Human Resources Process Documentation
PeopleSoft Employee Self-Service Applications

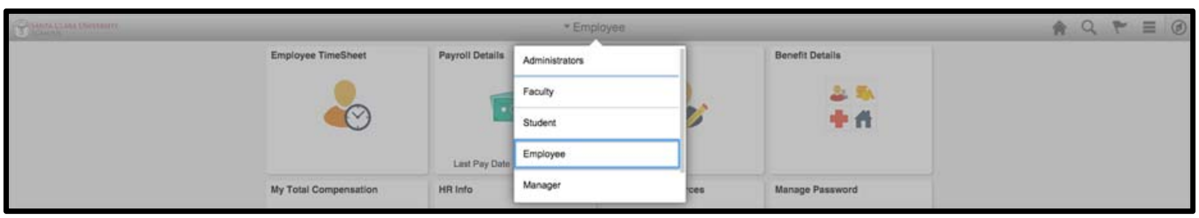
Payroll and Year End Information
March 2018

Payroll Information Overview

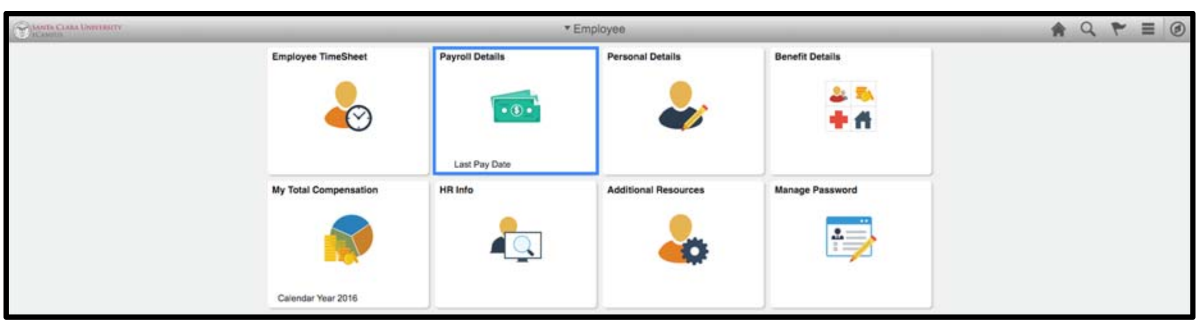
Using the "Payroll Details" tile through the eCampus Internet portal, you can conveniently review, and in the case of W-4 Tax Information, update, your payroll information in the Human Resources database. The payroll information contained in this section of the application includes:

- Paycheck
- Leave Accruals
- Voluntary Deductions
- Direct Deposit
- W-4 Tax Information
- Paycheck Modeler
- Advice Option
- W-2 Forms
- Total Compensation Statement

To access your Payroll Information, navigate to the ecampus login page (https://ecampus.scu.edu/). Log in to ecampus using your SCU User ID and Password. Click on the drop down menu at the top of the screen and select "Employee". Depending on whether you are a faculty member, staff employee, or student, you will see several different options listed in this menu.



The "Payroll Details" tile will appear at the top center of your screen, click on this tile to view more payroll options.

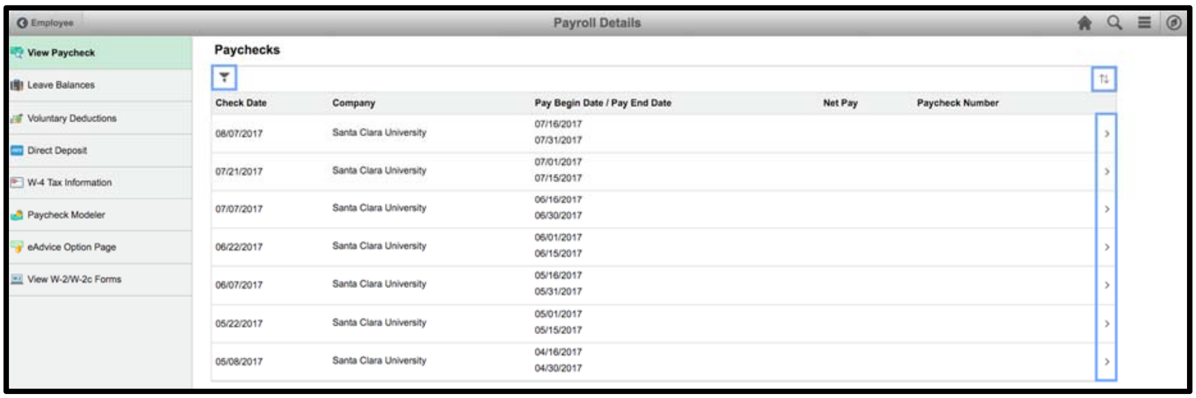


To navigate back to the homepage during your session, click the home icon in the top right corner. Or, click the back button located in the top left corner to return to the previous page.

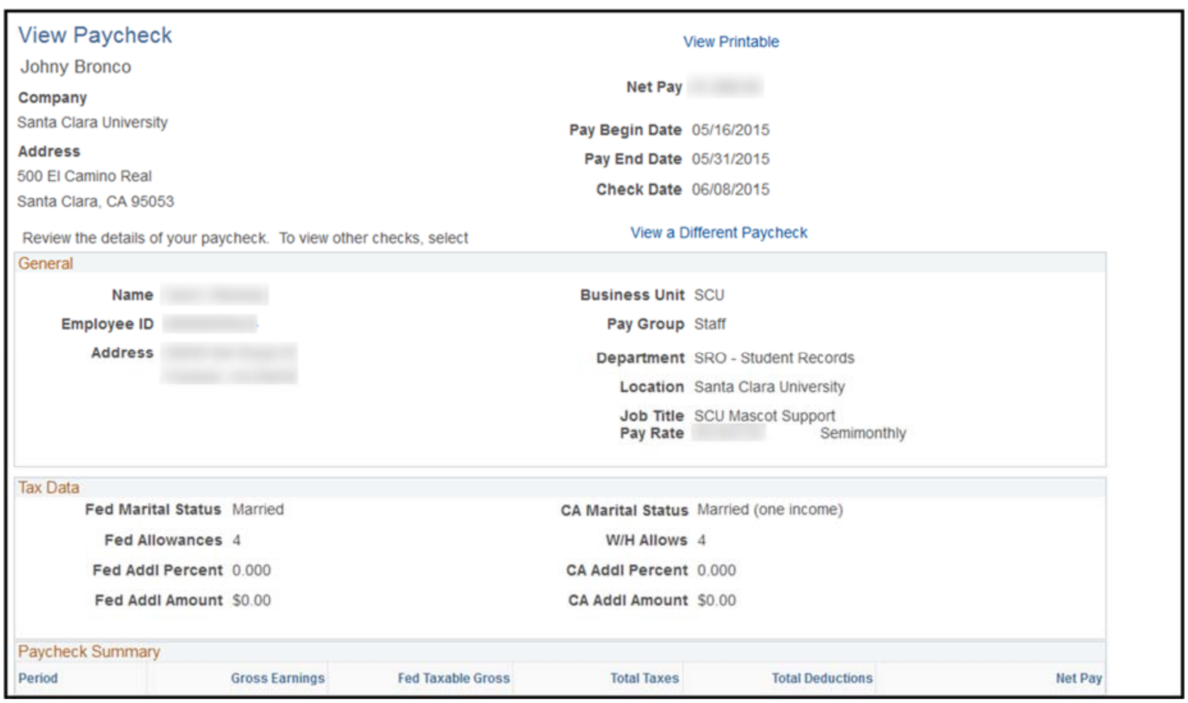
The following sections contain brief descriptions and instructions for using the Payroll pages in eCampus.

Paycheck

The “View Paycheck” page is automatically opened when the “Payroll Details” tile is selected. This page displays a list of all previous paychecks. You can click on the arrows on the right of each paycheck row to view each pay statement. Click on the Filter icon in the top left to view checks from between specific dates, or the Sort Paychecks icon to view in a different order.



To view (and print) a printable version of your pay statement, click the "View Printable" link.



Leave Balances

The Leave Balances link opens a summary of your current balances for Sick and Vacation hours. You can click on the type of leave accrual to view a breakdown of previous accrual periods for both Sick and Vacation hours. If you believe the information is inaccurate, please contact the Human Resources Department directly.

Once on the Leave Balance Details page you can return to the leave overviews by selecting “Return to Leave Balances”.

Voluntary Deductions

The Voluntary Deductions link opens a view of your current Voluntary Deductions. If you believe the information is inaccurate or if at any time, you wish to change your deductions, please contact the Human Resources Department directly.

Voluntary Deductions

Johny Bronco

Santa Clara University

For deductions associated with a different company, select a Company

Review your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance
United Way	01/01/2015		Currently	$20.00	100.00	0.00

Direct Deposit

The Direct Deposit link opens a view of your current direct deposit distributions. If you believe the information is inaccurate or if at any time you wish to change your distributions, please download the Direct Deposit form from the Human Resources website or contact Human Resources directly.

Direct Deposit

Johny Bronco

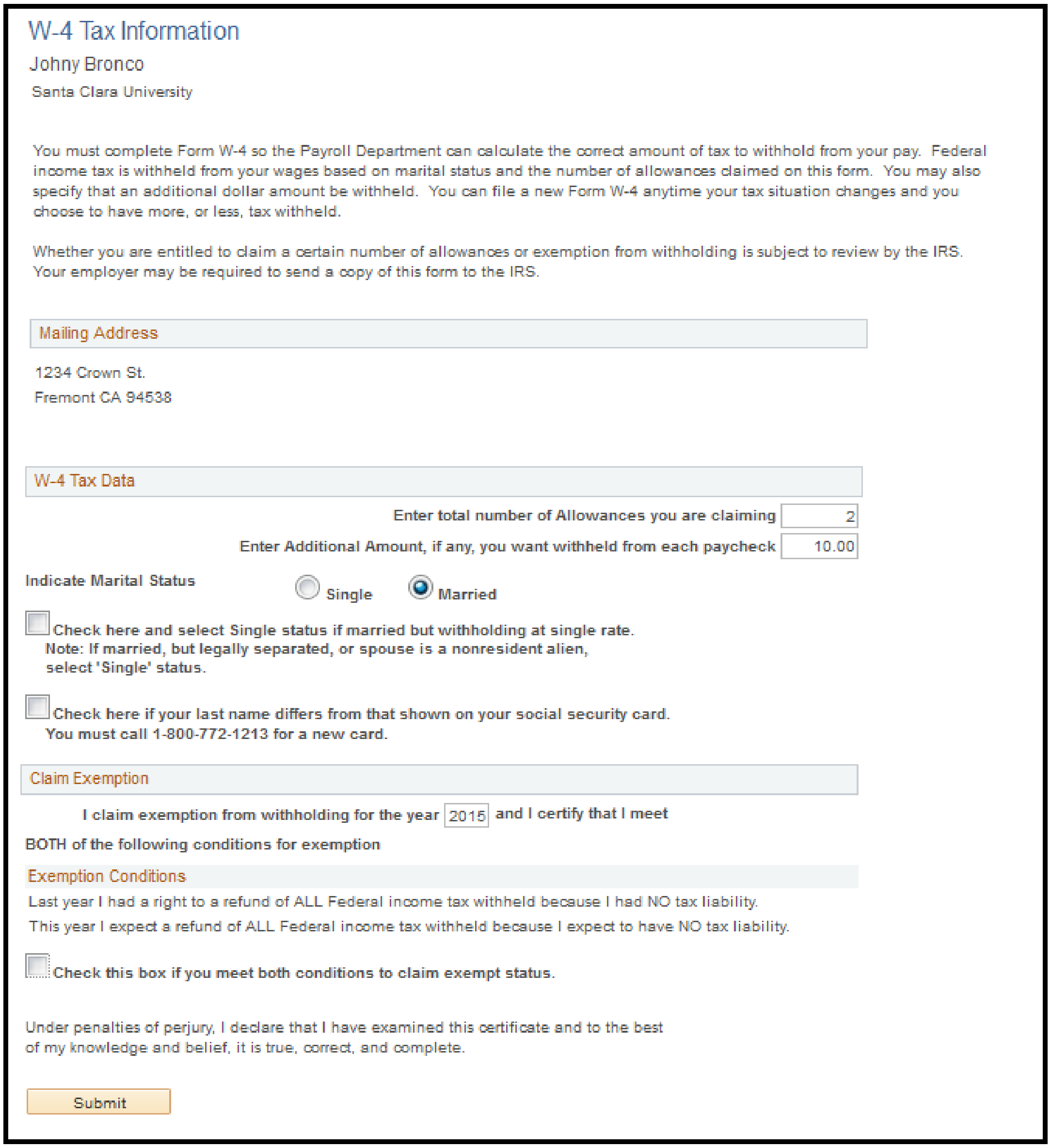
Review your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order
Checking	[illegible]	XXXXXXXXX1272	Balance		1

W-4 Tax Information

The W-4 Tax Information link opens a page that allows you to review and update your W-4 Tax Data. If you make any changes, click "Submit" to save the changes. You will be prompted to re-enter your password to complete the submission.



W-4 Tax Information

Johny Bronco

Santa Clara University

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.

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.

Mailing Address

1234 Crown St.
Fremont CA 94538

W-4 Tax Data

Enter total number of Allowances you are claiming 2

Enter Additional Amount, if any, you want withheld from each paycheck 10.00

Indicate Marital Status Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

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

Claim Exemption

I claim exemption from withholding for the year 2015 and I certify that I meet BOTH of the following conditions for exemption

Exemption Conditions

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

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

Check this box if you meet both conditions to claim exempt status.

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.

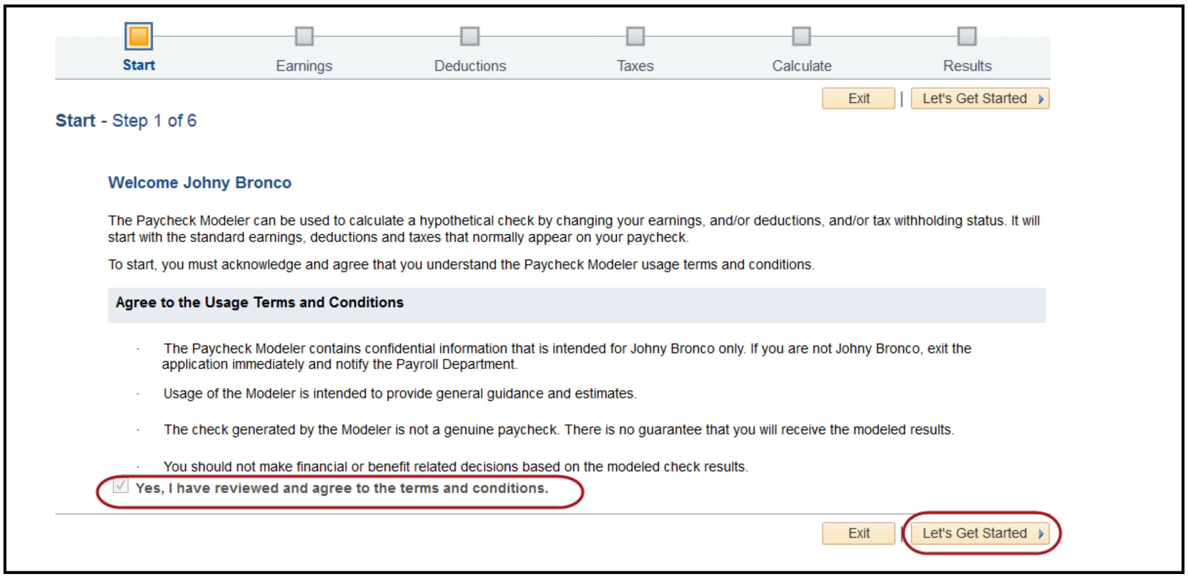
Submit

Paycheck Modeler

The Paycheck Modeler link opens a page that allows you to create a hypothetical paycheck based on your job, earnings, deductions, and tax information. You can investigate what-if situations by simulating changes to these types of information. For example, if you would like to modify various benefit costs to determine your approximate net take-home pay during the benefits Open Enrollment period.

For more information on using the Paycheck Modeler, please view this instructive video.

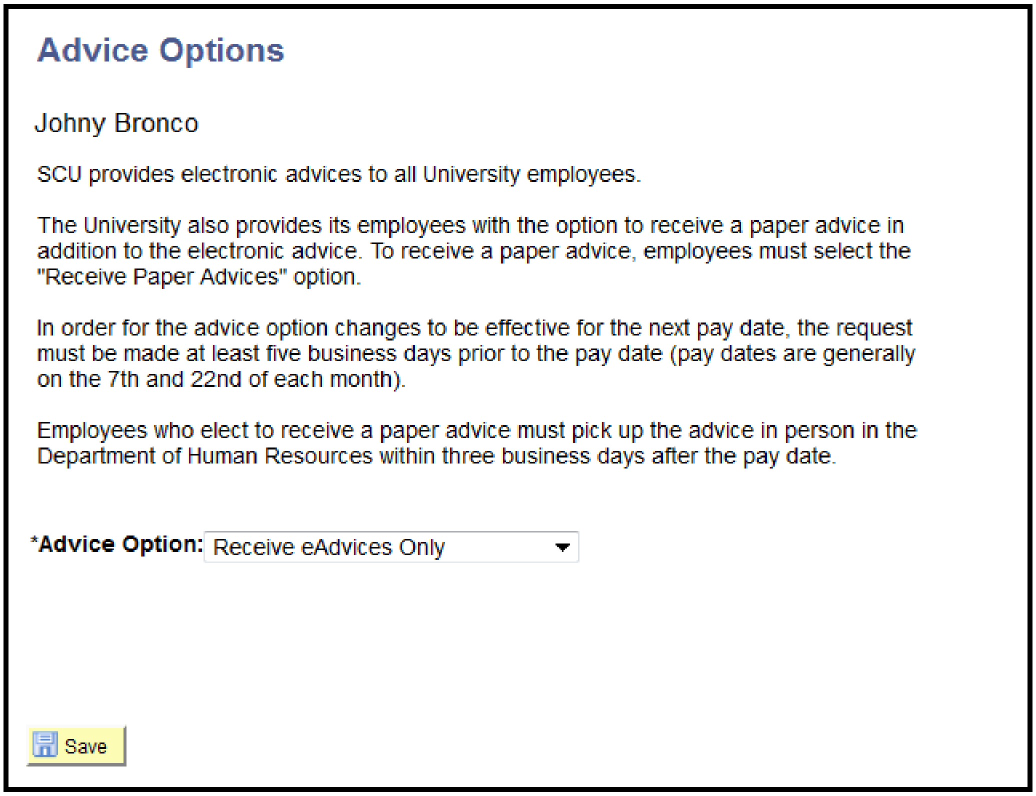
To begin using the Paycheck Modeler, click the checkbox to indicate that you have reviewed and agree to the terms and conditions, and then click the "Let's Get Started" button.



eAdvice Option Page

The eAdvice Option Page link opens a view of your current Advice delivery method. The default is set to “Receive eAdvices Only”.

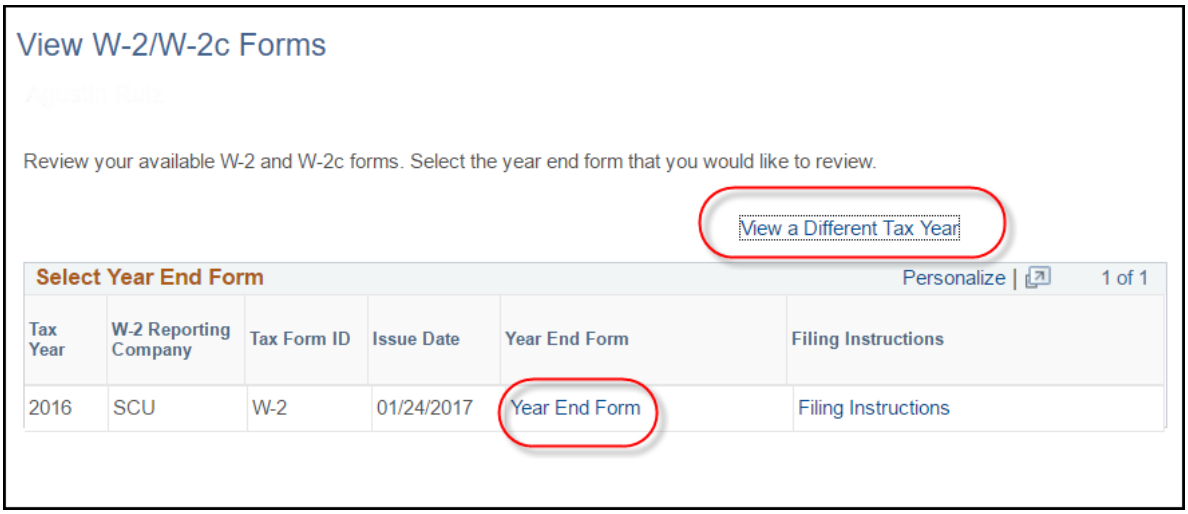
The University also provides its employees with the option to receive a paper advice in addition to the electronic advice. To receive a paper advice, employees must select the "Receive Paper Advices" option, and then click the "Save" button. Employees who elect to receive a paper advice must pick up the advice in person in the Department of Human Resources within three business days after the pay date.



W-2 Form (Year End Tax Form)

The View W-2/W-2c Forms link opens the link(s) of your most current form(s). Click on the "Year End Form" link to view the form. Depending on your browser and your browser settings, you may need to allow the pop up blocker.

In addition to the most current form, you can view W-2 Forms from prior years dating back to 2012. To access prior year forms click on the "View a Different Tax Year" link.


View W-2/W-2c Forms

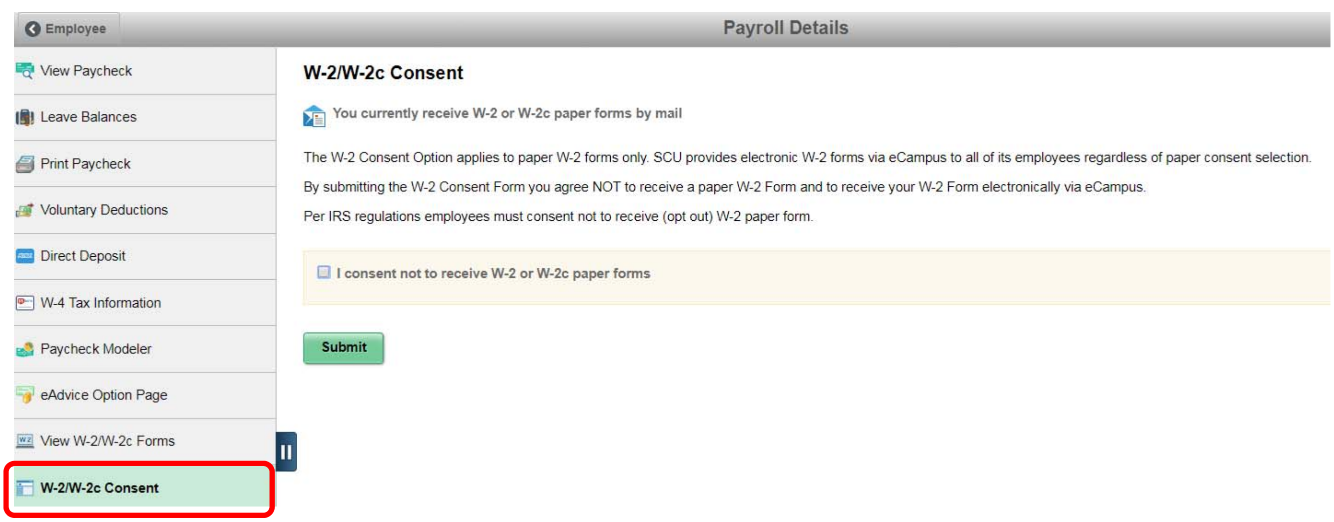
Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

View a Different Tax Year

Select Year End Form — Personalize | 1 of 1

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2016	SCU	W-2	01/24/2017	Year End Form	Filing Instructions

W-2/W-2C Consent


Employee

Payroll Details

- View Paycheck
- Leave Balances
- Print Paycheck
- Voluntary Deductions
- Direct Deposit
- W-4 Tax Information
- Paycheck Modeler
- eAdvice Option Page
- View W-2/W-2c Forms
- W-2/W-2c Consent

W-2/W-2c Consent

You currently receive W-2 or W-2c paper forms by mail

The W-2 Consent Option applies to paper W-2 forms only. SCU provides electronic W-2 forms via eCampus to all of its employees regardless of paper consent selection.

By submitting the W-2 Consent Form you agree NOT to receive a paper W-2 Form and to receive your W-2 Form electronically via eCampus.

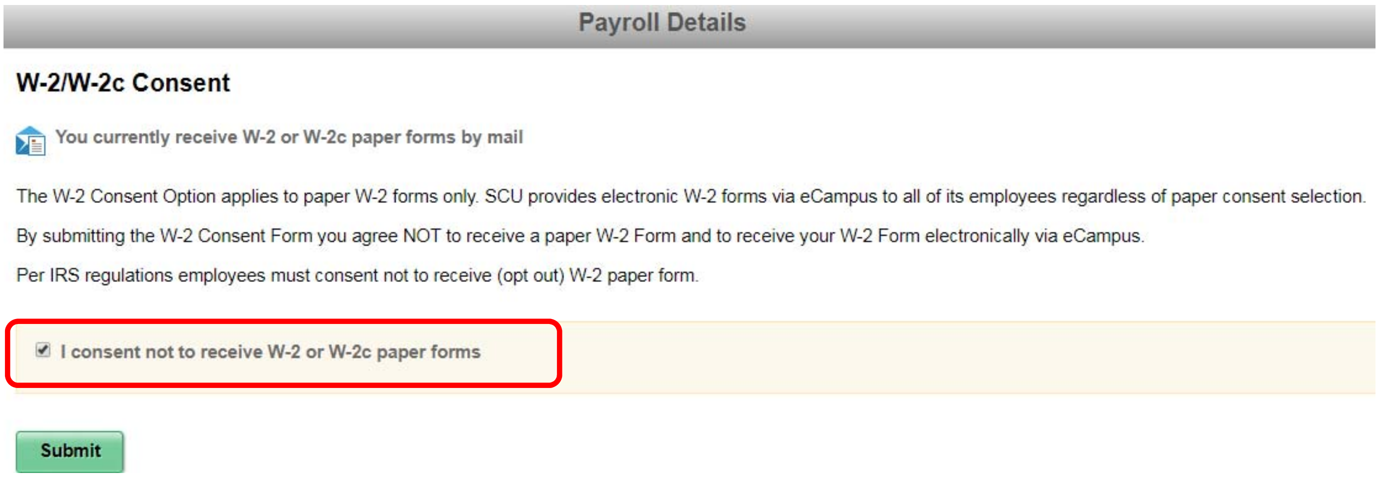
Per IRS regulations employees must consent not to receive (opt out) W-2 paper form.

☐ I consent not to receive W-2 or W-2c paper forms

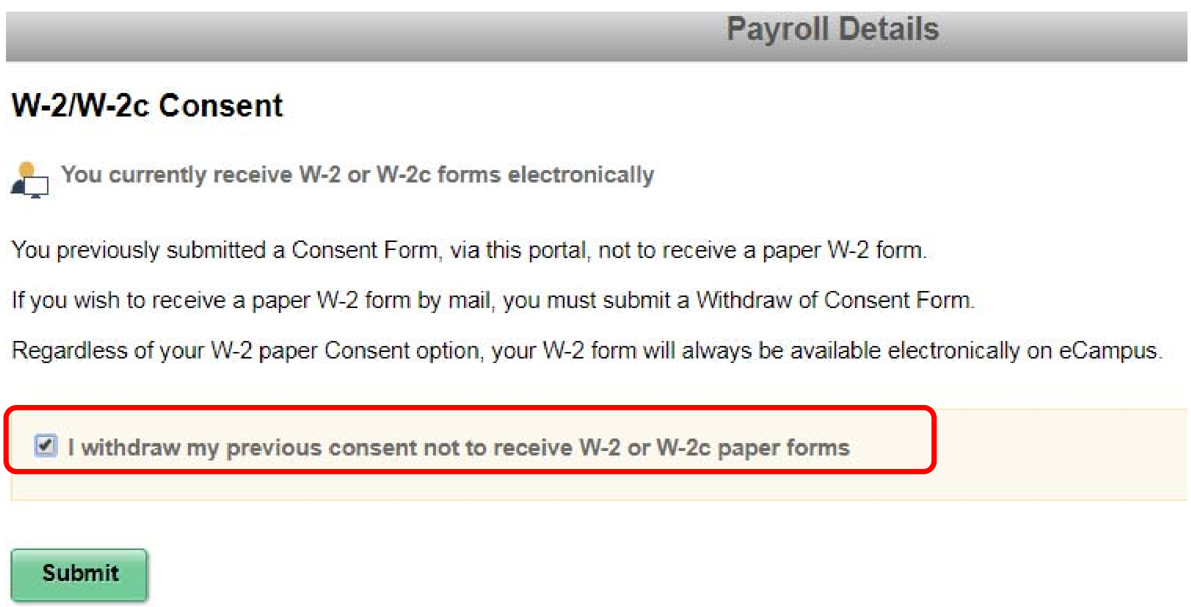
Submit

By submitting the W-2 Consent Form you agree **NOT** to receive a paper W-2 Form and to receive your W-2 Form electronically via eCampus.

Per IRS regulations employees must consent not to receive (opt out) W-2 paper form.



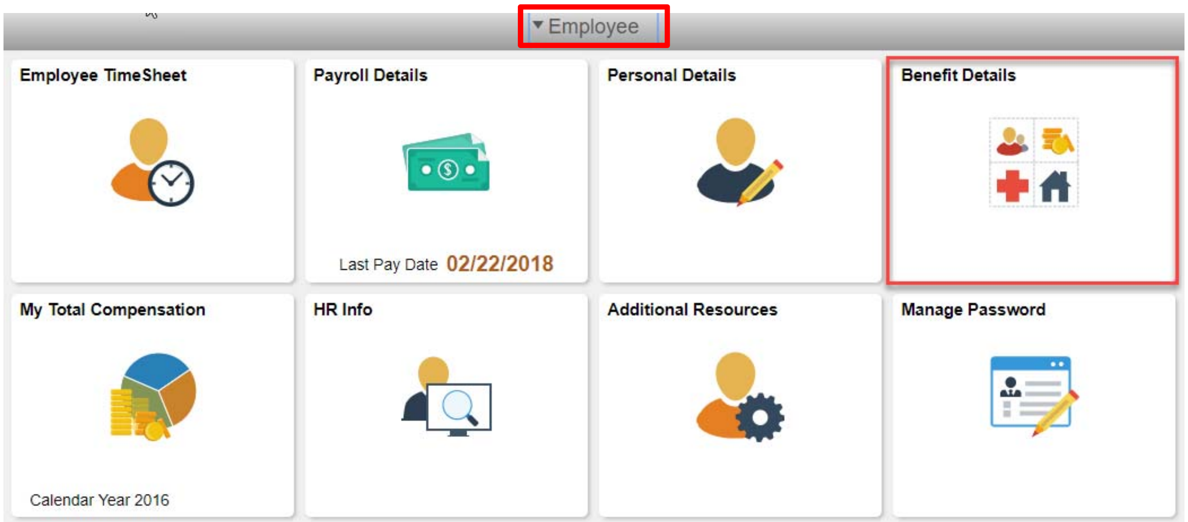
If you wish to receive a paper W-2 form by mail, you must submit a Withdraw of Consent Form. Regardless of your W-2 paper Consent option, your W-2 form will always be available electronically on eCampus.



Affordable Care Act 1095-C Form (Year End Benefit Form)

The ACA forms are available to benefit eligible employees. This 1095-C form includes information about the health insurance coverage offered to you by the University.

From the Employee home page on eCampus, click on the "Benefit Details" tile.



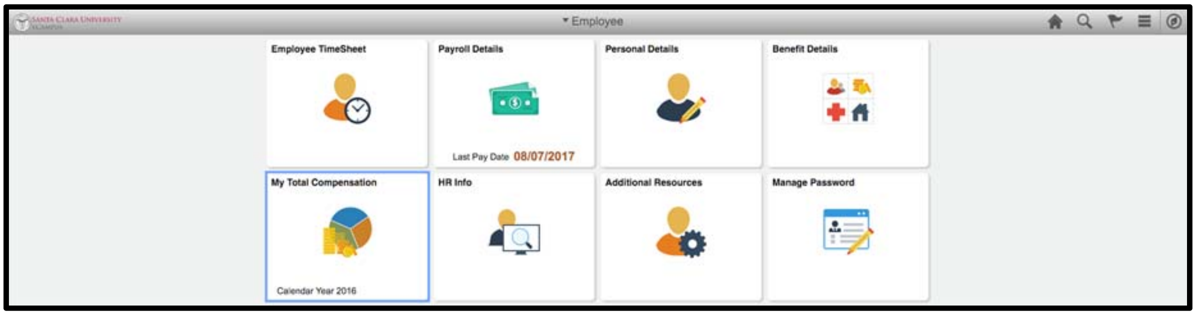
Click on Affordable Care Act, then View Form 1095-C

To print out the form and instructions, click on the "Instructions" and "1095-C Original" links.

My Total Compensation Statement

The Total Compensation Statement is available for benefit eligible employees. The statement is intended to provide a summary, and some detailed information, of the full value of employee's compensation which includes benefits such as health, retirement plan, education program and other programs, as applicable.

The statement can be accessed from the "My Total Compensation" tile located on the Employee homepage.



Once on the "Administer My Total Rewards" page, you can access the following:

- View the summary information on a pie chart format by clicking on the "View Summary Chart" arrow.
- View detail information for each section, i.e. Earnings, Health and Other Benefits, Retirement Contribution, etc. by clicking on the applicable tab.
- View and generate a printable version of the statement by clicking on the "Printer View" link.