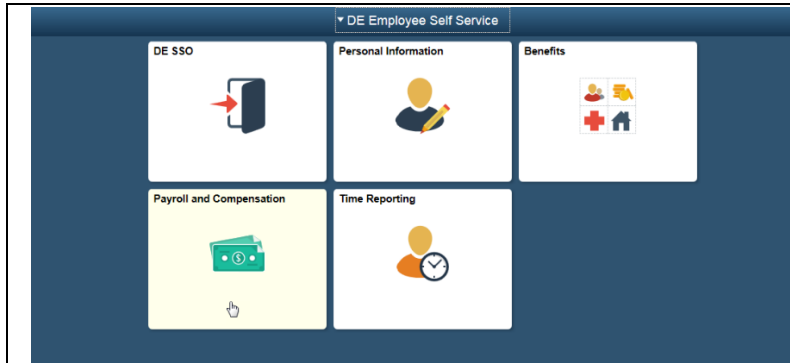


Employee Self-Service Features

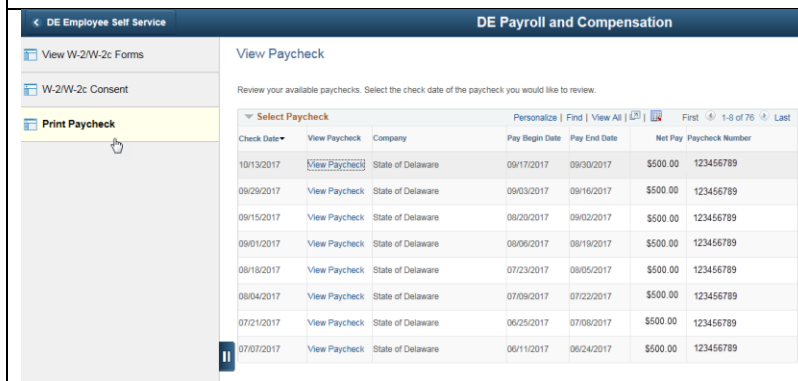
Contents

View Paycheck	2
Sample Paycheck and Printing	3
View Benefits Summary.....	4
View Timesheet (Time & Labor Organizations only)	5
View Leave Balances (Time & Labor Organizations only)	6
View Race/Ethnicity Designation	7
Consent to Opt Out of Receiving W-2 in the U. S. Mail	8
View and Print W-2 Form	9
Consent to Opt Out of Receiving 1095-C in the U. S. Mail.....	10
View and Print 1095-C Form	11
Add or Change Home and Mailing Addresses	12
Add/Change Phone Number.....	13
Add/Change Emergency Contacts.....	14
Add/Change Disability	14

View Paycheck



Click **Payroll and Compensation** tile.



Click **Print Paycheck**.

Click **View Paycheck** next to the **Check Date** you want to view.

Note: The page displays the previous eight paychecks.

*To view the previous paychecks, click **View All**.*

Sample Paycheck and Printing

DE Employee Self Service

DE Payroll and Compensation

View W-2/W-2c Forms

W-2/W-2c Consent

Print Paycheck

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

General
Name:
Employee ID:
Pay Rate: \$1,721.34 Biweekly
Department:
Location:
Job Title:

Tax Data
Fed Marital Status: Single
Fed Allowances:
Fed Addl Percent: 0.000 Fed A
Marital Status: Single
Allowances:
Percent: 0.000 DE Addl Amount: \$0.00

Paycheck Summary

	Gross Earnings	Fed Tax	Net Pay
Current	1,721.35	1	1,222.79
YTD	27,932.74	25	20,774.12

Earnings

Description	Hours	Amount	YTD Amount
RegularPay	73.50	1,686.92	25,592.44
Sick Leave	1.50	34.43	190.85
Annual L			986.84
Holiday			914.99
FHD			247.62
Total:		27,932.74	

Taxes

Description	Amount	YTD Amount
Fed Withholding	156.30	2,246.25
Fed MED/EE	23.89	391.24
Fed OASDI/EE	102.15	1,672.90
DE Withholding	56.40	801.05
Total:	338.74	5,111.44

Before-Tax Deductions

Description	Amount	YTD Amount
RegNewHire	86.07	1,096.64
Medical	52.59	622.21
Dental	17.93	266.96
StateVis	3.23	61.37
Total:	159.82	2,047.18

After Tax Deductions

Description	Amount	YTD Amount
Total:	0.00	

Employer Paid Benefits

Description	Amount	YTD Amount
Medical	344.34	6,481.75

Net Pay Distribution

Payment Type	Account Type	Amount
Direct Deposit	Checking	1,222.79

Click to Print

Return to Paychecks

Employee Personal & Job Information

Net Pay

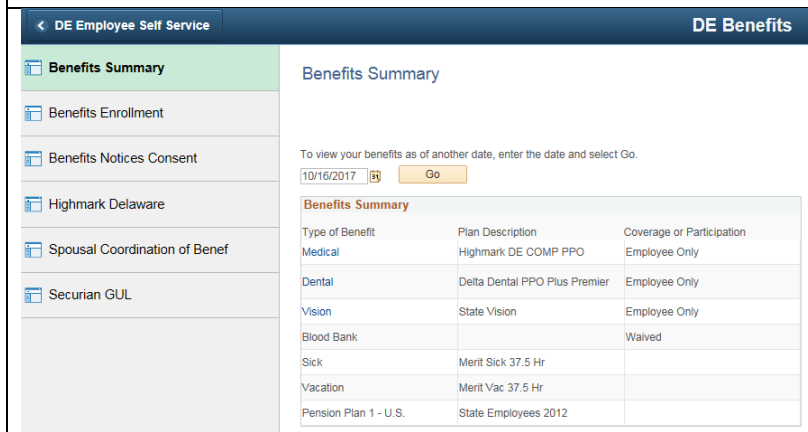
Employees with Multiple Jobs
Earnings from individual jobs are summarized from all jobs by earnings type (Regular, Overtime, etc.) and listed here.

Advice Distribution

View Benefits Summary



Click **Benefits** tile.



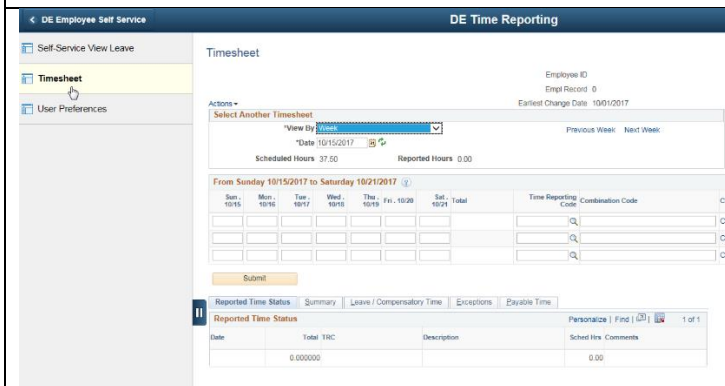
A summary of benefits is displayed. If you want to view your benefits as of another date, enter the date and click **Go**.

Note: Benefits Enrollment is used during Open Enrollment.

View Timesheet (Time & Labor Organizations only)



Click **Time Reporting** tile.



Click **Timesheet**.

The current week for time entry appears.

You can view the previous and next week two ways.

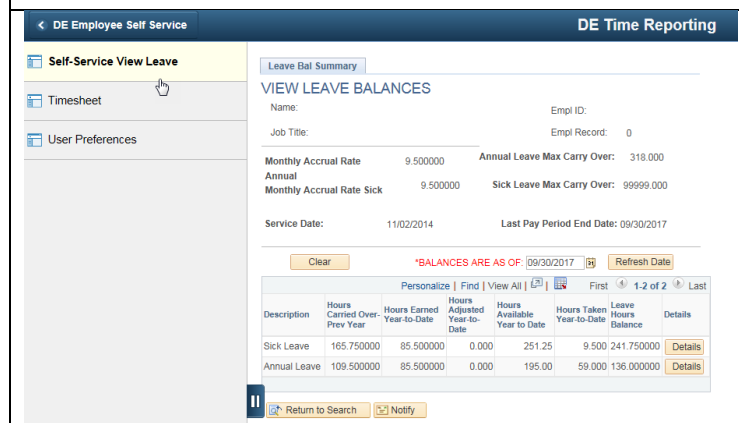
1. Click Previous Week or Next Week link
2. Enter the week date you want to view and Click Refresh.

Note: Previous pay periods are no longer available for data entry.

View Leave Balances (Time & Labor Organizations only)



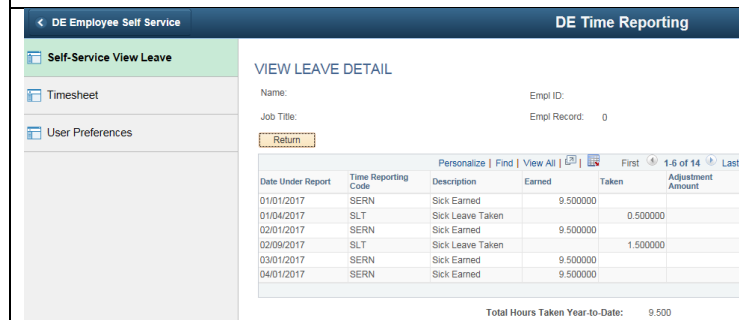
Click **Time Reporting** tile.



Self-Service View Leave is the first page to appear. If not, click **Self-Service View Leave**.

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**.

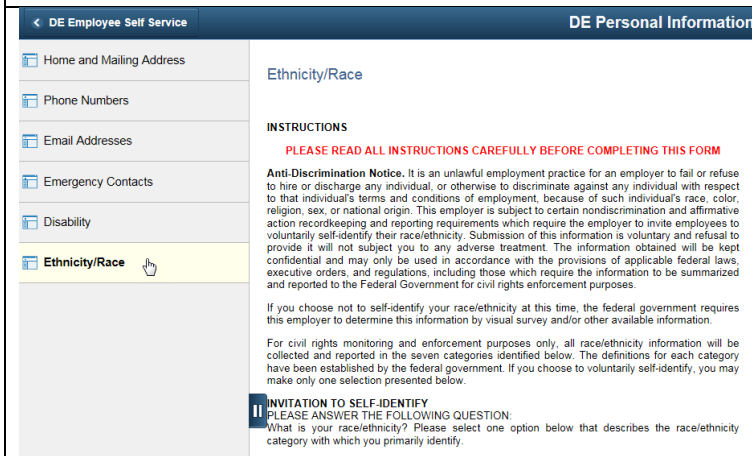


Click **Return** to return to the **View Leave Balances** page.

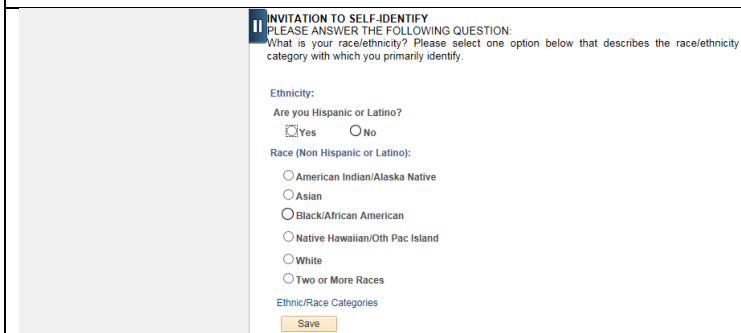
View Race/Ethnicity Designation



Click **Personal Information** tile.



Click **Ethnicity/Race**.

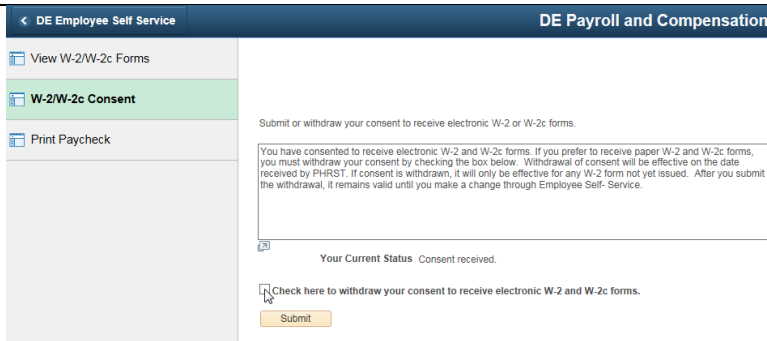


Complete **Ethnicity** by clicking **Yes** or **No**.
Complete **Race** (Non Hispanic or Latino) by clicking the appropriate choice.
Click **Save**.

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



Click **Payroll and Compensation** tile.



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 – click to **W-2/W-2c Consent**.

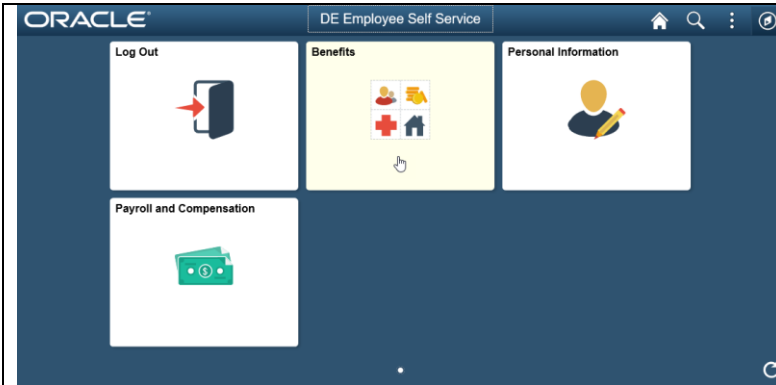
Check off the box that states: **Check here to indicate your consent to receive electronic W-2 and W-2c forms.**

Click **Submit**.

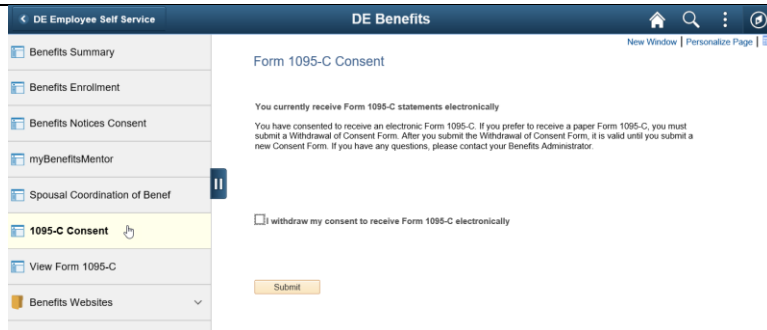
View and Print W-2 Form

	Click Payroll and Compensation tile.																		
 <table border="1"><thead><tr><th colspan="6">Select Year End Form</th></tr><tr><th>Tax Year</th><th>W-2 Reporting Company</th><th>Tax Form ID</th><th>Issue Date</th><th>Year End Form</th><th>Filing Instructions</th></tr></thead><tbody><tr><td>2016</td><td>DEL</td><td>W-2</td><td>01/10/2017</td><td>Year End Form</td><td>Filing Instructions</td></tr></tbody></table>	Select Year End Form						Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions	2016	DEL	W-2	01/10/2017	Year End Form	Filing Instructions	Click View W-2/W-2c Forms. Click Year End Form to view the W-2. Click View a Different Tax Year to view previous years' W-2s.
Select Year End Form																			
Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions														
2016	DEL	W-2	01/10/2017	Year End Form	Filing Instructions														

Consent to Opt Out of Receiving 1095-C in the U.S. Mail



Click **Benefits** tile.



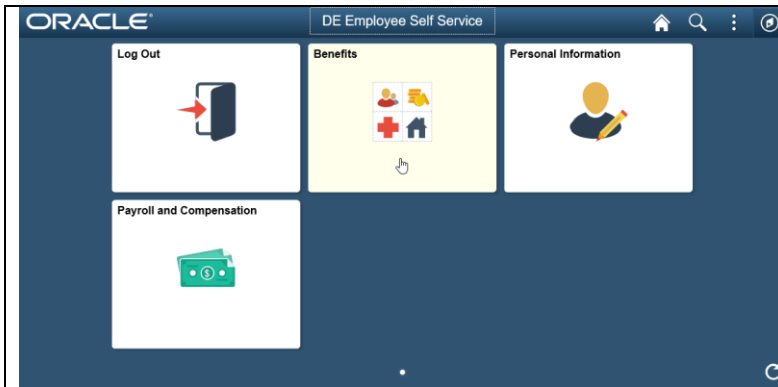
To stop receiving your 1095-C through the U.S. Mail, you may opt out of the program. All 1095-Cs may be located on the Employee Self-Service website.

To opt Out – click to **1095-C Consent**.

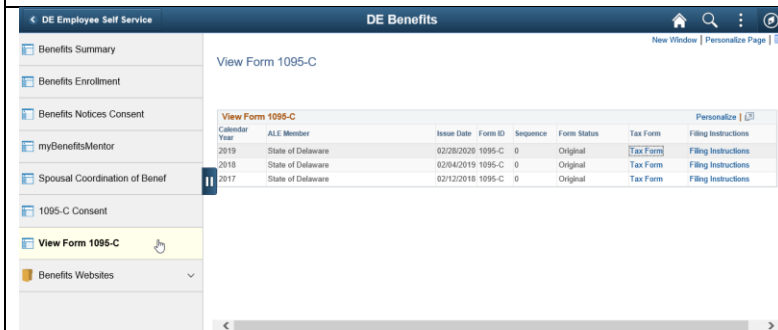
Check off the box that states: **Check here to indicate your consent to receive electronic 1095-C forms.**

Click **Submit**.

View and Print 1095-C Form



Click **Benefits** tile.



Click **View Form 1095-C**.

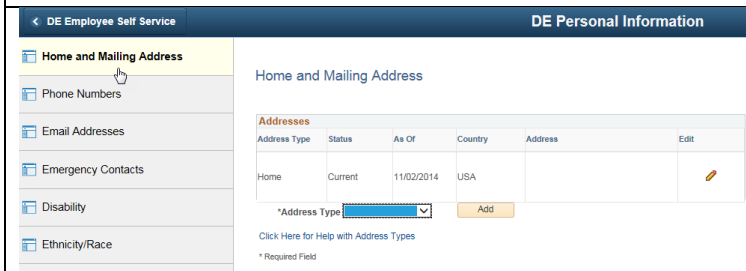
Click **Tax Form** to view the 1095-C.

Click **Filing Instructions** to view filing instructions.

Add or Change Home and Mailing Addresses



Click **Personal Information** tile.



Home and Mailing Address is the first page to appear. If not, click **Home and Mailing Address**.

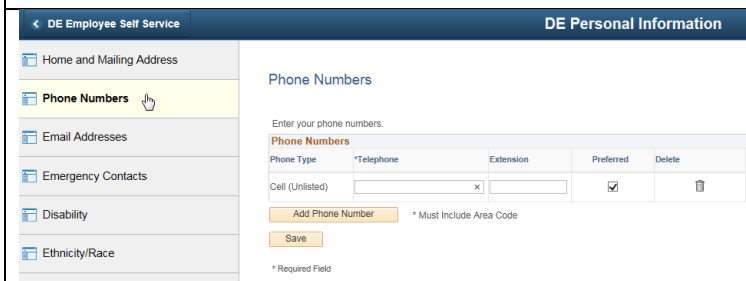
Select **Address Type** and then **Add**.

Use the *Address Data Entry Standards* document for formatting addresses.

Add/Change Phone Number



Click **Personal Information** tile.



Click **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



Click **Personal Information** tile.



Click **Emergency Contacts**.

Select **Add Emergency Contact**.

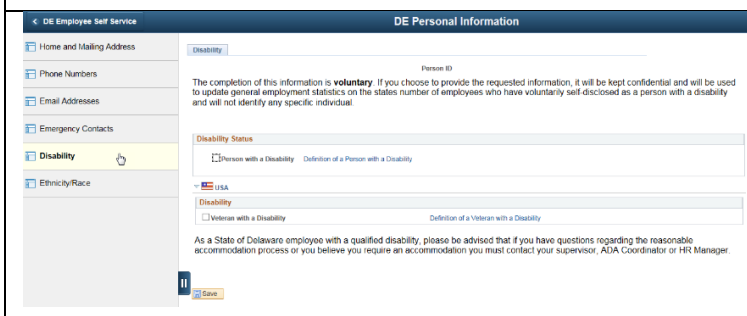
Enter required information. Select **Primary Contact** for one person if adding more than one contact.

Click **Save**.

Add/Change Disability



Click **Personal Information** tile.



Select **Disability**.

Follow instructions on the page.

After completion, Click **Save**.