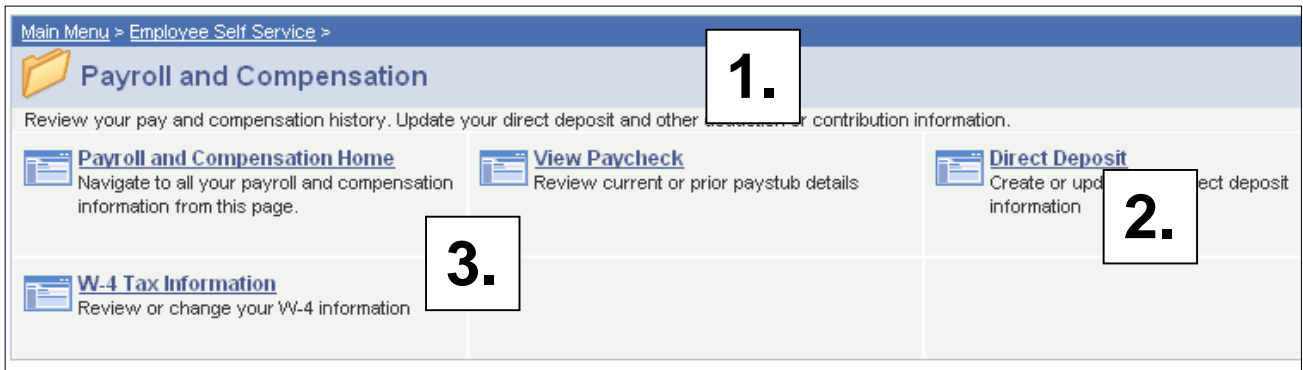# Welcome to ePay

- Log on to PeopleSoft and click on **Employee Self Service**.
- Click on **Payroll and Compensation**.
- Click on **View Paycheck**, **Direct Deposit** or **W-4 Tax Information** to review the details of your current or past paychecks.

For employees who have *not* signed up for Employee Self Service (ESS): go to http://www.asmp.in.dc.gov/ and click on PeopleSoft Employee Self Service (ESS). After that you will be able to access ePay.

Main Menu > Employee Self Service >

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

Payroll and Compensation Home
Navigate to all your payroll and compensation information from this page.

View Paycheck
Review current or prior paystub details

Direct Deposit
Create or update direct deposit information

1.

2.

3.

W-4 Tax Information
Review or change your W-4 information

1. View Your Paycheck

▷ My Favorites
▽ Employee Self Service
  ▷ Time Reporting
  ▷ Personal Information
  ▽ Payroll and Compensation
    − Payroll and Compensation Home
    − View Paycheck
    − Direct Deposit
    − W-4 Tax Information
  ▷ Benefits
  − Employee Home
− Change My Password
− My Personalizations
− My System Profile

View Paycheck

Company:
District Of Columbia Govt

Address:
441 4th Street, NW
Suite 480 North
Washington, DC 20001

General data, i.e., Name, Employee, Address

View Prior Pay Periods

Net Pay:

Pay Begin Date: 01/06/2008
Pay End Date: 01/19/2008
Check Date: 02/01/2008

View a Different Payment

General

Name:

Employee ID:

Address:

Business Unit: DCGOV
Pay Group: Group 2 - 7 Day FLSA
Department: TO10000000 - Off Chief Technol
Location:
Job Title:
Pay Rate:

Tax Data

Search:

▷ My Favorites
▽ Employee Self Service
  ▷ Time Reporting
  ▷ Personal Information
  ▽ Payroll and Compensation

Fed Marital Status: Single
Fed Allowances: 10
Fed Addl Percent: 0.000
Fed Addl Amount: $0.00

DC Marital Status: Single
DC Allowances: 10
DC Addl Percent: 0.000
DC Addl Amount: $0.00

Menu (navigation sidebar)

- Payroll and Compensation Home
- View Paycheck
- Direct Deposit
- W-4 Tax Information
- ▷ Benefits
- Employee Home
- Change My Password
- My Personalizations
- My System Profile

Menu ⊟

Search:
[   ] ⊛

- ▷ My Favorites
- ▽ Employee Self Service
  - ▷ Time Reporting
  - ▷ Personal Information
  - ▽ Payroll and Compensation
    - Payroll and Compensation Home
    - View Paycheck
    - Direct Deposit
    - W-4 Tax Information
  - ▷ Benefits
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- ▽ Payroll and Compensation
  - Payroll and Compensation Home
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Earnings & Tax Deductions

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	4,258.04	3,979.57	1,058.27	285.59	2,914.18
YTD	12,407.44	11,599.97	3,032.62	828.19	8,546.63

Earnings

Description	Hours	Rate	Amount	YTD Amount
Regular	80.00	53.225481	4,258.04	11,185.03
Hoilday PY				814.94
Unsc Sk Lv				407.47
Total:	**80.00**		**4,258.04**	**12,407.44**

Taxes

Description	Amount	YTD Amount
Fed Withholdng	497.74	1,408.53
Fed MED/EE	60.94	177.24
Fed FICA/EE	260.59	757.85
DC Withholdng	239.00	689.00
Total:	**1,058.27**	**3,032.62**

Before-Tax Deductions

Description	Amount	YTD Amount
AETPPO BTX	55.06	55.06
CIGDCH BTX		129.00
Cigna Dent	23.41	23.41
Def Com Pl	200.00	600.00
Total:	**278.47**	**807.47**

After Tax Deductions

Description	Amount	YTD Amount
DCLIFE	7.12	20.72
Total:	**7.12**	**20.72**

Employer Paid Benefits

Description	Amount	YTD Amount
MEDFEE	9.62	28.86
AETPPO BTX	165.18	165.18
CIGDCH BTX		387.00
DED Self		11.34
Cigna Dent	5.67	5.67
DCV Self	2.57	7.57
DCLIFE	3.58	10.42
DCDCP 5%	212.90	620.38
*Taxable		
Total:	**399.52**	**1,236.42**

Net Pay Distribution

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking		

Leave Balances

Leave Balances - YTD

Leave Type	Start Balance	Earned	Taken	Adjustments	End Balance
Annual	240.000000	6.000000			246.000
Sick	36.000000	108.000000	80.000		64.000

Leave Accruals

Leave - Current Pay Period

Leave Type	Earned	Taken	Adjustments
Annual	6.000000		
Sick	4.000000		

View Your Compensatory Time Balances

Go To: Employee Home
             Payroll and Compensation Home

2. Direct Deposit

- ### Set up a new account:

Direct Deposit

LYNN,MEGAN

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		

Add Account

Deposit Type

Return to Payroll and Compensation

Be sure to double-check your routing & account numbers.

IMPORTANT NOTE: If this is your first and only allotment, the **Deposit Type** must be **BALANCE**. You may have more than one direct deposit distribution (also called an allotment); however, you must select **BALANCE** as your final **Deposit Type**.

1. If you are setting up Direct Deposit for the first time, click on **Add Account**.

2. **Account Type:** Select **Checking** or **Savings**.

3. **Deposit Type:** Select **Amount**, **Balance** or **Percent**.

NOTE: Amount/Balance/Percent - If you have selected Amount or Percent as one of your Deposit Types, you must enter a dollar amount or percentage. If you have selected **Balance** – go to Step 4. See example below:

> Your total net pay is $1,500.
>
> As your first and only Direct Deposit, select **Balance** under "**Deposit Type.**"
>
> Enter your priority as 999* for your **Deposit Order**.
>
> Your total net pay ($1,500) will be deposited in the account you just set up.
>
> *Your **Balance Deposit Order** should always be entered as **999**.

4. **Routing Number:** Enter your bank routing number. See example below:

Check Example

9999

⑊999999999⑊ ⑊999 999 999⑊ 9999

    1   **2**

1 - Routing Number
2 - Account Number

5. **Account Number:** Enter the Account Number (no dashes).

6. **Deposit Order:** The lowest numbered **Deposit Order** is your highest priority. For example, 1 is the highest priority, and 999 is always your balance and lowest priority.

NOTE: Priorities determine the order in which your net pay is disbursed. We recommend that you number your priorities in hundred increments (100, 200, 300), which would allow you to later add priorities without changing your current priorities (100, 150, 200, 250). See example below:

> <u>Your total net pay is $1,500.</u>
>
> You want $1,000 to be deposited into your checking account. This would be your first priority, or 100, and will be the first disbursement from your total net pay.
>
> You have $500 left. You want to deposit $250 into your savings account. This will be your second priority, or 200, and will be the second disbursement from your total net pay.
>
> You have $250 left. You want to deposit this money into an account at your credit union. Since this is your remaining balance, you must select **Balance** as your **Deposit Type**. This $250 is your final priority, or 999, and will be the final disbursement of your total net pay.

7. Click **Save**. You will see the following confirmation message.

Direct Deposit

Save Confirmation

✔ The Save was successful.

     However, due to timing, your change may not be reflected on the next paycheck.

OK

• <u>Set up more than one account:</u>

The page below shows what your first account will look like after you have set it up.

Direct Deposit
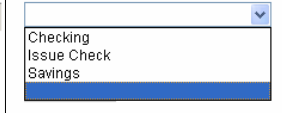
Direct Deposit Detail

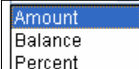| Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
Savings	124000054	12456	Balance		999	Edit	

Add Account

Add Account

Return to Payroll and Compensation

1. To add a second account, click **Add Account**.

2. Click on the dropdown and select an **Account Type** (**Checking** or **Savings**).

3. Select a **Percent** or **Amount** for each account.

NOTE: If the percentage is less than 100%, the balance of your net pay will be deposited into the account marked **Balance**. If your percentages add up to more than 100%, you will get an error message, which states that the distribution totals more than 100%. The percentages must be corrected. Percentages are based on your **NET** total pay.

4. Enter your bank routing and account numbers.

NOTE: When you have finished adding or editing routing and account information, please double-check your numbers.

5. Enter **Deposit Order**.

The number of your allotments may vary, but you still must select **BALANCE** as one of your Deposit Types. See example below:

Your Net Pay Total is $1,500.

You want $1,000 to be deposited into your checking account. This will be your first priority. This $1,000 will be the first to be disbursed from total net pay.

You have $500 left. You want to deposit 20% of your remaining total net pay ($100) into your savings account. Make this priority #2 (or higher).

You have $400 left. You want this amount deposited into another bank account. You **must** select **BALANCE** as your **Deposit Type**. ESS will always assign this priority **999**.

6. Click **Save**.

- ## **Change my direct deposit information:**

Direct Deposit
LYNN,MEGAN

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
Checking	124002971	78451425	Percent	80%	1	Edit	Delete
Savings	124000054	12456	Balance		999	Edit	

Add Account

Return to Payroll and Compensation

1. To change your **Direct Deposit** information, click the **Edit** button for the account you want to change.

2. Edit the **Account Type**.

3. Edit the **Deposit Type**.

4. Edit the **Amount/Percent** field.

5. Enter an **Amount/Percent** in the **Amount/Percent** box.

6. Edit the **Routing Number**.

7. Edit the **Account Number**.

8. Click **Save**.

- ## **Pay statement printing:**

You may request to stop having your pay statements sent to you through the mail. All your pay information can be viewed through ESS.

▷ My Favorites
▽ Employee Self Service
  ▷ Time Reporting
  ▷ Personal Information
  ▽ Payroll and Compensation
    − Payroll and Compensation Home
    − View Paycheck
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    − W-4 Tax Information
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Direct Deposit
Pay Statement Print Option

⦿ I want a paper copy of my earnings statement mailed to my home address.

◯ I elect to NOT receive a paper copy of my earnings statement mailed to my home address.

Save

- **How do I delete an account?**

1. Click Delete.

2. Click **Yes- Delete**.

3. W-4

W-4 Tax Data

Enter total number of Allowances you are claiming: `10`

Enter Additional Amount, if any, you want withheld from each paycheck `[          ]`

Indicate Marital Status:
⦿ Single   ◯ Married

If married, but withholding at single rate, select Single status and check here. ☐

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

If your last name differs from that shown on your social security card, check here. ☐
You must call 1-800-772-1213 for a new card.

W-4 Tax Data

Claim Exemption

I claim exemption from withholding for `2008` and I certify that I meet

BOTH of the following conditions for exemption:

Claim Exemption

\>> Last year I had a right to a refund of ALL Federal income tax withheld
   because I had NO tax liability; AND

\>> This year I expect a refund of ALL Federal income tax withheld
   because I expect to have NO tax liability.

If you meet both conditions, check 'Exempt' here: ☐

[Submit]   Under penalties of perjury, I declare that I have examined this certificate
and to the best of my knowledge and belief, it is true, correct, and
complete.

1. **Total Number of Allowances:** Enter the number allowances you are claiming.

2. **Additional Amount:** Enter an additional dollar amount to have withheld from each paycheck.

3. **Marital Status:** Indicate either **Single** or **Married**. If **Married**, but filing at a **Single** rate, check the appropriate box.

NOTE: If your last name is different than the name on your Social Security card, check the appropriate box.

4. **Claim Exemptions**: If you meet both of the conditions for exemption of federal withholdings, check the appropriate box.

5. **Submit**: Click the **Submit** button to process any changes.