Index

- Employee Access Tips/Tricks
- How to View/Print a Pay Stub including Year-to-Date info
  - Optional inclusion of social security number
- How to View/Print Calendar Year-to-Date Earnings
- No option to include social in these types of reports
- How to View/Print Account Payable Check Stubs
- How to View/Print your W2 Information
- How to navigate through Time Off (Leave Balances)
- Personal Information Tab – the one stop shopping button 😊
How to Print a Paystub w/ YTD Information (optional Social Security Number)

Login to Employee Access using credentials provided by your payroll office.

Click on Employee Information Tab then in the dropdown Payroll box select Check History

On the Check Detail Information screen, you will want to click on the Check Number

Click on the check date to highlight the check that you want to view and then click on

You can also click on the check number to open, but it will not include the YTD totals in that view.
How to Print Calendar Year to Date Earnings

Login to Employee Access using credentials provided by your payroll office.

Click on Employee Information Tab. In the drop down menu boxes select Calendar Year to Date

Double Click on the Year you wish to view or click on the button to open the W2 Information sheet for that year.

Click on on the upper right hand of your screen.

Click on the radio button that says Print Full Social Security Number and then enter your full social security number without dashes in the area provided (the dashes will appear after entering the number).
How to View/Print Your Accounts Payable Check Stubs

Click on Employee Information Tab. In the drop down menus select Accounts Payable Payments by clicking on it.

On the Check Detail Information screen you will want to double click on the Check Number.

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Check Number</th>
<th>Direct Deposit</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/2014</td>
<td>131401171</td>
<td>Y</td>
<td>19.04</td>
</tr>
<tr>
<td>05/16/2014</td>
<td>131400995</td>
<td>Y</td>
<td>96.00</td>
</tr>
<tr>
<td>08/16/2013</td>
<td>121300527</td>
<td>Y</td>
<td>37.98</td>
</tr>
<tr>
<td>03/29/2013</td>
<td>121300325</td>
<td>Y</td>
<td>81.00</td>
</tr>
<tr>
<td>12/27/2012</td>
<td>121300180</td>
<td>Y</td>
<td>37.74</td>
</tr>
<tr>
<td>03/30/2012</td>
<td>111200291</td>
<td>Y</td>
<td>103.00</td>
</tr>
</tbody>
</table>

Options: You may click on the check number or click on on the right hand side of your screen to view your check stub.

Click on the radio button that says Print Full Social Security Number and then enter your full social security number without dashes in the area provided (the dashes will appear after entering the number).
On the W2 Information screen you will note the most current year is **Underlined**.

When you click on the year or the **Show W2 Info** button your W2 Information sheet will open.

The shortcut for printing is CTRL+P.

OR

Click on **View Report**. Click on Printer icon or press CTRL+P to print your document.
Note that you may view addition data by clicking on More Time Off Transactions or you may print clicking on Print Time Off Transactions waiting for queued report to complete, displaying report and clicking on printer icon as in other areas.
By clicking on the different categories to the left you will gain access to that area of the module. It works the same as previous instructions. Some allow you to print while other areas are view only.

Remember that you expand the data by clicking on the symbol.

**Important note on insurance:** Medical Plans will accurately show which type of plan you have whether it is Emp only, Emp/Sp, Emp/Ch or Emp/Sp/Ch. However, due to how we have set up Dental and Vision it will always show EMP in the coverage area even if you have your entire family covered. The reason being, Dental and Vision plans do not have different rates if you have employee only or choose to cover your entire family. If you are unsure who you have covered by Dental and Vision you would need to refer to your enrollment paperwork or call the office.

Also the total dollars show listed as is a combination of State Allotment and any Pool Dollars you are receiving.

We are excited to announce that effective March 26, 2012, you will be able to access Food Service! You can apply money to your account and view your purchases. More to come — watch your email!