxable	

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit		Checking	1,948.37

Advice Distribution →

View Benefits Summary

The **Employee Self-Service Main Page** opens	Click **Main Menu**.
	Click **Self Service**.
	Click **Benefits**.
	Click **Benefits Summary**.
	Page may take a few seconds to display. Wait for screen to load.
	Note: Benefits Enrollment is used during Open Enrollment
The **Benefits Summary** page opens	A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.

Benefits Summary

To view your benefits as of another date, enter the date and select Go.

05/28/2013 [📅]   Go

Benefits Summary		
Type of Benefit	**Plan Description**	**Coverage or Participation**
Medical	Blue Cross Blue Care® BT	Employee Only
Dental	Delta Dental PPO Plus Premier	Employee Only
Vision	State Vision	Employee Only
Blood Bank	Blood Bank of Delmarva	
Deferred Comp 457 Catch-up		Waived
Deferred Compensation 457	State of DE Def Comp 457b	$50 Before Tax
Sick	Merit Sick 37.5 Hr	- - - - -
Vacation	Non-Merit Vac 37.5 Hr	- - - - -
Flex Spending Health - U.S.		Waived
Flex Spending Dependent Care		Waived
Pension Plan 1 - U.S.	State Employees	

View Timesheet (Time & Labor Organizations only)
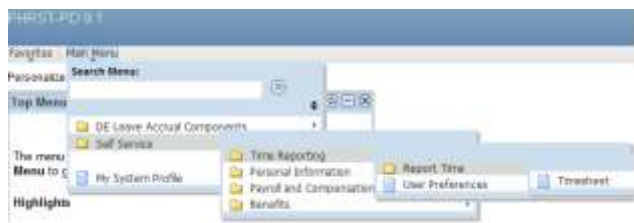
The **Employee Self-Service Main Page** opens	Click **Main Menu**.
	Click **Self Service**.
	Click **Time Reporting**.
	Click **Report Time**.
	Click **Timsheet**.
	Page may take a few seconds to display. Wait for screen to load.
The **Timesheet** page opens	The current pay period for time entry appears.
	You can view previous and next pay periods two ways.
	1. Click **Previous Period** or **Next Period** link
	2. Enter the **pay period date** you want to view and Click **Refresh**.
	Note: Previous pay periods are no longer available for data entry.

View Leave Balances (Time & Labor Organizations only)

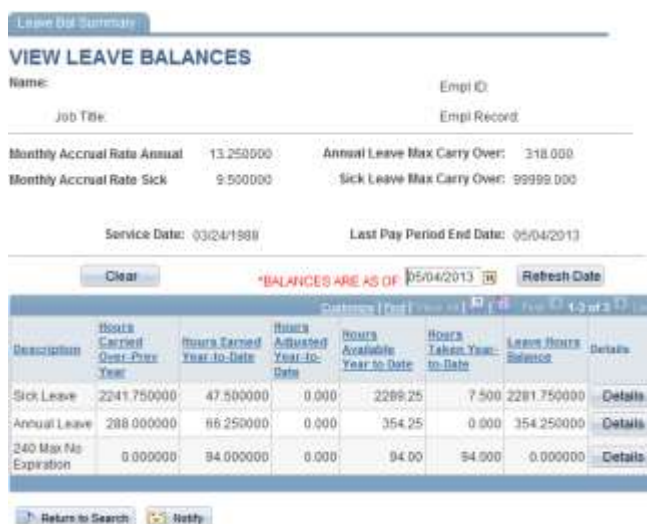| The **Employee Self-Service Main Page** opens	Click **Main Menu**.
	Click **DE Leave Accrual Components**.
	Click **LA Inquiries**.
	Click **Self-Service View Leave**.
	Page may take a few seconds to display. Wait for screen to load.
The **View Leave Balances** page opens	Balances are as of the last pay period end date.
	You can view leave balances for previous pay period end dates by selecting a new date and clicking **Refresh Date**.
	To view details for a particular leave balance, Click **Details**.

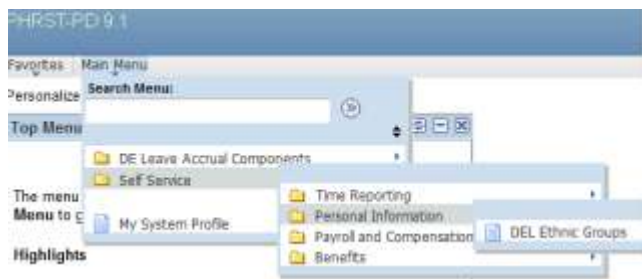| The **View Leave Detail** page opens	Click **Return** to return to the **View Leave Balances** page.
VIEW LEAVE DETAIL Name: ___ Empl ID ___ Job Title: ___ Empl Record: ___ Return Customize | Find | 🔲 1-6 of 6 Date Under Report / Time Reporting Code / Description / Earned / Taken / Adjustment Amount 01/01/2013 SERN Sick Earned 9.500000 02/01/2013 SERN Sick Earned 9.500000 03/01/2013 SERN Sick Earned 9.500000 04/01/2013 SERN Sick Earned 9.500000 04/15/2013 SLT Sick Leave Taken 7.500000 05/01/2013 SERN Sick Earned 9.500000 Total Hours Taken Year-to-Date: 7.500	

View Race/Ethnicity Designation (if applicable)

The **Employee Self-Service Main Page** opens	Click **Main Menu**.

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 Favorites | Main Menu
 Personalize ___ Search Menu: ___
 Top Menu ___
   📁 DE Leave Accrual Components
   📁 Self Service → 📁 Time Reporting
 The menu   📁 Personal Information
 Menu to ___ 📄 My System Profile   📁 Payroll and Compensation → 📄 DEL Ethnic Groups
 Highlights   📁 Benefits
	Click **Self Service**.
	
	 Click **Personal Information**.
	
	 Click **DEL Ethnic Groups**.
	
	 Page may take a few seconds to display. Wait for screen to load.

The **Ethnicity** page opens **Ethnicity** The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. 1) Are you Hispanic or Latino? Explain ○ Yes ○ No 2) What is your race? Select one or more. Explain ☐ American Indian/Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian/Pacific Island ☐ White This page is for use by DE School District and Del Tech employees only. 🔲 Save	Complete number one by clicking **Yes** or **No**. Complete number two by clicking the appropriate choice. Click **Save**.

Consent to Opt Out of Receiving W-2 in the U. S. Mail

To stop receiving your W-2 through the U.S. Mail, you may opt out of the program. All W-2s may be located on the Employee Self-Service website.

To opt Out – Navigate to: Favorites > Main Menu > Self-Service > Payroll and Compensation > W-2/W-2c Consent.

Check off the box that states: Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Click **Submit**.

View and Print W-2 Form

Navigate to: Favorites > Main Menu > Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms

Add or Change Home and Mailing Addresses

	Navigate to: Favorites > Main Menu > Self Service > Personal Information > Home and Mailing Address Select **Type** and then **Add** Use the *Address Data Entry Standards* document for formatting addresses

Add/Change Phone Number

	Navigate to: Favorites > Main Menu > Self Service > Personal Information > Phone Numbers Select **Add Phone Number** Add contact phone number. If adding more than one phone number, select the **Preferred** phone number. Click **Save**

Add/Change Emergency Contacts

Emergency Contacts Emma Employment Emergency Contacts Contact Name / Relationship to Employee / Primary Contact / Edit / Delete Edward Employment / Spouse / ☑ / ✎ / 🗑 Add Emergency Contact Save	Navigate to: Favorites > Main Menu > Self Service > Personal Information > Emergency Contacts Select **Add Emergency Contact** Enter required information. Select **Primary Contact** for one person if adding more than one contact. Click **Save**

Add/Change Ethnicity

ETHNICITY Sandy Worker The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual and will be reported as aggregate data. The information you submit will populate your Personal Data page and only the Ethnicity you designate as primary will be used for EEO Statistical purposes. ETHNICITY Description / Primary / Delete Hispanic / ☐ / 🗑 White / ☑ / 🗑 Ethnic Categories Add an Ethnic Group Save	Navigate to: Favorites > Main Menu > Self Service > Personal Information > Emergency Contacts Select **Add an Ethnic Group** • Employees can add or delete Ethnicity • One must be marked as "Primary" After completion, Click **Save**

Add/Change Disability

Navigate to: Favorites > Main Menu > Self Service > Personal Information > Disability

   Follow instructions on the page

   After completion, Click **Save**