

Time Off Balances

View current PTO balances and time taken



The screenshot shows the 'Time Off Balances' page for Mark T Able. It displays two leave types: FMLA - No Accrual - Balance Only and Sick - No Accrual - Balance Only. For FMLA, the current balance is 480.00, YTD accrued is 0.00, and YTD taken is 0.00. For Sick, the current balance is 56.0000, YTD accrued is 0.00, and YTD taken is 0.00. The interface includes a search menu, an employee self-service sidebar, and a top navigation bar with user information.

Tax Updates

Manage your federal and state W-4 updates



The screenshot shows the 'Tax Updates' page for Mark T Able. It features a 'Save' button and a 'Cancel' button. The page is divided into sections for 'Federal Income Tax' and 'MI State Income Tax (Residence)'. Each section includes dropdown menus for filing status, exemptions, and additional amounts, along with input fields for tax descriptions and alternate calculations.

Pay History

View and print previous pay stubs



The screenshot shows the 'Pay History' page for Mark T Able. It displays a table of pay stubs with columns for check date, gross pay, total hours, net pay, check number, check amount, and description. Below the table, there is a 'View/print Pay Stub' section with a preview of a pay stub for Mark T Able, showing earnings and deductions for a specific pay period.

W-2s

View prior year W-2s



The screenshot shows the 'W2/ACA/1099 Forms' page for Mark T Able. It displays a grid of buttons for viewing W-2 forms for the years 2015, 2014, 2013, and 2012. The interface includes a search menu, an employee self-service sidebar, and a top navigation bar.

Name/Address Updates

Manage your personal information electronically



The screenshot shows the 'Name/Address Updates' page for Nate Mason. It includes a 'Save' button and a 'Cancel' button. The page is divided into sections for 'Employee Name' and 'Employee Address'. The 'Employee Name' section has fields for first, middle, last, prefix, and suffix. The 'Employee Address' section has fields for address, zip code, city, state, and marital status.

Access anywhere, anytime.

For additional questions, contact your HR manager.