

Manage Your Pay Options

On this Job Aid:

- [View Your Withholding Deductions](#)
- [Payment Elections](#)
 - [Add a Direct Deposit Account](#)
 - [Manage Your Payment Elections](#)
- [Print Payslips](#)
 - [Change Payslip Printing Election](#)
- [Voluntary Deductions](#)
- [Enter Voluntary Deductions for Mobile](#)
 - [iPhone – New Deduction](#)
 - [iPhone – Edit Deduction](#)

To manage your pay options, click the **Pay App**. The Pay application contains links to payroll-related tasks and information.



Pay

View Your Withholding Deductions

1. Under View/Update Elections, select **Withholding Elections**.
2. View your Federal Elections or click the **State Elections**, **Local Elections**, or **Tax Allocations** tabs to review your status.

Withholding Elections

Ben Adams [Actions](#)

Home Address

3022 Warm Springs Road
Glen Ellen, CA 95442
United States of America

Social Security Number

018534938

Federal Elections

State Elections

Local Elections

Tax Allocations

Company

Global Modern Services, Inc. (USA)

3. Click the **Update** button on the bottom of each tab to make election changes.

Federal Elections State Elections **Local Elections**


Company [Global Modern Services, Inc. \(USA\)](#)



Local

> **Work**

Update

4. Select effective date and state (if applicable)



Effective Date * 04 / 06 / 2020 

State *  Florida 

5. Select **OK**
6. For Federal elections (W4) make sure you complete all required information and click Agree field at the bottom of for, Click OK

W-4 Data

[View Blank Form](#)

Marital Status *  Single 

Multiple Jobs or Spouse Works ☐

Do only one of the following:
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or
 (b) Use the Multiple Jobs Worksheet on "view blank form" page 3 and enter the result in line Step 4(c) "Extra Withholding" below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check the box above. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Number of Qualifying Children Under Age 17	<input type="text" value="0"/>
Total Amount for Qualifying Children	0.00
Number of Other Dependents	<input type="text" value="0"/>
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	<input type="text" value="0.00"/>
Other Adjustments (optional)	
Other Income (not from jobs)	<input type="text" value="0.00"/>

If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

7. Your changes will go to the HR Partner for approval.

Payment Elections

Add a Direct Deposit Account

Add a direct deposit account if you want your payments deposited electronically in your bank account.

1. From the Pay application, select View/Update Elections, click **Payment Elections**.
2. Click **Add**.

Accounts 3 items

Account Nickname	Country
Primary Checking	United States of America

Add

3. Add an Account Nickname to help you identify this account.
4. Select the Account Type and enter the Bank Name, Routing Transit Number, and Account Number.
5. Additionally, you can enter a Bank Identification Code.
6. Click OK to save. Once the account has been added, you can use it to make payment elections.

Account Information

Account Nickname (optional)

Routing Transit Number *

Bank Name *

Bank Identification Code

Account Type * ☒ Checking
☐ Savings

Account Number *

OK **Cancel**

Manage Your Payment Elections

1. From the Pay application, select View/Update Elections, click **Payment Elections**.
2. Edit or remove bank accounts using the **Edit** or **Remove** buttons. An account can only be removed if it is no longer used as a payment election.

Edit

Remove

Accounts 3 items

Account Nickname	Country	Bank Name	Account Type	Account Number	
Personal Savings	United States of America	Wells Fargo Bank	Checking	*****1411	Edit Remove

Under payment elections, you can modify your elections for pay types Regular (payroll payments) or Expense Payments (Expense reports). You can split payment between different accounts depending on amounts or percentages

3. Click **Edit** in the Payment Elections section to modify a payment election.

Payment Elections 5 items

Pay Type	Payment Elections				
	Payment Type	Account	Account Number	Distribution	
Expense Payments	Direct Deposit	Primary Checking	*****4815	Balance Yes	<button>Edit</button>
Regular Payments	Direct Deposit	Personal Savings	*****1411	Percent 5.00%	<button>Edit</button>

Pay Type: Regular

1. You can select up to 3 elections to split your regular pay.
2. Click + sign to add a payment election. Select bank and change the amount or percent that is deposited into the account or the account that receives the balance of payments for the pay type.
3. Click OK.

Payment Elections 2 items

	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<div>+ -</div>	<div>▼</div>	<div>✕ United States of America</div>	<div>✕ USD</div>	<div>✕ Direct Deposit</div>	<div>✕ Bank 1</div>	<div><input type="radio"/> Balance</div> <div><input type="radio"/> Amount <input type="text" value="0.00"/></div> <div><input checked="" type="radio"/> Percent <input type="text" value="50"/></div>
<div>+ -</div>	<div>▲</div>	<div>✕ United States of America</div>	<div>✕ USD</div>	<div>✕ Direct Deposit</div>	<div>✕ Bank 2</div>	<div><input type="radio"/> Balance</div> <div><input type="radio"/> Amount <input type="text" value="0.00"/></div> <div><input checked="" type="radio"/> Percent <input type="text" value="50"/></div>

OK Cancel

Pay Type: Expense Payments

Before processing an expense report, you must add a payment election for expense payments. You can select only one election.

1. Click Add

Add

2. Enter Your bank account and select the option balance. Click OK

Payment Elections 1 item

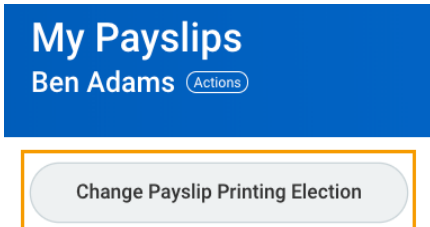
	Order	*Country	*Currency	*Payment Type	Account	*Balance / Amount / Percent
<div>+ -</div>	<div>▼</div>	<div>✕ United States of America</div>	<div>✕ USD</div>	<div>✕ Direct Deposit</div>	<div>✕ Bank 1</div>	<div><input type="radio"/> Balance</div>

Print Payslips

1. From the Pay application, click **Payslips**.
2. Here you can view a list of all payslips. Click the **Print** button next to a payslip name. You can also **view** the payslip and save it to your computer as a PDF.
3. To print multiple payslips, click Print-Multiple **Payslips**.

Change Payslip Printing Election

1. From the Pay application under My Statements, click **Payslips**.
2. Click **Change Payslip Printing Election**.



3. Your name and organization information auto-populate. Click OK to continue.
4. Click the **New Payslip Printing Election** prompt to view the available options.

New Payslip Printing Election

Search

☐ Receive Electronic Copy of Payslip (Paperless)

☐ Receive Paper Copy of Payslip

5. Select from the displayed options.
6. Click OK, then **Done** to save the changes.

Voluntary Deductions

1. From the Pay application under Voluntary Deductions, click **Voluntary Deductions**.
2. Here you can add, edit, or delete deductions available.

Voluntary Deductions							
Add							
1 Item							
Deduction	Start Date	End Date	Frequency	Input Type	Value	Next Payment Date	
United Way	02/04/2019	02/04/2019	One-time	Amount	10	02/15/2019	<div>Edit</div> <div>Delete</div>

3. Click the **Add** button to add your deductions.
4. Select the deduction from the prompt.
5. Click OK.

Add Voluntary Deduction

Worker Ben Adams

Deduction *

- ☐ Loan Payment
- ☐ United Way

OK

Cancel

6. Enter any required information indicated with a red asterisk.

! Once you setup a voluntary deduction, you cannot delete it. To terminate a voluntary deduction just add an end date to your deduction.

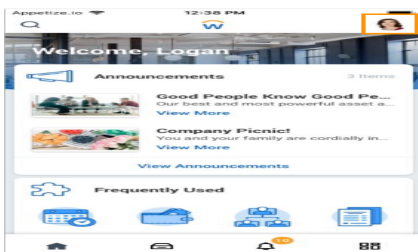
7. Click OK, then **Done** to save the deduction.

Enter Voluntary Deductions for Mobile

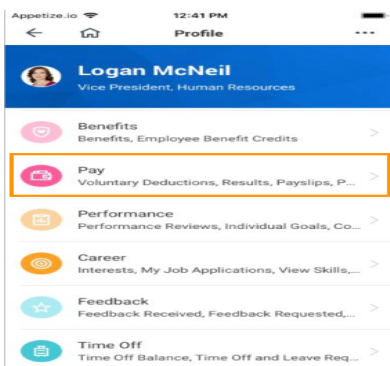
iPhone – New Deduction

Use the Pay section of the Worker Profile to update Voluntary Deductions.

1. Tap your **Worker Profile** image.

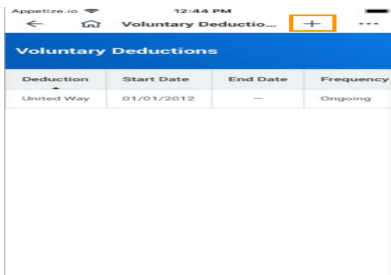


2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.



4. Tap **Voluntary Deductions**.

5. Tap the **Add** icon to add a new deduction.



6. Select the type of deduction.
7. Enter the required information indicated by red asterisks.
8. Click **Done** to save.

iPhone – Edit Deduction

1. Tap your **Worker Profile** image.
2. Tap **View Profile**.
3. Tap **Pay**. You may have to tap **More** to view additional options.
4. Tap **Voluntary Deductions**.
5. Tap the deduction you wish to edit.
6. Click **Edit**.
7. Make changes as necessary and click **Done** to complete.

