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## Viewing Personal Info

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### MY ACCOUNT

To view the options available to you, log into the system and click on **My Account** on the top menu bar. A list of available links will appear. We have provided a quick description of each link.

#### My Benefits

Click here to view a breakdown of employment information related to compensation, statutory benefits, and employer benefits both withheld and paid by your employer as of the date you access it.

To find your benefit statement, select **My Account > My Benefits > My Benefit Statement**.

- Filter to the exact year of the statement you are looking for by clicking on the **Benefit Year**  icon and scrolling to desired year.
- Choose the Benefit Year you would like to view in the upper left corner of the screen.


Print by clicking on the **DOWNLOAD PDF** icon in the floating bar at the top right of the screen.

#### My Direct Deposits

**My Account > My Direct Deposits** displays your direct deposits in the order they are processed, and all related information. The amount deposited for the last payroll and accumulated totals for month-to-date, quarter-to-date, and year-to-date deposits are shown for each direct deposit account.


#### My Forms

Navigate to **My Account > My Forms > W2s** to review all of your W-2 forms for each *finalized* payroll tax year.

- Select the  icon located to the left of the tax year, and the actual W-2 form is displayed.
- To download the W-2 form, select the **DOWNLOAD PDF** icon located in the floating bar at the bottom of the screen.

#### My Pay Statements

To view your pay statements:

- Select **My Account > My Pay Statements**
- Select the  icon to view pay statement.

- To download and print, select the **DOWNLOAD PDF** icon located in the floating bar at the bottom of the screen.

## My Profile

This section contains all of the employee information we have on file for you (be sure you are under the **Main** tab and not the **Payroll** tab).

- **Account Information:** Find your username here.
- **Base Compensation:** Displays your base pay amount/hours.
- **Personal Information:** Displays your social security number, address, phone, and email.
- **Badges:** Displays your badge number, if you have one.
- **Dates:** Find your hire date, start date, etc.
- **Account Demographics:** Basic characteristics regarding your account.
- **Managers:** Find your supervisor here.
- **Cost Centers:** Displays your place of employment.
- **Account Contacts:** Displays your contacts in case of an emergency.
- **Extra Fields:** Displays your job title.
- **Accruals:** Displays information related to your time-off accruals. View your current balance and used time off.

## My Schedule

**My Account > My Schedule** displays your schedule for the current week. You can change the **Date Range** of the schedule by choosing a different selection in the drop down menu.

Date Range:   (10/15/2012-10/21/2012)

## My Settings

Navigate to **My Account > My Settings > Change Password** to change your password.

## My Tax Information

Navigate to **My Account > My Tax Information** to see your current settings for your tax information for federal, state, and local tax jurisdictions.