Self-Service: Desktop Site Enhanced Features

Enhanced Employee Self-Service features allow employees to submit Update Requests for Name, Address, Tax and Direct Deposit information. (Optional: availability is based on company preference.)

- **Information Needed to Submit an Update Request:** Your company policy may require specific information to verify and approve your update request.
  - Please see the payroll administrator at your company if you have questions regarding your company's policies.
- **Update Request Verification Process:** Your request will be submitted to your assigned approver at your company for verification before the change to your information becomes active.
  - You will receive a confirmation email when your update request has been received.
- **Review and Confirmation:** Your approver will review per your company's guidelines and accept or reject the information.
  - You will receive a confirmation email once your approver reviews your request.

Optional Service- if your menu doesn't include the item "Employee Updates", please submit update requests through your payroll administrator.

Employee Update Received email:

Employee Update Request Received ▶

Dear Ella Elizabeth Employee,

We have received your request Ella Elizabeth Employee, to update one of the following: Name, Address, Tax or Direct Deposit information.

The request has been submitted to your approver, and you will receive a follow-up email once your request has been reviewed. If you did not submit an update request, please contact your company's payroll administrator immediately.

Thank you!

Employee Update Approved email:

Name/Address Change Approved ▶

Dear Ella Elizabeth Employee,

Your Name and/or Address update request has been approved. Please verify your next check stub for accuracy. If you have any questions, please contact your company payroll administrator.

Thank you!

Employee Update Rejected email:

See your approver or company payroll administrator for requirements and resubmit.

Tax Information Change Request Rejected ▶

Dear Ella Elizabeth Employee,

Your Tax Information update request has been rejected. Please verify that your information is complete and resubmit. If you have any questions, please contact your company payroll administrator.

Thank you!

Employee Profile

Summary of your employee information.

Employee Updates

If your company allows Enhanced Employee Self-Service features, your menu will contain additional options, "Employee Updates" where you can edit your information to submit an update request. You will receive an email when your update request is received, and a second email once your approver verifies your information.

Name/Address Updates

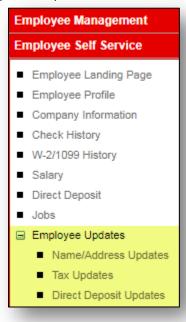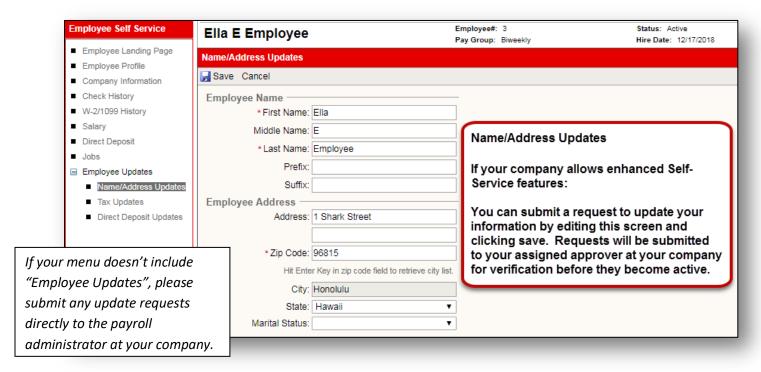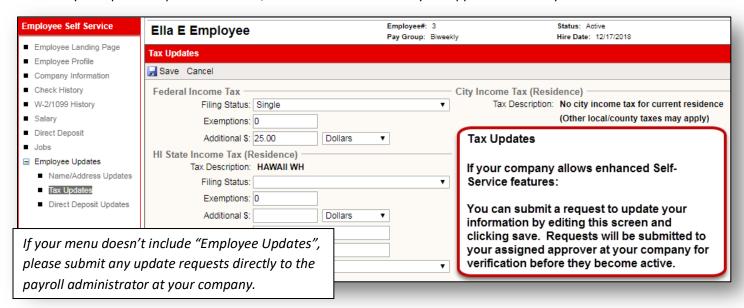If your company allows Enhanced Employee Self-Service features, your menu will contain additional options, "Employee Updates" where you can submit an update request. You will receive an email when your update request is received, and a second email once your approver verifies your information.

Employee Self Service
- Employee Landing Page
- Employee Profile
- Company Information
- Check History
- W-2/1099 History
- Salary
- Direct Deposit
- Jobs
- Employee Updates
  - Name/Address Updates
  - Tax Updates
  - Direct Deposit Updates

Ella E Employee
Employee#: 3   Status: Active
Pay Group: Biweekly   Hire Date: 12/17/2018

Name/Address Updates

Save Cancel

Employee Name
* First Name: Ella
Middle Name: E
* Last Name: Employee
Prefix:
Suffix:

Employee Address
Address: 1 Shark Street

* Zip Code: 96815
Hit Enter Key in zip code field to retrieve city list.
City: Honolulu
State: Hawaii
Marital Status:

Name/Address Updates

If your company allows enhanced Self-Service features:

You can submit a request to update your information by editing this screen and clicking save. Requests will be submitted to your assigned approver at your company for verification before they become active.

If your menu doesn't include "Employee Updates", please submit any update requests directly to the payroll administrator at your company.

Tax Updates

If your company allows Enhanced Employee Self-Service features, your menu will contain additional options, "Employee Updates" where you can submit an update request. You will receive an email when your update request is received, and a second email once your approver verifies your information.

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Ella E Employee
Employee#: 3   Status: Active
Pay Group: Biweekly   Hire Date: 12/17/2018

Tax Updates

Save Cancel

Federal Income Tax
Filing Status: Single
Exemptions: 0
Additional $: 25.00   Dollars

HI State Income Tax (Residence)
Tax Description: HAWAII WH
Filing Status:
Exemptions: 0
Additional $:   Dollars

City Income Tax (Residence)
Tax Description: **No city income tax for current residence**
(Other local/county taxes may apply)

Tax Updates

If your company allows enhanced Self-Service features:

You can submit a request to update your information by editing this screen and clicking save. Requests will be submitted to your assigned approver at your company for verification before they become active.

If your menu doesn't include "Employee Updates", please submit any update requests directly to the payroll administrator at your company.
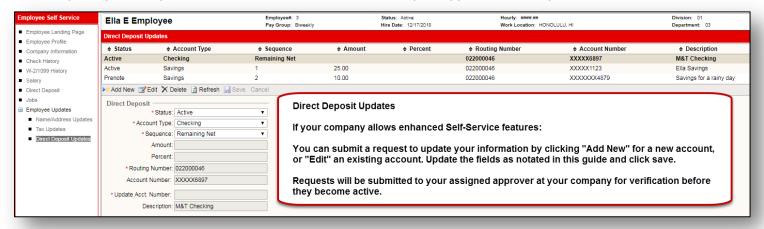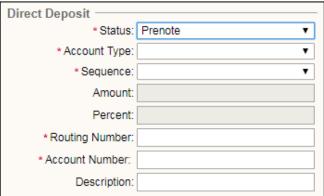
Direct Deposit Updates

If your company allows Enhanced Employee Self-Service features, your menu will contain additional options, "Employee Updates" where you can submit an update request. You will receive an email when your update request is received, and a second email once your approver verifies your information.

Employee Self Service			Ella E Employee		Employee#: 3		Status: Active		Hourly: ####.##		Division: 01	
					Pay Group: Biweekly		Hire Date: 12/17/2018		Work Location: HONOLULU, HI		Department: 03	

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Direct Deposit Updates

⬍ Status	⬍ Account Type	⬍ Sequence	⬍ Amount	⬍ Percent	⬍ Routing Number	⬍ Account Number	⬍ Description
Active	Checking	Remaining Net			022000046	XXXXX6897	M&T Checking
Active	Savings	1	25.00		022000046	XXXXX1123	Ella Savings
Prenote	Savings	2	10.00		022000046	XXXXXXX4879	Savings for a rainy day

▶ Add New 📝 Edit ✖ Delete 🔄 Refresh 💾 Save Cancel

Direct Deposit

* Status: Active
* Account Type: Checking
* Sequence: Remaining Net
Amount:
Percent:
* Routing Number: 022000046
Account Number: XXXXX6897
* Update Acct. Number:
Description: M&T Checking

Direct Deposit Updates

If your company allows enhanced Self-Service features:

You can submit a request to update your information by clicking **"Add New"** for a new account, or **"Edit"** an existing account. Update the fields as notated in this guide and click save.

Requests will be submitted to your assigned approver at your company for verification before they become active.

Instructions by field for adding a new account or updating an existing account:

Click "Add New" to add a new direct deposit account; click "Edit" to update an existing account.

Direct Deposit

* Status: Prenote
* Account Type:
* Sequence:
Amount:
Percent:
* Routing Number:
* Account Number:
Description:

Status: Always choose "Prenote" for brand new direct deposit accounts. This sends a test file before sending your pay to ensure that the direct deposit will be successful.

Account Type: This is the "ACH" account type used for direct deposits. Verify the account type with your financial institution if unsure of the type of account for direct deposit purposes.

Sequence

1,2,3 (Numbers)- Used for partial direct deposits. Sequence in the order of importance. (Example: Account 1 will receive funds first, then Account 2, etc.)

Remaining Net- Used in two scenarios.
-One direct deposit account for entire employee net pay.
-Last account to receive remaining net pay after partial direct deposits.

Amount or Percent: For partial direct deposits, designate either a dollar amount or a percent of your net pay to be deposited to this account.

Routing #: Number used by your bank to accept external direct deposits. It could be labeled "ACH" Routing #. Verify with your financial institution if needed.

Account #: Account number used by your bank to accept external direct deposits. Verify with your financial institution if needed.

Description: Optional. This description acts as a label on the account in your profile to make it easier to identify accounts when multiple accounts are set up.

Your company policy may require a completed employee direct deposit form and banking documentation to verify and approve your change request. Please see the payroll administrator at your company if you have questions regarding your company's policies.