

Payroll and Compensation

Procedure

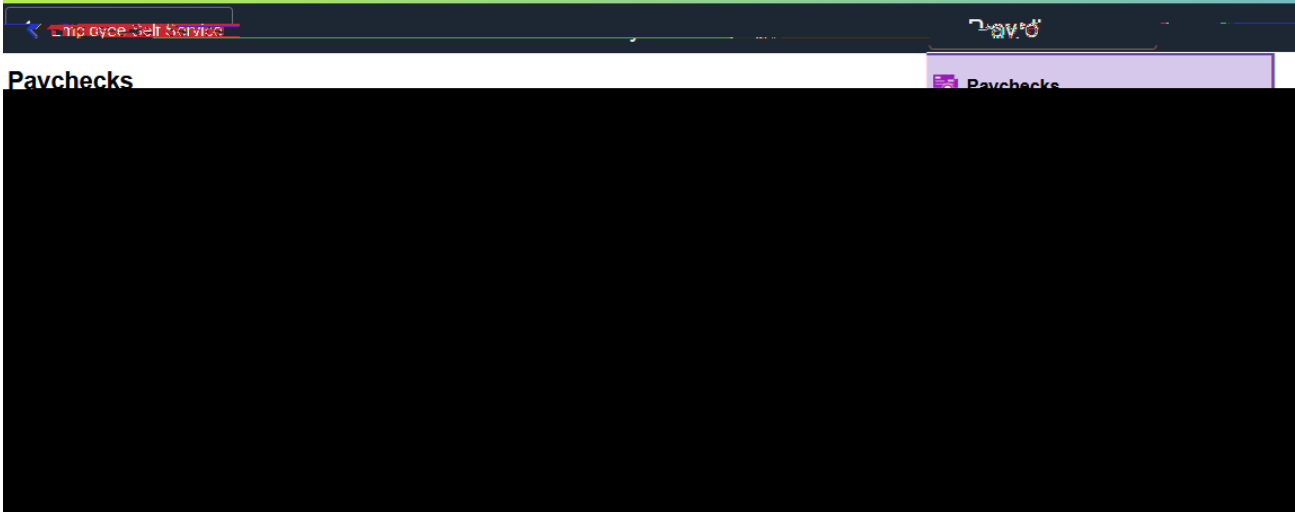
Employees can use the HCM Payroll and Compensation functions to view and print personal payroll information.

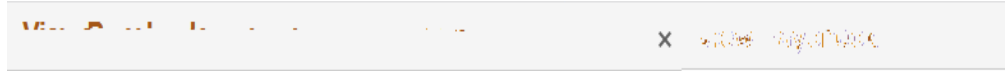
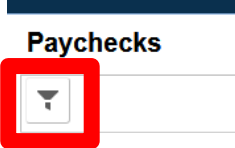


Step	Action
1.	From the HCM main menu, click the Payroll Tile .

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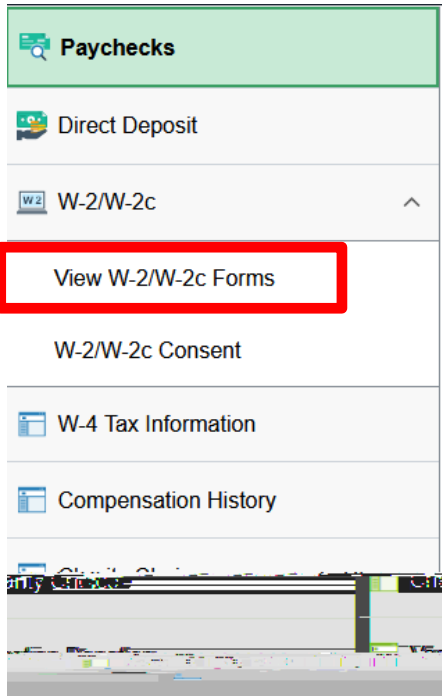
2.	Paychecks are displayed.
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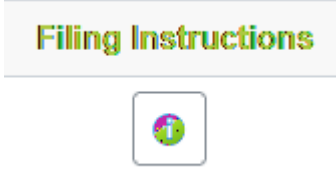


Step	Action
3.	<p>From the View Paycheck page you can review the details of your paycheck including your Net Pay , Pay Begin/End Dates and the date your check was issued (Check Date) by clicking on the check.</p> <p>To return to the main window click the X to close the window.</p> 
4.	<p>Use the Filter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

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W2



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. 
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. 

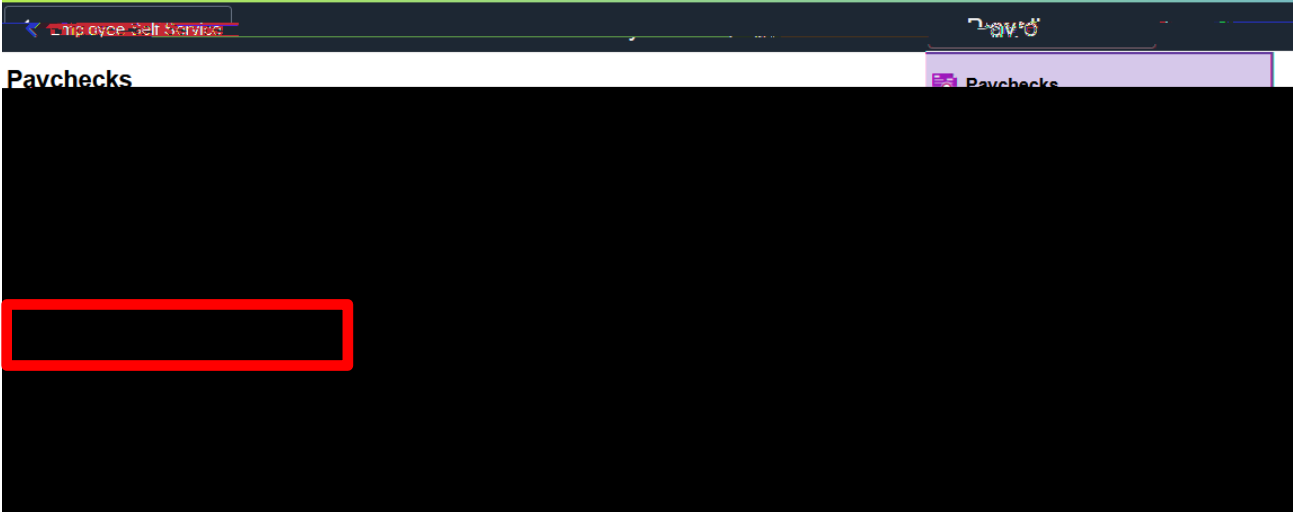
2. Information about electronic W2's are displayed.

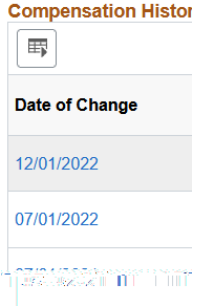

You can select the check box for electronic consent.

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.

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Compensation History

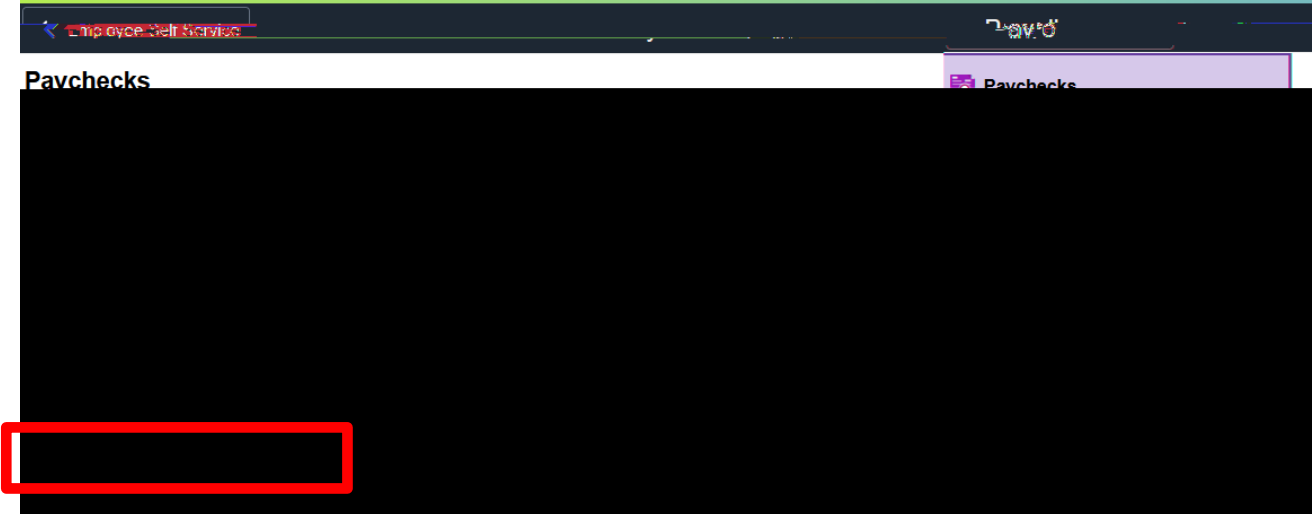


Step	Action – Compensation History
1.	Click the Compensation History from the Payroll Menu
2.	A list of compensation changes will be displayed. Click on the date for details. 
3.	The graph icon will display a compensation history chart. 

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



Step	Action – Charity C hoice
1.	Click the Vacation Donation from the Payroll Menu
2.	<p>When Vacation Donation is available, days to be donated will be entered here.</p> 