

Welcome to Self Service!

Welcome to OAKS Self Service!

- Employee Self Service is your personal guide to your personal information.
 - First time user
 - Existing user
- Updated support page:
<http://oakspmo.ohio.gov/oaks/training/supportkit/>

My System Profile

- Password reset ([HCMJA002](#))
- Setup forgotten password help ([HCMJA003](#))
- Adding/Editing email addresses ([HCMJA005](#))

ePay

- View your online paycheck at hcm.ohio.gov
- Read a brief guide to signing in and a comparison to your old online statement: [PDF](#)
 - Revision will be out soon

eBenefits

- [Agency Proof Review Process in OAKS](#)
- [eBenefits: Viewing your Benefits Summary](#)
- [eBenefits: Life Events: Birth and Adoption](#)
- [eBenefits: Life Events: Marital Status Change](#)
- [eBenefits: Adding or Changing your Insurance after an Event](#)

Benefits Summary

Benefits Summary

John Doe

To view your benefits as of another date, enter the date and click Go:

Premiums displayed do not include possible makeups and/or refunds shown on paycheck. Employees paid bi-weekly can divide monthly premium in half to calculate costs per pay period.

Type of Benefit	Plan Description	Coverage Level	Coverage Begin Date	Monthly Employee Rate
Medical	Ohio Med PPO	Single	07/01/2002	\$129.64
Dental	Preferred Choice PPO	Single	07/01/2000	\$0.00
Vision	Vision Service Plan	Single	07/01/2006	\$0.00

Supplemental Benefit Plans		
Deduction Code	Description	Amount Deducted Per Pay
SUPLT1	Benefits Trust Supp Life Ins	21.73

Time and Labor

- [Time and Labor Self Service for Managers](#)
- [Time and Labor Self Service for Employees](#)
- [Quick Steps](#) – easy-to-follow instructions

Other Modules

- ELM
 - Used by the state to support end user training deployment
- Travel and Expense



The Future of Self Service

Personal Information

Main Menu > Self Service >

Personal Information

Review and update your personal information.

 Personal Information Summary Review a summary of your personal information.	 Home and Mailing Address Review and update your home and mailing addresses.	 Phone Numbers Add or update phone numbers, or specify your primary phone number.
 Email Addresses Add or update your email addresses.	 Emergency Contacts Add or update your emergency contact information.	 Marital Status Update your marital status.
 Name Change Review or update your name information.		

Personal Information

[Main Menu](#) > [Self Service](#) >

Personal Information

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 Name Change Review or update your name information.		

Home/Mailing Address

Home and Mailing Address

JOHN DOE

Addresses					
<u>Address Type</u>	<u>Status</u>	<u>As Of</u>	<u>Country</u>	<u>Address</u>	
Home	Current	11/07/2008	USA	123 No Address St Pickerington, OH 43147-9184	Edit

*Address Type:

* Required Field

[Return to Personal Information](#)



Add Address

Add Mailing Address

Country: United States

[Change Country](#)

Address 1:

PO Box 123

Address 2:

Address 3:

City:

Columbus

State: OH



Ohio

Postal: 43215

County:

Franklin



Date Change Will Take Effect:

On this date:

11/22/2009



(example: 01/31/2000)

Save

Cancel

Confirmation

Home and Mailing Address

Save Confirmation



The Save was successful.



Status = 'A'

Biographical Details

Contact Information

JOHN DOE

Person ID: 10059382

Current Addresses				Customize Find View All	First 1-2 of 2 Last
Address Type	As Of Date	Status	Address		
Home	11/07/2008	A	123 No Address St Pickerington, OH 43147-9184	View Address Detail	
Mailing	11/22/2009	A	PO Box 123 Columbus, OH 43215	View Address Detail	

Phone Information				Customize Find	First 1 of 1 Last
Phone Type	Telephone	Extension	Preferred		
			<input type="checkbox"/>		

Email Addresses			Customize Find	First 1 of 1 Last
Email Type	Email Address	Preferred		
Business	walpolem@das.state.oh.us.HCDV1.HCDV1	<input checked="" type="checkbox"/>		

Phone Number(s)

[Main Menu](#) > [Self Service](#) >



Personal Information

Review and update your personal information.



[Personal Information Summary](#)

Review a summary of your personal information.



[Home and Mailing Address](#)

Review and update your home and mailing addresses.



[Phone Numbers](#)

Add or update phone numbers, or specify your primary phone number.



[Email Addresses](#)

Add or update your email addresses.



[Emergency Contacts](#)

Add or update your emergency contact information.



[Marital Status](#)

Update your marital status.



[Name Change](#)

Review or update your name information.

Delete

Phone Numbers

JOHN DOE

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	614/466-0000		<input checked="" type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Self Service](#)



Delete message

Phone Numbers

JOHN DOE

Enter your phone numbers below

Phone Type

Business

Add a Phone Number

Message from webpage [X]



You cannot delete the preferred phone.
You must designate a new preferred phone before deleting this phone.

OK

Delete

* Required Field

Save

[Return to Self Service](#)

Edit or Add

Phone Numbers

JOHN DOE

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	614/466-0000		<input checked="" type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Self Service](#)



Drop-down menu

Phone Numbers

JOHN DOE

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	<input type="text" value="614/466-0368"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>

- Campus
- Cellular
- Dormitory
- FAX
- Home
- Main
- Other
- Pager 1
- Pager 2
- Telex
- Work

Multiple listings/One preferred

Phone Numbers

JOHN DOE

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	
Business	614/466-0368		<input checked="" type="checkbox"/>	Delete
Cellular	614/330-7710		<input type="checkbox"/>	Delete
Home	614/555-1212		<input type="checkbox"/>	Delete

Add a Phone Number

* Required Field

Save

[Return to Self Service](#)

Confirmation

Phone Numbers

Save Confirmation



The Save was successful.



Email Addresses

Main Menu > Self Service >

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 Name Change Review or update your name information.		

Business – Preferred

Email Addresses

JOHN DOE

<u>*Email Type</u>	<u>Email Address</u>	<u>Preferred</u>	
Business	walpolem@das.state.oh.us.HCDV1.HCDV1	<input checked="" type="checkbox"/>	

Add an Email Address

* Required Field

Save

Add

Email Addresses

MELISSA WALPOLE

*Email Type	Email Address	Preferred	
Business	melissa.walpole@das.state.oh.us.HCDV1.HCDV1	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Delete

Home
Other

* Required Field

Save

[Return to Personal Information](#)



Personal

Email Addresses

JOHN DOE

*Email Type	Email Address	Preferred	
Business	walpolem@das.state.oh.us.HCDV1.HCDV1	<input checked="" type="checkbox"/>	
Home	<input type="text" value="myemail@home.com"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>



* Required Field

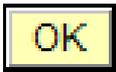
Confirmation

Email Addresses

Save Confirmation



The Save was successful.



Contact Information

Biographical Details

Contact Information

JOHN DOE

Person ID: 10059382

Current Addresses				Customize Find View All	First 1-2 of 2 Last
Address Type	As Of Date	Status	Address		
Home	11/07/2008	A	123 No Address St Pickerington, OH 43147-9184	View Address Detail	
Mailing	11/22/2009	A	PO Box 123 Columbus, OH 43215	View Address Detail	

Phone Information				Customize Find	First 1-3 of 3 Last
Phone Type	Telephone	Extension	Preferred		
Business	614/466-0368		<input checked="" type="checkbox"/>		
Cellular	614/330-7710		<input type="checkbox"/>		
Home	614/555-1212		<input type="checkbox"/>		

Email Addresses			Customize Find	First 1-2 of 2 Last
Email Type	Email Address	Preferred		
Business	walpolem@das.state.oh.us.HCDV1.HCDV1	<input checked="" type="checkbox"/>		
Home	myemail@home.com	<input type="checkbox"/>		

Emergency Contacts

Main Menu > Self Service >

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 <u>Name Change</u> Review or update your name information.		

Add

Emergency Contacts

JOHN DOE

Contact Name	Relationship to Employee		

Add an Emergency Contact

[Return to Self Service](#)



Relationship to Employee

Emergency Contacts

Emergency Contact Detail

JOHN DOE

Address and Telephone

*Contact Name:

*Relationship to Employee:

(Invalid Value) ▼

- Daughter
- ExSpouse
- Foster Daughter
- Foster Son
- Legal Guardianship
- Savings Bond Beneficiary
- Son
- Spouse
- Step Daughter
- Step Son
- (Invalid Value)

Contact has the same address

Contact has the same telephone

Address

Country: United States

Address:

Address

Contact Information

Phone

Telephone:

Other Telephone Numbers

*Phone Type	Phone Number	

Add a Phone Number

* Required Field

Save

[Return to Emergency Contacts](#)



Same Address – Yes

*Contact Name:

*Relationship to Employee:

Contact has the same address as the employee

Contact has the same telephone number as the employee

Address Type:

Address

Country: United States

Address: 123 No Address St
Pickerington, OH 43147-9184

Same Address – No

*Contact Name:

Mary Doe

*Relationship to Employee:

Spouse



Contact has the same address as the employee

Contact has the same telephone number as the employee

Address

Country: United States

Address:

[Edit Address](#)



Same Phone Number – Yes

Contact has the same address as the employee

Contact has the same telephone number as the employee

Phone Type:

Home

Address

Country:

United States

Address:

[Edit Address](#)

Employee's Phone

Phone:

614/555-1212

Same Phone Number – No

Contact has the same address as the employee

 Contact has the same telephone number as the employee

Address

Country: United States

Address:

[Edit Address](#)

Phone

Telephone:

614-555-9999

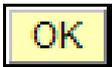
Confirmation

Emergency Contacts

Save Confirmation



The Save was successful.



Contact Address/Phone

Other Phone Numbers

JOHN DOE

Person ID: 10059382

Emergency Contact

Find | View All | First 1 of 1 Last

Contact Name: Mary Doe
Relationship to Employee: Spouse Primary Contact
 Same Address as Employee Address Type: Home
 Same Phone as Employee Phone Type: Home

Employee's Current Address

Country: USA United States
Address: 123 No Address St
Pickerington, OH 43147-9184

Employee's Phone

Phone: 614/555-1212



Contact Address/Phone

Other Phone Numbers

JOHN DOE

Person ID: 10059382

Emergency Contact

Find | View All First 1 of 2 Last

Contact Name: Baby Doe

Relationship to Employee: Daughter

Same Address as Employee

Same Phone as Employee

Primary Contact

Contact Address

Country: USA United States

Address: 100 SheMovedOut Ave. Edit Address
Columbus, OH 43215

Contact Phone

Phone: 614/555-8888



Marital Status

Main Menu > Self Service >

Personal Information

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 <u>Name Change</u> Review or update your name information.		

Name Change

Main Menu > Self Service >

Personal Information

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 Email Addresses Add or update your email addresses.	 Emergency Contacts Add or update your emergency contact information.	 Marital Status Update your marital status.
 Name Change Review or update your name information.		



Edit/Submission

Name Change

JOHN DOE

Click **Submit** after you have entered your new name.

Note: You may be required to send proof of the name change to Human Resources.

Current Name

JOHN DOE

New Name

*Date Name Change Will Take Effect:

08/18/2010

Name Format: English

[Edit Name](#)

Name: JOHN DOE

* Required Field

Submit

Voluntary Deductions

Main Menu > Self Service >

Payroll and Compensation

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

 Payroll Distribution Journal Payroll Distribution Journal	 View Paycheck Review current and prior paychecks.	 Voluntary Deductions Add or update your voluntary deductions.
 Direct Deposit Add or update your direct deposit information.	 W-4 Tax Information Review or change your W-4 information.	 W-2 Reissue Request Request a reissued W-2.
 December Conversion Election December Conversion Election Letter		

Add Deduction

Voluntary Deductions

JOHN DOE

State of Ohio

Review, add or update your voluntary deductions information.

Voluntary Deductions

Deduction Type	Start Date	Stop Date	Status	Deduction	Goal Amount	Goal Balance	

Add Deduction

[Return to Payroll and Compensation](#)

Voluntary Deductions

Add Voluntary Deduction

JOHN DOE

State of Ohio

*Type of Deduction:

*Check whether Deduction is a Flat Amount or Percent:

*Enter Amount/Percent to be deducted:

Take deduction until I reach this Goal Amount:

*Enter Deduction Start Date:

(example: 12/31/2000)

Enter Deduction Stop Date:

(example: 12/31/2000)

Current Balance:

0.00

* Required Field

Save

[Return to Voluntary Deductions](#)

Types of Deductions

Look Up *Type of Deduction:

Cancel

Search Results

View All	First	◀	1-8 of 8	▶	Last
<u>Deduction Description</u>					
Benefits Trust Supp Life Ins					
Columbus St Fed Credit Union					
Combined Charitable Campaign					
Credit Union Of Ohio					
Delco Triangle Credit Union					
Kemba Cincinnati Credit Union					
Member One Credit Union					
Tappan Credit Union					

Flat Amount or Percentage

Voluntary Deductions

Add Voluntary Deduction

JOHN DOE

State of Ohio

*Type of Deduction:

Credit Union Of Ohio 

*Check whether Deduction is a Flat Amount or Percent:


% of Total Gross
Amount

*Enter Amount/Percent to be deducted:

Take deduction until I reach this Goal Amount:

 (example: 12/31/2000)

*Enter Deduction Start Date:

 (example: 12/31/2000)

Enter Deduction Stop Date:

Current Balance:

0.00

* Required Field

Save

[Return to Voluntary Deductions](#)

Goal and Start/End Dates

Voluntary Deductions

Add Voluntary Deduction

JOHN DOE

State of Ohio

*Type of Deduction:

Credit Union Of Ohio 

*Check whether Deduction is a Flat Amount or Percent:

Amount 

*Enter Amount/Percent to be deducted:

100.00

Take deduction until I reach this Goal Amount:

*Enter Deduction Start Date:

01/17/2010  (example: 12/31/2000)

Enter Deduction Stop Date:

 (example: 12/31/2000)

Current Balance:

0.00

* Required Field

Save

[Return to Voluntary Deductions](#)

[Main Menu](#) > [Self Service](#) >



Payroll and Compensation

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



[Payroll Distribution Journal](#)

Payroll Distribution Journal



[View Paycheck](#)

Review current and prior paychecks.



[Voluntary Deductions](#)

Add or update your voluntary deductions.



[Direct Deposit](#)

Add or update your direct deposit information.



[W-4 Tax Information](#)

Review or change your W-4 information.



[W-2 Reissue Request](#)

Request a reissued W-2.



[December Conversion Election](#)

December Conversion Election Letter

Direct Deposit

JOHN DOE

Review, add or update your direct deposit information.

Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking	91000000250	91000015494	Balance			Edit	Delete

[Add Account](#)

[Pay Statement Print Option](#)

[Return to Payroll and Compensation](#)

Direct Deposit

Change Direct Deposit

JOHN DOE

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount/Percent:

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

Save

[Return to Direct Deposit](#)

* Required Field



Checking vs. Savings

Direct Deposit

Change Direct Deposit

JOHN DOE

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount/Percent:

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

[Return to Direct Deposit](#)

* Required Field

Deposit Type

Direct Deposit

Change Direct Deposit

JOHN DOE

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount/Percent:

Deposit Order: (Example: 1 = first account processed)

Save

[Return to Direct Deposit](#)

* Required Field

Amount/Deposit Order

Direct Deposit

Change Direct Deposit

JOHN DOE

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount/Percent:

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

Save

[Return to Direct Deposit](#)

* Required Field



Add Direct Deposit

Direct Deposit

Save Confirmation



The Save was successful.

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

OK

Add Direct Deposit

Direct Deposit

JOHN DOE

Review, add or update your direct deposit information.

Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking	910001555	91000015494	Amount	\$500	1	Edit	Delete

[Add Account](#)

[Pay Statement Print Option](#)

[Return to Payroll and Compensation](#)

Add Direct Deposit

Direct Deposit

Add Direct Deposit

JOHN DOE

Your Bank Information

Routing Number:

[View check example](#)

Distribution Instructions

Account Number:

*Account Type:

*Deposit Type:

Amount/Percent:

Deposit Order:

(example: 1 = first account processed)

Add Direct Deposit

Direct Deposit

JOHN DOE

Review, add or update your direct deposit information.

Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking	910001555	91000015494	Amount	\$500	1	Edit	Delete
Savings	910001555	99133640289	Balance		999	Edit	Delete

[Add Account](#) [Pay Statement Print Option](#)

Add Direct Deposit

Direct Deposit

JOHN DOE

Review, add or update your direct deposit information.

Direct Deposit Detail							
<u>Account Type</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Deposit Type</u>	<u>Amt/Pct</u>	<u>Deposit Order</u>		
Checking	91000000250	91000015494	Balance			Edit	Delete
Add Account		Pay Statement Print Option					

[Return to Payroll and Compensation](#)

[Main Menu](#) > [Self Service](#) >



Payroll and Compensation

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



[Payroll Distribution Journal](#)

Payroll Distribution Journal



[View Paycheck](#)

Review current and prior paychecks.



[Voluntary Deductions](#)

Add or update your voluntary deductions.



[Direct Deposit](#)

Add or update your direct deposit information.



[W-4 Tax Information](#)

Review or change your W-4 information.



[W-2 Reissue Request](#)

Request a reissued W-2.



[December Conversion Election](#)

December Conversion Election Letter

Top of the screen

W-4 Tax Information

JOHN DOE

Social Security #: 999-25-7580

State of Ohio

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.

Home Address

123 No Address St
Pickerington OH 43147

Mailing Address

123 No Address St
Columbus OH 43215

Bottom of the screen

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

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 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.

Check 'Exempt' here if you meet both conditions.

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.

Updating W-4 Tax Data

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

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 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.

Check 'Exempt' here if you meet both conditions.

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.

Change Allowances and Amount

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

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.

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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.

Check 'Exempt' here if you meet both conditions.

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.



Verify Identity

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: 10064708

Password:

Continue

Cancel



Confirmation

Submit Confirmation



The Submit was successful.

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

OK

Main Menu > Self Service >



Payroll and Compensation

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



[Payroll Distribution Journal](#)

Payroll Distribution Journal



[View Paycheck](#)

Review current and prior paychecks.



[Voluntary Deductions](#)

Add or update your voluntary deductions.



[Direct Deposit](#)

Add or update your direct deposit information.



[W-4 Tax Information](#)

Review or change your W-4 information.



[W-2 Reissue Request](#)

Request a reissued W-2.



[December Conversion Election](#)

December Conversion Election Letter



W-2 Reissue Request

W-2 Reissue Request

JOHN DOE

Social Security #: 999-25-7580

Complete the following information to request a reissue of your W-2 form.

Home Address

123 No Address St
Pickerington OH 43147

Mailing Address

123 No Address St
Columbus OH 43215

W-2 Reissue Request

*W2 Request for year:

2009

Select where you want your W-2 delivered:

Mailing Address

Submit

Specify Address

W-2 Reissue Request

JOHN DOE

Social Security #: 999-25-7580

Complete the following information to request a reissue of your W-2 form.

Home Address

123 No Address St
Pickerington OH 43147

Mailing Address

123 No Address St
Columbus OH 43215

W-2 Reissue Request

*W2 Request for year:

2009

Select where you want your W-2 delivered:

Mailing Address ▼
Home Address
Mailing Address
Work Location

Submit



Confirmation

Submit Confirmation



The Submit was successful.



Marital Status

Main Menu > Self Service >

Personal Information

Review and update your personal information.

 <u>Personal Information Summary</u> Review a summary of your personal information.	 <u>Home and Mailing Address</u> Review and update your home and mailing addresses.	 <u>Phone Numbers</u> Add or update phone numbers, or specify your primary phone number.
 <u>Email Addresses</u> Add or update your email addresses.	 <u>Emergency Contacts</u> Add or update your emergency contact information.	 <u>Marital Status</u> Update your marital status.
 <u>Name Change</u> Review or update your name information.		

Link to eBenefits

Marital Status Change Life Event

A marital status change is a good time to reconsider your health care coverage.

This guide will take you through all the steps necessary to ensure that your benefits information is updated to reflect this event in your life.

Takes employee to eBenefits



Click Start to begin the life event process.

Start

	Steps	Description
	Change Status	To change your benefit choices, you must first complete the Marital Status Change form.
	Personal Information	Review your current name, address, phone numbers, email address, and emergency contacts.
	Benefits Enrollment	Find out how to add new dependents or make changes to your current benefits choices.

eBenefits

Marriage Life Event

		
Change Status	Personal Information	Benefits Enrollment

Marital Status Change

JOHN DOE

Fill in the following information and click the **Submit** button. This form must be completed within 31 days of your marriage date (or 31 days of your divorce date) or you will not be eligible to change your benefit elections for this family status change event.

*Date of the Event: 

Current Marital Status:

*Change Marital Status To: 

* Required Field