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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Step	Action
3. From the View Paycheck page you can review the details of paycheck including your Net Pay, Pay Begin/End Dates and the your check was issued (Check Date) by clicking on the check.	
	To return to the main window click the X to close the window.
	n - Standard - Sayan Andra
4.	Use the Filter Icon to view checks older than currently displayed. Paychecks

Payroll and Compensation

💐 Paychecks
🕎 Direct Deposit
₩2 W-2/W-2c
View W-2/W-2c Forms
W-2/W-2c Consent
Tax Information
Compensation History

Step	Action – View W2
1.	Click the View W-2/W-2c Forms from the W-2/W-2C menu.
2.	The most current W2 year available is displayed. Select the View Form Button to view the form.
	View Form W-2 01/2 /2022
3.	You can print the form to a printer or save the PDF.
4.	Click the Filing Instructions link to view the IRS instructions associated with your W-2 form.
	Filing Instructions

2. Information about electronic W2's are displayed.

You can select the check box for electronic consent.

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. --otTw 0

Compensation History

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Pavchecks	Paychecks

Step	Action – Compens ation History	
1.	Click the Compensation H istory from the Payroll Menu	
2.	A list of compensation changes will be displayed. Click on the date for details.	
	Compensation Histor	
	町	
	Date of Change	
	12/01/2022	
	07/01/2022	
3.	The graph icon will display a compensation history chart.	

Charity Choice

Step	Action – Charity C hoice
1.	Click the Charity Choice from the Payroll Menu
2.	When Charity Choice is open, donations can be entered here.

Vacation Donation

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Pavchecks	Paychecks

Step	Action – Charity C hoice
1.	Click the Vacation Donation from the Payroll Menu
2.	When Vacation Donation is available, days to be donated will be entered here. Vacation Donation rogram Exclusion acclused 2023 Empl ID 99 Date Posted 99999 Department Department 99 Vacation Donated