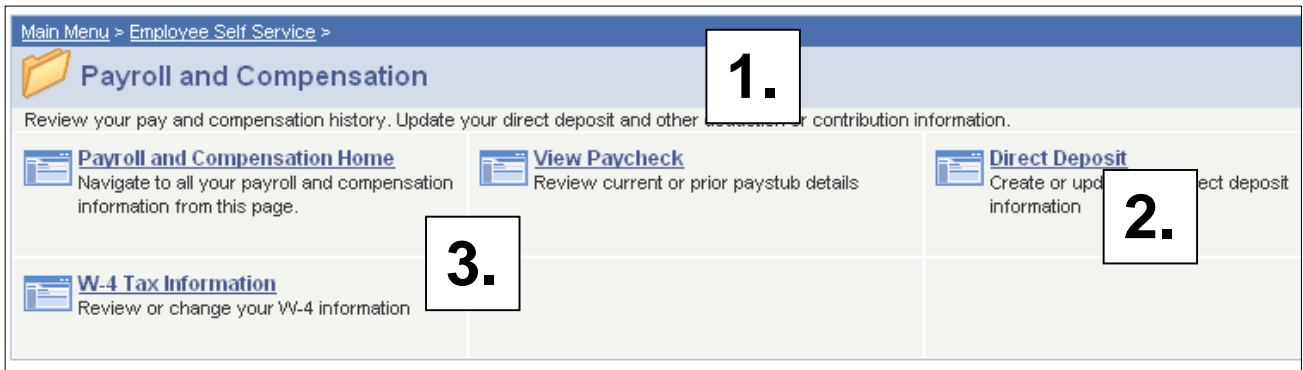


# Welcome to ePay

- 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.



## 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

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

**Company:** District Of Columbia Govt

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

**Net Pay:**

**Pay Begin Date:** 01/06/2008

**Pay End Date:** 01/19/2008

**Check Date:** 02/01/2008

[View a Different Payment](#)

**View Prior Pay Periods**

General	
<b>Name:</b>	Business Unit: DCGOV
<b>Employee ID:</b>	Pay Group: Group 2 - 7 Day FLSA
<b>Address:</b>	Department: TO10000000 - Off Chief Technol
	Location:
	Job Title:
	Pay Rate:

**Tax Data**

<b>Fed Marital Status:</b> Single	<b>DC Marital Status:</b> Single
<b>Fed Allowances:</b> 10	<b>DC Allowances:</b> 10
<b>Fed Addl Percent:</b> 0.000	<b>DC Addl Percent:</b> 0.000
<b>Fed Addl Amount:</b> \$0.00	<b>DC Addl Amount:</b> \$0.00

# 1. View Your Paycheck (continued)

- [- Payroll and Compensation Home](#)
- [- View Paycheck](#)
- [- Direct Deposit](#)
- [- W-4 Tax Information](#)
- ▶ Benefits
  - [- Employee Home](#)
- [- Change My Password](#)
- [- My Personalizations](#)
- [- My System Profile](#)

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
Holiday PY				814.94
Unsc Sk Lv				407.47
<b>Total:</b>	<b>80.00</b>		<b>4,258.04</b>	<b>12,407.44</b>

Taxes		
Description	Amount	YTD Amount
Fed Withholding	497.74	1,408.53
Fed MED/EE	60.94	177.24
Fed FICA/EE	260.59	757.85
DC Withholding	239.00	689.00
<b>Total:</b>	<b>1,058.27</b>	<b>3,032.62</b>

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 PI	200.00	600.00
<b>Total:</b>	<b>278.47</b>	<b>807.47</b>

After Tax Deductions		
Description	Amount	YTD Amount
DCLIFE	7.12	20.72
<b>Total:</b>	<b>7.12</b>	<b>20.72</b>

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		
<b>Total:</b>	<b>399.52</b>	<b>1,236.42</b>

Menu

Search:

- ▶ My Favorites
- ▼ Employee Self Service
  - ▶ Time Reporting
  - ▶ Personal Information
  - ▼ Payroll and Compensation
    - [- Payroll and Compensation Home](#)
    - [- View Paycheck](#)
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  - [- My System Profile](#)

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking		

Leave Balances - YTD					
Leave Type	Start Balance	Earned	Taken	Adjustments	End Balance
Annual	240.000000	6.000000			246.000000
Sick	36.000000	108.000000	80.000000		64.000000

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](#)

**Net Pay Distribution**

**Leave Balances**

**Leave Accruals**



## 2. Direct Deposit (continued)

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:

Your total net pay is \$1,500.

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.

- **Set up more than one account:**

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		
<a href="#">Savings</a>	124000054	12456	Balance		999	<input type="button" value="Edit"/>	

[Return to Payroll and Compensation](#)


## 2. Direct Deposit (continued)


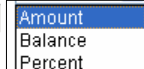
1. To add a second account, click **Add Account**.
2. Click on the dropdown and select an **Account Type (Checking or Savings)**.

**Direct Deposit**

---

**Add Direct Deposit**

\***Account Type:**  

\***Deposit Type:**   

**Amount/Percent:**

**Routing Number:**  [View check example](#)

**Account Number:**

**Deposit Order:**  (example: 1 = first account processed)

\* Required Field

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**.

**Deposit Order:**  (example: 1 = first account processed)

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**.

## 2. Direct Deposit (continued)

- **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	<a href="#">Edit</a>	<a href="#">Delete</a>
Savings	124000054	12456	Balance		999	<a href="#">Edit</a>	

[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](#)
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    - [Direct Deposit](#)
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**Direct Deposit**

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**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](#)

## 2. Direct Deposit (continued)

- How do I delete an account?

**Direct Deposit**  
LYNN,MEGAN

Direct Deposit Detail							
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	*Deposit Order		
<a href="#">Checking</a>	124002971	78451425	Percent	80%	1	<a href="#">Edit</a>	<a href="#">Delete</a>

1. Click Delete.

**Direct Deposit**

---

### Delete Confirmation

?

Are you sure you want to delete this Deposit Account: 78451425?

[Yes - Delete](#)    [No - Do Not Delete](#)

2. Click Yes- Delete.

## 3. W-4

<ul style="list-style-type: none"> <li>▷ My Favorites</li> <li>▽ Employee Self Service             <ul style="list-style-type: none"> <li>▷ Time Reporting</li> <li>▷ Personal Information</li> <li>▽ Payroll and Compensation                 <ul style="list-style-type: none"> <li>- <a href="#">Payroll and Compensation Home</a></li> <li>- <a href="#">View Paycheck</a></li> <li>- <a href="#">Direct Deposit</a></li> <li>- <a href="#">W-4 Tax Information</a></li> </ul> </li> <li>▷ Benefits                 <ul style="list-style-type: none"> <li>- <a href="#">Employee Home</a></li> </ul> </li> <li>- <a href="#">Change My Password</a></li> <li>- <a href="#">My Personalizations</a></li> <li>- <a href="#">My System Profile</a></li> </ul> </li> </ul>	<h3>W-4 Tax Information</h3> <p style="text-align: right;"><b>Social Security #:</b></p> <p>You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.</p> <p>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p> <p><b>Home Address</b> <input style="width: 500px;" type="text"/></p> <p><b>Mailing Address</b> <input style="width: 500px;" type="text"/></p> <p>WASHINGTON DC 20012-2420</p> <p><b>W-4 Tax Data</b> <input style="width: 500px;" type="text"/></p>
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### 3. W-4 (continued)

**W-4 Tax Data**

Enter total number of Allowances you are claiming:

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  and I certify that I meet BOTH of the following conditions for 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:

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.

*Claim Exemption*

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.