

Welcome



Launch Date: June 16, 2010

Introducing My Pay and Info

- **Features & Benefits**
- **Functionality:**
 - Personal Information
 - Payslip
 - Direct Deposit
 - Tax Info Federal (W4)
 - Tax Info State (W4)
 - Tax Info (W2)
- **System Interaction**
- **Support**

Features and Benefits

As you can see, there are several features and benefits to the user.

Features	Benefits
<ul style="list-style-type: none">• Online access to your Personal Information, banking and tax (W-2/W-4 Form) records	<ul style="list-style-type: none">• Changes are posted immediately and available from any computer
<ul style="list-style-type: none">• Set up Direct Deposits to as many as 5 accounts	<ul style="list-style-type: none">• Greater flexibility in managing your money
<ul style="list-style-type: none">• Verify and update your Emergency contact information	<ul style="list-style-type: none">• Readily accessible to managers using BUG report 104a
<ul style="list-style-type: none">• Ability to “opt in” or “opt out” of receiving printed payslips	<ul style="list-style-type: none">• Easily manage preferences for receiving pay information
<ul style="list-style-type: none">• Paperless option— “go-green”	<ul style="list-style-type: none">• Supports University sustainability initiatives

Navigating My Pay and Info

The screenshot shows the Yale University Portal homepage. At the top left is the 'YaleINFO The Yale University Portal' header. Below it is a 'Home' tab. On the left is a sidebar with links: 'Yale Home', 'University Sites', 'Gateways', 'Inside Yale', 'Campus life', and 'Yale Media'. The main content area features a yellow box asking 'Looking for MyTime?' and a section titled 'You must login to...' with instructions to click a large 'Log in' button. A list of links for help, My Time service, and training is provided. A note specifies that on smaller screens, the login button may have shifted to the bottom. Below this is a section about upcoming changes in dialing phone numbers. On the right, a 'Welcome' banner includes a photo of people and a login prompt: 'Please enter your Yale NetID and password to see customized and personalized content:'. A yellow 'Login to the portal' button is prominent. Below the button, it reminds users to log out of CAS on public computers and provides a 'Login help' link. At the bottom right is a search bar with tabs for 'Directory', 'Yale Web', and 'Google', and a text input field for searching the campus directory by name. A footer at the very bottom contains links for 'Yale Bulletin', 'Working@Yale', 'Faculty Gateway', and 'JumpSite'. A green callout box with a pointer to the login button contains the text: 'Let's login at yale.edu/portal. At this point you'll be prompted for your Net ID and password.'

YaleINFO The Yale University Portal

Home

Yale Home

University Sites

Gateways

Inside Yale

Campus life

Yale Media

Looking for MyTime?

You must **login** to the portal. Click on the large "Log in" button to the right of this article and use your Yale NetID and password to log in to the portal.

- For help if you have trouble with your Yale NetID or password, please call the ITS Help Desk, at (203) 432-9000.
- About the launch of the new My Time service
- Training and guides for My Time

NOTE: On smaller computer screens with Internet Explorer 6 the yellow login button may have shifted down to the bottom of the page, and you may have to scroll down to see the login button.

Coming soon: Changes in the way you dial phone numbers

State-wide changes to the Connecticut area code assignments, along with changes to the telephone number infrastructure at Yale-New Haven Hospital and the Smilow Cancer Center, require two important changes to the dialing process when making calls from Yale University telephone system phones in November. [More...](#)

Welcome

Please enter your Yale NetID and password to see customized and personalized content:

Login to the portal

If you are using the portal on a public computer, remember to log out of CAS when you are done.

[Login help](#)

Search

Directory Yale Web Google

Search the Campus directory by name:

Yale Bulletin Working@Yale Faculty Gateway JumpSite

Let's login at yale.edu/portal. At this point you'll be prompted for your Net ID and password.

Navigating My Pay and Info



- My Benefits
 - My Benefits resources
- My Pay and Info
 - My Pay and Info resources
- My Time
 - My Time resources
- Employee Service Center
- Human Resources
- Learning Center
- Managing at Yale
- STARS - Jobs at Yale
- Yale Health Plan
- Yale Health Online
- *More...*

Click the My Pay and Info Link

Navigation

The screenshot shows the 'Yale My Pay and Info' web application. At the top, there are five tabs: 'Personal Information' (highlighted with a red arrow), 'Payslip', 'Direct Deposit', 'Tax Info (W4)', and 'Tax Info (W2)'. Below the tabs, the user's name 'Brad Pitt' and employee number '119286' are displayed. The 'Basic Details' section includes fields for Full Name, Organization Email Address, Employee Number, Date of Birth, Race, Gender, and Marital Status. The 'Phone Numbers' section shows Mobile and Work numbers. The 'Main Address' section shows the address line, city, and state. A red box highlights the 'Update' button next to the Main Address. A green callout box points to the 'Update' button with the text: 'The information is from Oracle (our system of record for employee data) and changes made here are logged in Oracle.' Another green callout box points to the 'Helpful Tip' section with the text: 'Click for more information' and 'Helpful Tip (instructions)'. A third green callout box points to the 'Update' button next to the 'Helpful Tip' section with the text: 'Click for more information'.

Yale My Pay and Info

University Portal Logout Oracle Home Close

Personal Information Payslip Direct Deposit Tax Info (W4) Tax Info (W2)

Home

Employee Name Brad Pitt Employee Number 119286
Organization Email Address Business Group Yale University

Back

Basic Details

Full Name Pitt, Brad
Organization Email Address
Employee Number 119286
Date of Birth 01-Jan-1910
Race White
Gender Male
Marital Status Married

Update

Phone Numbers

Mobile 203-525-4455
Work 203-436-8834

Main Address

Address Line 1 221 Whitney Ave
Address Line 2
Address Line 3
City New Haven
State CT

Update

Click for more information

Helpful Tip (instructions)

Update

The information is from Oracle (our system of record for employee data) and changes made here are logged in Oracle.

This is the first screen you see when you login to My Pay and Info. There are 5 tabs at the top. Let's begin with making a change to Brad's personal information:

- He recently moved and needs to change his home address and phone number.
- Click on update in the Main Address section

Update Your Personal Information

Yale My Pay and Info [University Portal](#) [Logout](#) [Help](#) [Oracle Home](#) [Close](#)

Personal Information [Payslip](#) [Direct Deposit](#) [Tax Info \(W4\)](#) [Tax Info \(W2\)](#)

Main Address: Choose Option

Employee Name **Brad Pitt** Employee Number **119286** [Cancel](#) [Next](#)
Organization Email Address Business Group **Yale University**

Please click [Next](#) to update your address. You will not be able to select correct on this page.

☐ Correct or amend this address.
 ☒ Enter a new address if you have moved.

[Cancel](#) [Next](#)

[Personal Information](#) | [Payslip](#) | [Direct Deposit](#) | [Tax Info \(W4\)](#) | [Tax Info \(W2\)](#) | [University Portal](#) | [Logout](#) | [Help](#) | [Oracle Home](#) | [Close](#)
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The Main Address screen opens.
Notice that the type of change has
defaulted to the second bullet
(this cannot be changed).

Click the **Next** button

Change Your Address


Yale My Pay and Info [University Portal](#) [Logout](#) [Help](#) [Oracle Home](#) [Close](#)

[Personal Information](#) [Pay Slip](#) [Direct Deposit](#) [Tax Info \(W4\)](#) [Tax Info \(W2\)](#)

Main Address: Enter New Address [Cancel](#) [Back](#) [Next](#)

Employee Name **Brad Pitt** Employee Number **119286**
Organization Email Address Business Group **Yale University**

Enter the date your change takes effect. Select your country and enter your address.
* Indicates required field

* Effective Date  17-May-2010


Type

Country

* Address Line 1

Address Line 2

Address Line 3

* City 

State

* Zip Code

County

Home Phone

ⓘ **TIP** To ensure proper formatting for the directory, please abbreviate streets and do not use commas or periods. For example: Correct format: 55 Whitney Ave Incorrect formats: 55 Whitney Ave. or 55 Whitney Avenue

ⓘ **TIP** If you would like to provide an International contact address, please contact the Employee Service Center at 203-432-5552.

The Main Address section is blank and available for editing. The Effective Date defaults to today's date. You can choose an effective date for the change. Click on the calendar icon for assistance. **Note:** The Type is home - there is no other option. Click Next .

Change Your Address

Main Address: Enter New Address


[Cancel](#) [Back](#) [Next](#)

Employee Name **Brad Pitt**
Organization Email Address

Employee Number **119286**
Business Group **Yale University**

Enter the date your change takes effect. Select your country and enter your address.

* Indicates required field

* Effective Date 
Type
Country
* Address Line 1
Address Line 2
Address Line 3
* City
State
* Zip Code
County
Home Phone

abbreviate streets and do not use con
address, please contact the Employee

When you enter the city, this popup box opens to assist you in choosing the correct zip code and county. Click the radio button and then Select.

Towns with multiple zip codes will not auto fill, enter the correct zip code (i.e. City of New Haven)

https://ebiz-dev.its.yale.edu/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&configName=OACo

Search and Select: City

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Go](#)

Results

Select	Quick Select	City	State	Zip Code	County
<input checked="" type="radio"/>		Ansonia	CT	06401 - 06401	New Haven
<input type="radio"/>		Ansonia	OH	45303 - 45303	Darke
<input type="radio"/>		Ansonia	NY	10000 - 10299	New York
<input type="radio"/>		Ansonia	NY	11096 - 11096	New York

[Cancel](#) [Select](#)

[Next](#)

Change Your Address

Home: Review

Employee Name **Brad Pitt** Employee Number **119286**
Organization Email Address Business Group **Yale University**

Review your changes and, if needed, attach supporting documents.
● Indicates Changed Items.

Main Address

	Current	Proposed
Effective Date	12-May-2010	17-May-2010 ●
Country	United States	United States
Address Line 1	221 Whitney Ave	185 West Main St ●
City	New Haven	Ansonia ●
State	CT	CT
Zip Code	06520	06401 ●
County	New Haven	New Haven
Type	Home	Home

Cancel Printable Page Back Submit

This is a review screen that compares the Current information to what you just entered Proposed. Click on Submit.

If you need any changes, you can go back and make the changes using the back button.

Change Your Address

The screenshot shows the Yale My Pay and Info system interface. At the top left is the Yale logo and the text "My Pay and Info". To the right are links for "University Portal", "Logout", "Help", "Oracle Home", and "Close". Below these are several tabs: "Personal Information" (which is active and highlighted in blue), "Payslip", "Direct Deposit", "Tax Info (W4)", and "Tax Info (W2)". Under the "Personal Information" tab, there is a section titled "Confirmation" with a document icon. Below this title, the text "Your changes have been applied." is displayed. In the bottom right corner of the page, there is a button labeled "Return to Overview" which is highlighted with a red rectangular border.

A confirmation screen appears. Click Return to overview to stay in the My Pay and Info system.

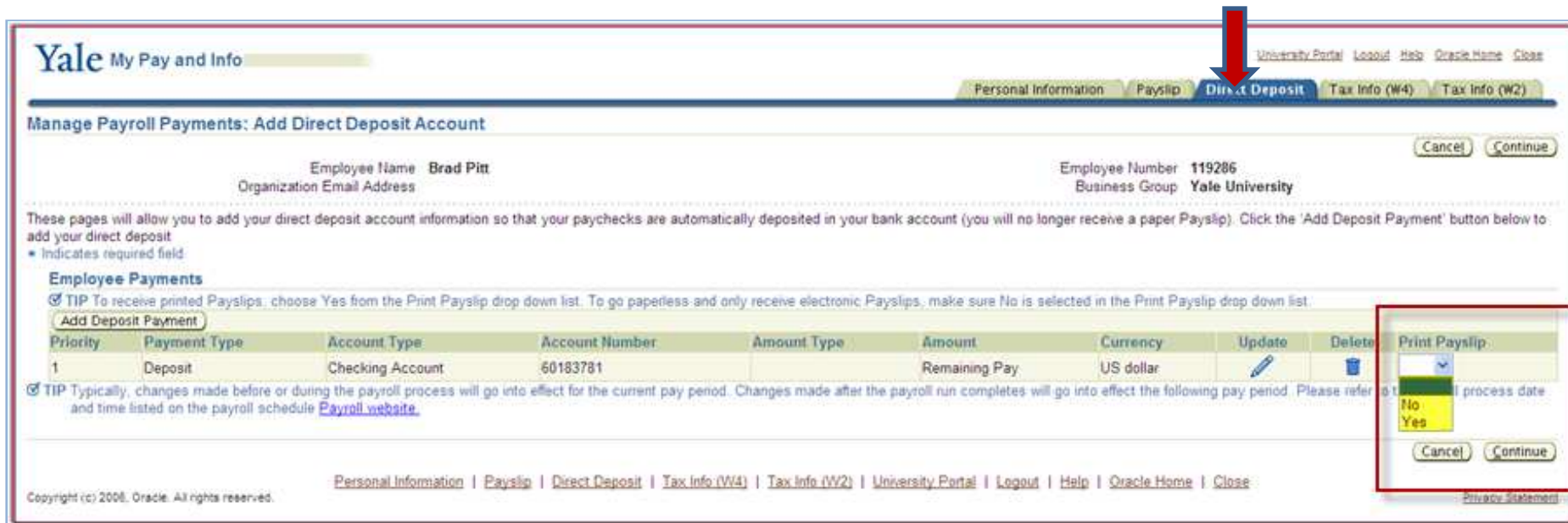
Let's move on to Direct Deposit.

Direct Deposit

- With the launch of My Pay and Info, the University will eliminate printed payslips for most employees who receive their pay via direct deposit.
 - You can opt back into receiving printed payslips at any time
- Please refer to the table below for the dates of the first online payslips.

Payroll Frequency	Date Online Payslip Available
Monthly	June 30
Semi-Monthly	June 30
Weekly	July 1

Select Your Payslip Delivery Method



Yale My Pay and Info

University Portal | Logout | Help | Oracle Home | Close

Personal Information | Payslip | **Direct Deposit** | Tax Info (W4) | Tax Info (W2)

Manage Payroll Payments: Add Direct Deposit Account

Employee Name: Brad Pitt | Employee Number: 119286
Organization Email Address: | Business Group: Yale University

These pages will allow you to add your direct deposit account information so that your paychecks are automatically deposited in your bank account (you will no longer receive a paper Payslip). Click the 'Add Deposit Payment' button below to add your direct deposit.

* Indicates required field.

Employee Payments

☒ TIP To receive printed Payslips, choose Yes from the Print Payslip drop down list. To go paperless and only receive electronic Payslips, make sure No is selected in the Print Payslip drop down list.

Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete	Print Payslip
1	Deposit	Checking Account	60183781	Remaining Pay	US dollar				<input type="button" value="No"/> <input type="button" value="Yes"/>

☒ TIP Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll schedule and time listed on the payroll schedule [Payroll website](#).

Personal Information | Payslip | Direct Deposit | Tax Info (W4) | Tax Info (W2) | University Portal | Logout | Help | Oracle Home | Close

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Private Statement

If you are already enrolled in direct deposit, this is an example of what you will see when you click on the direct deposit tab.

To opt:

Out of receiving paper payslips, choose **No** from the drop-down box on Remaining Pay line.

In to receiving paper payslips, choose **Yes** from the drop-down box on Remaining Pay line.

Add a Direct Deposit Payment

Manage Payroll Payments: Add Direct Deposit Account

[Cancel](#)[Continue](#)

Employee Name **Brad Pitt**
Organization Email Address

Employee Number **119286**
Business Group **Yale University**

These pages will allow you to add your direct deposit account information so that your paychecks are automatically deposited in your bank account (you will no longer receive a paper Payslip). Click the 'Add Deposit Payment' button below to add your direct deposit



* Indicates required field

Employee Payments

Your changes may have been made too late to be used in the next payroll.

☒ **TIP** To receive printed Payslips, choose Yes from the Print Payslip drop down list. To go paperless and only receive electronic Payslips, make sure No is selected in the Print Payslip drop down list.

[Add Deposit Payment](#)

Priority	Payment Type	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete	Print Payslip
1	Deposit	Checking Account	60158920		Remaining Pay	US dollar			<input type="button" value="v"/>

You can update your Direct Deposit information. The great thing about this application is that it gives you a great amount of flexibility. You can split your pay into up to five different accounts and also specify a percentage or flat amount.

Please note: you can't open a bank account on the direct deposit tab, you need to open one with the bank first, then add the direct deposit.

If you already have a payroll deduction going to Northeast Alliance Federal Credit Union, please do not add it as a direct deposit, it will continue to be a payroll deduction. At a future date it will be converted to direct deposit, no action is required on your part. You will continue to see the credit union payroll deduction on your payslip not in the direct deposit tab.

Let's click the Add Deposit Payment button.

How Direct Deposit is calculated

Payslip	Amount
Gross Pay	1000
Retirement	- 100
Health Insurance	- 50
Parking	- 50
Net Pay	800

Direct Deposit is calculated from your Net Pay

Direct Deposit

Personal Information

Payslip

Direct Deposit

Tax Info (W4)

Tax Info (W2)

Add Deposit Payment

Employee Name **Brad Pitt**

Employee Number **119286**

Organization Email Address

Business Group **Yale University**

Cancel

Apply

* Indicates required field

Currency **US dollar**

Amount Type **Percentage**

* Amount **20**

Account Holder Name **Brad Pitt**

Account Type **Savings Account**

Account Number **6023078999**

Transit Code **211170101**

Bank Name **Webster Bank**

Bank Branch **Ansonia**

☒ **TIP** Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll process date and time listed on the payroll schedule [Payroll website](#).

Cancel

Apply

Damian Johnson
Patricia Johnson
123 East Elm St.
New Haven, CT, 06511

1001

DATE _____

SAMPLE

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

My Bank Of Connecticut

MEMO _____

⑆121000497⑆ ⑆234567890⑆ ⑆00⑆

Transit Code

Account Number

Check Number

Let's add a second direct deposit and specify a percentage. In this example, Brad is saving for a down payment on a house and wants 20% of his net pay to go to his savings account.

Click Apply

Direct Deposit

	Current	Proposed
Priority		1
Payment Type		Deposit
Currency		US dollar
Amount Type		Percentage
Amount		20
Account Holder Name		Brad Pitt
Account Type		Savings Account
Account Number		6023018999
Transit Code		211170101
Bank Name		Webster Bank
Bank Branch		Waterbury

Submit

Just like we saw earlier, you are given a review screen, verify that all is correct and click Submit.

Direct Deposit

Here is your confirmation.

This screenshot shows the 'Yale My Pay and Info' confirmation page. The header includes the Yale logo and navigation links: University Portal, Logout, Help, Oracle Home, and Close. Below the header is a tabbed interface with 'Personal Information', 'Payslip', 'Direct Deposit' (selected), 'Tax Info (W4)', and 'Tax Info (W2)'. The main content area is titled 'Confirmation' and states 'Your changes have been applied.' A 'Home' button is highlighted with a red box in the bottom right corner. The footer contains copyright information and a list of navigation links.

Yale My Pay and Info

University Portal Logout Help Oracle Home Close

Personal Information Payslip **Direct Deposit** Tax Info (W4) Tax Info (W2)

Confirmation

Your changes have been applied.

Home

Personal Information | Payslip | Direct Deposit | Tax Info (W4) | Tax Info (W2) | University Portal | Logout | Help | Oracle Home | Close

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Home takes you out to Oracle's Main Page. Select HR Self Service. Best practice is to click on the navigation tabs at the top if you wish to return to My Pay and Info.

This screenshot shows the 'ORACLE E-Business Suite' main page. The header includes the Oracle logo and navigation links: Logout, Preferences, Help, and uPortal. Below the header is a 'Logged In As KVS9' status. The page is divided into two main sections: 'Navigator' and 'Favorites'. The 'Navigator' section lists various application areas, with 'Human Resource Self Service' highlighted by a red box. The 'Favorites' section contains an 'Edit Favorites' button and a message stating 'You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.'

ORACLE E-Business Suite

Logout Preferences Help uPortal

Logged In As KVS9

Navigator

- Custom Commitments
- Human Resource Self Service**
- Procurement Inquiry
- START Access for Myself
- START Access for Others
- START Approvers Worklist
- START Maintain Lists
- START Services for Departments

Please select a responsibility

Favorites

Edit Favorites

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

Direct Deposit

Manage Payroll Payments: Add Direct Deposit Account

Employee Name **Brad Pitt**
Organization Email Address

Employee Number **119286**
Business Group **Yale University**

[Cancel](#)

[Continue](#)

These pages will allow you to add your direct deposit account information so that your paychecks are automatically deposited in your bank account (you will no longer receive a paper Payslip). Click the 'Add Deposit Payment' button below to add your direct deposit

* Indicates required field

Employee Payments

☒ **TIP** To receive printed Payslips, choose Yes from the Print Payslip drop down list. To go paperless and only receive electronic Payslips, make sure No is selected in the Print Payslip drop down list.

Sort By Priority	Add Deposit Payment								
*Priority	Payment Type	Account Type	Account Number	Amount Type	Amount	Currency	Update	Delete	Print Payslip
1	Deposit	Savings Account	6023018999	Percentage ▾	20.0	US dollar			<input type="text" value=""/>
2	Deposit	Checking Account	60183781		Remaining Pay	US dollar			<input type="text" value="No"/>

☒ **TIP** Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll process date and time listed on the payroll schedule [Payroll website](#).

[Cancel](#)

[Continue](#)

Let's take a look at what we have done so far:

1 Savings 20%

2 Checking-remaining pay

Now we are going to add a third direct deposit. Click on Add Deposit Payment button.

Note: Any EMS reimbursements will go to the "Remaining Pay" account.

Direct Deposit

Add Deposit Payment

Cancel!Apply

Employee Name
Brad Pitt

Employee Number
119286

Organization Email Address

Business Group
Yale University

* Indicates required field

☒ TIP Payments containing new bank account information will be paid by check until the bank account information is verified.

Currency
US dollar

* Amount Type
Monetary

* Amount
483.00

* Account Holder Name
Brad Pitt

* Account Type
Checking Account

* Account Number
230565780

* Transit Code
021114263

* Bank Name
HSBC

* Bank Branch
Shelton

☒ TIP Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll process date and time listed on the payroll schedule [Payroll website](#).

Cancel!Apply

This time Brad is sending his car payment amount of \$483 to his checking account at the bank that made the loan. We are choosing Monetary rather than percentage because we have a specific dollar amount.

Click Apply.

Direct Deposit

We recommend you not reassign your priority column numbers. Instead, adjust your percentage or monetary amounts. See the Direct Deposit quick guide for more information. This concludes the direct deposit lesson. Let's move on to the payslip tab.

Employee Payments

✓ **TIP** To receive printed Payslips, choose Yes from the Print Payslip drop down list. To go paperless and only receive electronic payslips, choose No from the Print Payslip drop down list.

Sort By Priority Add Deposit Payment

Priority	Payment Type	Account Type	Account Number	Amount Type	Amount
1	Deposit	Checking Account	230565780	Monetary	483.00
2	Deposit	Savings Account	6023018999	Percentage	20.0
3	Deposit	Checking Account	60183781		Remaining Pay

✓ **TIP** Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll process will go into effect the following pay period. Please refer to the payroll process date and time listed on the payroll schedule [Payroll Schedule](#)

Note: Each direct deposit election is calculated on your *net pay*

Net Pay after deductions for taxes, retirement savings, parking etc. : \$1,000

Minus \$483

Minus 20% \$200

Remaining Pay: \$317

Payslip

The Main Payslip screen shows your most recent pay period. You are able to view up to one year of previous pay stubs (rolling year).

Yale My Pay and Info

Personal Information Payslip

Payslip

Employee Name **Brad Pitt** Employee Number **1**
Organization Email Address Business Group **Y**

Choose a Payslip 31-MAR-2010 - 119286 Go

☐ Display printable Payslip

☒ **TIP** To view the printable Payslip, check the box and click Go. To return to the previous screen, uncheck the box and click Go.

Employee **Brad Pitt**
Employee Address **221 Whitney Ave**
New Haven
CT
06511

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date
Calendar Month	31-Mar-2010	01-Mar-2010	31-Mar-2010

Summary

	Gross	Pre-Tax	Taxes
Current	5,000.00	0.00	1,488.23
YTD	5,000.00	0.00	1,488.23

Hours and Earnings

Payslip

The pull down arrow displays the other pay periods available for you to view.

Payslip

Employee Name **Brad Pitt**
 Organization Email Address **brad.pitt@yale.edu**

Choose a Payslip

28-FEB-2010 - 86840 - Check 1
 31-MAR-2010 - 86840 - Check 1
28-FEB-2010 - 86840 - Check 1
 31-JAN-2010 - 86840 - Check 1
 31-DEC-2009 - 86840 - Check 1
 30-NOV-2009 - 86840 - Check 1
 31-OCT-2009 - 86840 - Check 1
 30-SEP-2009 - 86840 - Check 1
 31-AUG-2009 - 86840 - Check 1
 31-JUL-2009 - 86840 - Check 1
 30-JUN-2009 - 86840 - Check 1
 31-MAY-2009 - 86840 - Check 1
 30-APR-2009 - 86840 - Check 1
 31-MAR-2009 - 86840 - Check 1
 28-FEB-2009 - 86840 - Check 1
 31-JAN-2009 - 86840 - Check 1
 31-DEC-2008 - 86840 - Check 1
 30-NOV-2008 - 86840 - Check 1
 31-OCT-2008 - 86840 - Check 1
 30-SEP-2008 - 86840 - Check 1
 31-AUG-2008 - 86840 - Check 1
 31-JUL-2008 - 86840 - Check 1
 30-JUN-2008 - 86840 - Check 1

☐ Display printable Payslip
 click Go. To return to the previous

Employee Address
 Pay Period ar
 Pay Period
 Calendar Month

Summary

Current	
YTD	

Hours and Ea
 Description

Pay Begin Date	
01-Feb-2010	
Pre-Tax	
602.43	
965.76	
ate	Current

Payslip

This is the online view and the other view is the printable view.

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Calendar Month	31-Aug-2010	01-Aug-2010	31-Aug-2010	5,000.00	60,000.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	5,000.00	0.00	1,498.23	0.00	3,501.77
YTD	15,000.00	0.00	4,484.69	0.00	10,515.31

Hours and Earnings

Description	Start Date	End Date	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Salary			165.00	5,000.00	502.50	15,000.00

Pre-Tax Deductions

Description	Current	YTD
No results found.		

Taxes

Description	Current	YTD
Federal Tax	865.73	2,587.19
Social Security	310.00	930.00
Medicare	72.50	217.50
CT State Tax	250.00	750.00

After-Tax Deductions

Description	Current	YTD
No results found.		

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	0	10.00	0.00	0
Connecticut	No Tax Form on File	0	0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
193299352	Webster	S	XXX 500	500.00
193299352	Web	C	XXX	2,301.41
193299352	Webster	C	X	700.36

TP Pay Distribution

☒ TIP Third-Party payments (i.e. wage garnishments)

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
No results found.				

Payslip

Payslip

Employee Name Brad Pitt
Organization Email Address brad.pitt@yale.edu

Choose a Payslip

30-JUN-2009 - 98461 - Check 1

☒ Display Printable Payslip

30-JUN-2009 - 98461 - Check 1

31-MAY-2009 - 98461 - Check 1

30-APR-2009 - 98461 - Check 1

31-MAR-2009 - 98461 - Check 1

28-FEB-2009 - 98461 - Check 1

31-JAN-2009 - 98461 - Check 1

31-DEC-2008 - 98461 - Check 1

30-NOV-2008 - 98461 - Check 1

31-OCT-2008 - 98461 - Check 1

30-SEP-2008 - 98461 - Check 1

31-AUG-2008 - 98461 - Check 1

31-JUL-2008 - 98461 - Check 1

30-JUN-2008 - 98461 - Check 1

Period

AMAN

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Yale University En

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Check off the Display Printable Payslip check box and then click **GO** to view the Printable Payslip.

Payslip

A PDF version loads and you can click on the printer icon to print a paper copy. This concludes the payslip demonstration. Let's move on to the W4 Federal form.

Payslip

Employee Name **Brad Pitt** Employee Number **86840**
Organization Email Address **brad.pitt@yale.edu** Business Group **Yale University**

Choose a Payslip **28-FEB-2010 - 86840 - Check 1** **Go**

☒ Display printable Payslip

TIP To view the printable Payslip, check the box and click **Go**. To return to the previous screen, uncheck the box and click **Go**.

YUHR_PAYCHK_XML1157906723_out[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 100% Find

Period Ending: 02/28/2010 Yale University Employee's Statement Of Earnings And Deductions Check Date: 02/26/2010

Employee Identification No:	Taxes	Monthly (R)
University Personal Identifier (UPI):	Federal: Married, 1 Exemption	Addl Amt 40.00
Home Address: Brad Pitt	State(CT) "D" - Married or Civil Union, Combined Income > 100,500	Addl Red 0.00
Campus Address: 221 Whit	FICA Social Security Limit 106,800.00 YTD 13,244.22	
Address: Mail Code: 474	FICA Medicare 2010 Limit <none> YTD 13,244.22	

	Curr Period Cash Gross	Year To Date Cash Gross	Curr Period Taxable	Year To Date Taxable
Regular Salary				
** TOTAL				

Tax Info W4 Federal

Yale My Pay and Info

University PortalLogoutHelpOracle HomeClose

Personal InformationPayslipDirect Deposit**Tax Info (W4)**Tax Info (W2)

Tax Forms

Employee NameBrad PittEmployee Number119286
Organization Email AddressBusiness GroupYale University

Use these pages to view or modify tax withholding information.

Federal Information

Federal W-4 Form

Filing Status	Single	<div>Update</div>
Allowances	0	
Additional Amount Withheld	0.00	
FIT Exempt	No	

☒ **TIP** Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll process date and time listed on the Payroll schedule [Payroll website](#).

Federal W-4 form lists your current tax elections, as well as providing the ability to change elections. The **Tax Forms** screen opens after clicking on Tax Info (W4) at the top. Review your current Federal withholding elections. Click on **Update** to make any changes.

Tax Info W4 Federal

In this scenario, Brad went to his accountant and was advised to change his W4 election. He wants to update his W-4 as shown here by changing his allowances to 2 and requesting that an additional \$10 be withheld from each pay period. Read the agreement and check off the **Agree** box. Click **Continue**.

Personal Information

Payslip

Direct Deposit

Tax Info (W4)

Tax Info (W2)

Update Tax Form: Federal W-4 Form

Employee Name **Brad Pitt**

Employee Number **119286**

Organization Email Address

Business Group **Yale University**

The [IRS Federal W-4 Form\(PDF\)](#) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status ☒ Single
☐ Married
☐ Married, but Withhold at Higher Single Rate⁽ⁱ⁾

Allowances ⁽ⁱ⁾

Additional Amount Withheld ⁽ⁱ⁾

Last Name Different

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.

☐

Exempt from Withholding

I claim exemption from withholding for 2010, 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':

☐ Exempt

Agreement

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.

☒ I Agree⁽ⁱ⁾

Cancel

Continue

Tax Info W4 Federal

No need to print. Your new W-4 form is displayed. Review your changes and click **Submit**. There is no need to print this or submit it to Payroll, the system does it all!

Yale My Pay and Info University Portal Logout Help Oracle Home Close

Personal Information Payslip Direct Deposit **Tax Info (W4)** Tax Info (W2)

Home: Review

Employee Name **Brad Pitt** Employee Number **119286**
Organization Email Address Business Group **Yale University**

Review your changes and, if needed, attach supporting documents.
● Indicates Changed Items.

Tax Information

Form **W-4** **Employee's Withholding Allowance Certificate** OMB No. 1545-0010
Department of the Treasury Internal Revenue Service

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. If your employer may be required to send a copy of this form to the IRS.

1 Type or print your first name and middle initial **Brad** 2 Your social security number **000-50-8773**

Home address (number and street or rural route) **221 Whitney Ave**

3 ☒ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code **New Haven, CT, 06511** 4 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. ☐

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) **5 2**

6 Additional amount you want withheld from each paycheck **6 \$10.00**

7 I claim exemption from withholding for 2010, and I certify that I meet both of the following conditions for exemption.

Cancel Printable Page Back **Submit**

Tax Info W4 Federal

[Personal Information](#) [Payslip](#) [Direct Deposit](#) **[Tax Info \(W4\)](#)** [Tax Info \(W2\)](#)

 **Confirmation**

Your changes have been applied.

[Return to Overview](#)

[Personal Information](#) | [Payslip](#) | [Direct Deposit](#) | [Tax Info \(W4\)](#) | [Tax Info \(W2\)](#) | [University Portal](#) | [Logout](#) | [Help](#) | [Oracle Home](#) | [Close](#)

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[Privacy Statement](#)

A confirmation is displayed. You will also receive an e-mail confirmation in your Yale inbox.

Tax Info W4 Federal

You will receive a confirmation e-mail in your Yale inbox from Oracle Workflow stating that your submission has been received and processed. The Payroll Office also gets an e-mail confirmation that your changes have been applied.

Let's move on the State W-4

From: Oracle Workflow [ebsdev@yale.edu]
To: Pitt, Brad
Cc:
Subject: FYI: Your Federal W4 submission has been received



Message



Notification Detail.html (676 B)

To Brad Pitt
Sent 05-MAY-2010 15:42:34
ID 2929138

Your Federal W4 submission has been received and processed.

Submission Date: 05-MAY-2010

Filing Status: Married

Allowances: 0

Additional Amount Withheld: \$0.00

FIT Exempt: Yes

This email was generated automatically by the HR/Payroll system.

Tax Info (W4) State

Yale My Pay and Info

University PortalLogoutHelpOracle HomeClose

Personal InformationPayslipDirect DepositTax Info (W4)Tax Info (W2)

Tax Forms

Employee NameBrad PittEmployee Number119286
Organization Email AddressBusiness GroupYale University

Use these pages to view or modify tax withholding information.

Federal Information

Federal W-4 Form

Filing StatusSingleUpdate
Allowances0
Additional Amount Withheld0.00
FIT ExemptNo

☒ TIP Typically, changes made before or during the payroll process will go into effect for the current pay period. Changes made after the payroll run completes will go into effect the following pay period. Please refer to the payroll process date and time listed on the Payroll schedule Payroll website.

State Information

☒ TIP To submit an updated state withholding form, click on the PDF link below, print the form, fill in the required fields and then fax, send or bring in your completed form to: Employee Service Center 224 Whitney Ave New Haven, CT 06520 Fax: 203-432-5153

[Connecticut Withholding Form\(PDF\)](#)

A link to the State Withholding Form corresponding to your home address and work address is available. In this example, it is for the State of Connecticut. Some employees may see two links. Click on the link.

Tax Info (W4) State

A printable withholding form opens.

In this case you **do need to print** it, complete it and send it to the Employee Service Center for processing.

ct-w4[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 4 100% Find

Department of Revenue Services
State of Connecticut
(Rev. 11/08)

Form CT-W4
Employee's Withholding Certificate

Effective January 1, 2009

Complete this form in blue or black ink only. Complete this form so your employer can withhold the correct amount of Connecticut income tax from your wages. See *Employee Instructions*, Page 2.

Step 1 - Determine your Withholding Code: Select the filing status you expect to report on your Connecticut income tax return. Generally, this will be the same filing status as your federal income tax return. However, see instructions for applicable exceptions. Choose the statement that best describes your gross income. (see *Gross Income*, Page 2) and enter the *Withholding Code* in Step 2, Line 1. See *Armed Forces Personnel and Veterans*; or *Certain Married or Civil Union Individuals*, Page 2.

Filing Jointly *	Withholding Code
Our expected combined annual gross income is less than or equal to \$24,000 and no withholding is necessary.	E
Our expected combined annual gross income is greater than \$24,000 and less than or equal to \$100,500. See <i>Special Rules for Certain Married or Civil Union Individuals</i> , Page 2.	A
My spouse is not employed and our expected combined annual gross income is greater than \$24,000.	C
My spouse is employed and our expected combined annual gross income is greater than \$100,500.	D
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Qualifying Widow(er) With Dependent Child	Withholding Code
My expected combined annual gross income is less than or equal to \$24,000 and no withholding is necessary.	E
My expected combined annual gross income is greater than \$24,000 and less than or equal to \$100,500.	A
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Filing Separately **	Withholding Code
My expected annual gross income is less than or equal to \$12,000 and no withholding is necessary.	E
My expected annual gross income is greater than \$12,000.	A
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Single	Withholding Code
My expected annual gross income is less than or equal to \$13,500 and no withholding is necessary.	E
My expected annual gross income is greater than \$13,500.	F
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

Head of Household	Withholding Code
My expected annual gross income is less than or equal to \$19,000 and no withholding is necessary.	E
My expected annual gross income is greater than \$19,000.	B
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D

* Filing Jointly includes filing jointly for federal and Connecticut and

Tax Info (W4) State

Choose
File, Print
or click the
printer
icon to
print the
form.

ct-w4[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Open... Ctrl+O
Organizer
Create PDF
Combine Files...
Start Meeting...
Save Ctrl+S
Save As... Shift+Ctrl+S
Save as Certified Document...
Export
Attach to Email...
Revert
Close Ctrl+W
Properties... Ctrl+D
Print Setup... Shift+Ctrl+P
Print... Ctrl+P
History
1 C:\Documents and Settings\...\ct-w4[1].pdf
2 C:\...\online_w4_640506.pdf[1].pdf
3 C:\...\online_w4_640506.pdf[2].pdf
4 C:\...\online_w4_640506.pdf[1].pdf
5 C:\...\online_w4_640506.pdf[1].pdf
Exit Ctrl+Q

Start Meeting Secure Sign Forms Review & Comment

100% Find

Form CT-W4

Effective January 1, 2009

Employee's Withholding Certificate

Print only. Complete this form so your employer can withhold the correct amount of Connecticut income tax from your wages, Page 2.

Filing Code: Select the filing status you expect to report on your Connecticut income tax return. Generally, choose the same filing status as on your federal income tax return. However, see instructions for applicable exceptions. Choose the statement that best describes your situation (see *Gross Income*, Page 2) and enter the *Withholding Code* in Step 2, Line 1. See *Armed Forces Personnel* and *Civil Union Individuals*, Page 2.

Filing Status *	Withholding Code
My expected annual gross income is less than or equal to \$12,000 and no withholding is necessary.	E
My expected annual gross income is greater than \$12,000 and less than or equal to \$100,500. See <i>Special Instructions for Civil Union Individuals</i> , Page 2.	A
My expected combined annual gross income is less than or equal to \$24,000.	C
My expected combined annual gross income is greater than \$24,000 and less than or equal to \$100,500.	D
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D
Dependent Child	Withholding Code
My expected annual gross income is less than or equal to \$12,000 and no withholding is necessary.	E

Filing Separately **	Withholding Code
My expected annual gross income is less than or equal to \$12,000 and no withholding is necessary.	E
My expected annual gross income is greater than \$12,000.	A
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D
Single	Withholding Code
My expected annual gross income is less than or equal to \$13,500 and no withholding is necessary.	E
My expected annual gross income is greater than \$13,500.	F
I have significant nonwage income and wish to avoid having too little tax withheld.	D
I am a nonresident of Connecticut with substantial other income.	D
Head of Household	Withholding Code
My expected annual gross income is less than or equal to \$19,000 and no withholding is necessary.	E

Tax Info (W4) State

- Review the instructions, make your elections on the paper form and fax, send or bring in your completed form to:
 - Employee Service Center
221 Whitney Ave., New Haven, CT 06520
 - Fax: 203-432-5153



Tax Info (W2)

Now let's move on to the Tax Info (W2) tab. Click on the link shown here.

The screenshot shows the Oracle My Pay and Info interface. At the top left is the Oracle logo and 'My Pay and Info' text. On the top right are links for 'University Portal', 'Logout', 'Oracle Home', and 'Close'. Below these are tabs for 'Personal Information', 'Payslip', 'Direct Deposit', 'Tax Info (W4)', and 'Tax Info (W2)'. The 'Tax Info (W2)' tab is selected and highlighted in blue. Below the tabs is a blue header bar with the text 'Tax Info (W2)'. Underneath this is the section 'W2 Selfservice'. A red rectangular box highlights a link that says 'Click Here to launch W2 in a separate window'. At the bottom of the page, there is a footer with a row of links: 'Personal Information', 'Payslip', 'Direct Deposit', 'Tax Info (W4)', 'Tax Info (W2)', 'University Portal', 'Logout', 'Oracle Home', and 'Close'. Below these links is the copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.' and a link to the 'Privacy Statement' on the far right.

ORACLE My Pay and Info

University Portal Logout Oracle Home Close

Personal Information Payslip Direct Deposit Tax Info (W4) Tax Info (W2)

Tax Info (W2)

W2 Selfservice

[Click Here to launch W2 in a separate window](#)

Personal Information | Payslip | Direct Deposit | Tax Info (W4) | Tax Info (W2) | University Portal | Logout | Oracle Home | Close

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Tax Info (W2)

The W-2 application launches in a new window. This should look familiar to you.

The **Help** button directs you to the payroll website.

The **IRS Instructions** button provides additional information about the W-2 form from the IRS.

The screenshot shows a web browser window titled "Forms W-2, Wage and Tax Statement - Windows Internet Explorer provided by ITS Yale University". The address bar shows the URL: <https://apex.its.yale.edu:4443/pls/apex/f?p=108:1:1643012958333755>. The page is titled "Employee Self-Service" and "HUMAN RESOURCES". The main heading is "Forms W-2, Wage and Tax Statement". The page contains the following text:

The information on your Forms W-2, Wage and Tax Statement appears below by specific calendar year. Please take a moment to familiarize yourself with the information. Descriptions of amounts reported in each box are available by clicking on the [Help](#) button on the light blue bar at the top of the specific tax year information. Also, please click the [IRS Instructions](#) button to view the official IRS instruction information for the specific tax year.

The tax information below is provided for informational purposes only. **This page, as formatted, should not be reproduced on a personal computer printer for filing purposes.** If you have consented, you may print a W-2 that complies with the IRS specifications to file with your tax return. This can be done by selecting **Print** at the bottom of this page and clicking the **SUBMIT** button. If you have not consented, you may view a generic sample of the Form W-2.

Please note: In addition to Form W-2, the University may also issue Form 1042-S or Form 1099-MISC to you. These forms are not currently available electronically. Forms 1099-MISC will be mailed to the necessary recipients by January 31, 2010. Forms 1042-S will be mailed to the necessary recipients by March 16, 2010. The information on these forms should be used to complete your 2009 U.S. individual

On the left side of the page, there is a sidebar with the following links:

- Employee Self-Service
- Click on the link above at any time to return to the main self-service options page.
- FED W4
- CT W4
- Tax Assistance
- FAQS
- Acrobat Reader
- Logout

At the bottom left, it says "Copyright (c) 2006."

Tax Info (W2)

Scroll down to view your W-2 for the current year and up to 7 previous tax years.

Click on the **tax year button** to view your W-2 for that year.

Yale University W-2 2009

[2009](#)[2008](#)[2007](#)[2006](#)[2005](#)

W2 Information for Employment at Yale University

[Help](#)[IRS Instructions](#)

1 Wages, tips other compensation
89,901

2 Federal income tax withheld
7632.22

3 Social security wages
89,901

4 Social security tax withheld
4,898.00

5 Medicare wages and tips
89,901

6 Medicare tax withheld
1,145.50

7 Social security tips

8 Allocated tips

9 Advance EIC payment

10 Dependent care benefits

Tax Info (W2)

Scroll down further to read your options and **select a delivery method** (either paper or electronic).

If you choose electronic delivery, you can also **print** your W-2 from this application. Click the radio button as shown here.

Click the **Submit** button to save your elections. If you choose to print your statement, a printable version of your W-2 will open in a new window.

2009 Electronic Form W-2 Consent Statement:

<input checked="" type="radio"/>	I agree to receive an electronic Form W-2, Wages and Tax Statement, available through the Yale University Self-Service Web Application, instead of a paper Form W-2 printed by the Payroll Department. I will access the web site and print my Form W-2 for calendar year 2009 and all future periods. Click Disclosure to view the Yale University Electronic Forms W-2 Disclosure Statement.
<input type="radio"/>	No, I do not want to print my own W-2 through the Yale University Self-Service Web Application. Please send me a paper Form W-2 for calendar year 2009 and all future periods.
<input checked="" type="radio"/>	Print - Print a W-2 to file with your tax return or view a sample W-2 if you have not consented to receive your tax form electronically. (requires Acrobat Reader)

SUBMIT

Tax Info (W2)

The screenshot shows a web browser window titled "Forms W-2, Wage and Tax Statement - Windows Internet Explorer provided by ITS Yale University". The address bar shows the URL: <https://apex.its.yale.edu:4443/pls/apex/f?p=108:1:1643012958333755::NO::>. The browser's toolbar includes buttons for back, forward, home, and search, along with a search bar containing "Google". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's status bar shows the page title "Forms W-2, Wage and Tax Statement".

The main content area of the web page is titled "Employee Self-Service" and "HUMAN RESOURCES". The page is titled "Forms W-2, Wage and Tax Statement". The page contains the following text:

The information on your Forms W-2, Wage and Tax Statement appears below by specific calendar year. Please take a moment to familiarize yourself with the information. Descriptions of amounts reported in each box are available by clicking on the [Help](#) button on the light blue bar at the top of the specific tax year information. Also, please click the [IRS Instructions](#) button to view the official IRS instruction information for the specific tax year.

The tax information below is provided for informational purposes only. **This page, as formatted, should not be reproduced on a personal computer printer for filing purposes.** If you have consented, you may print a W-2 that complies with the IRS specifications to file with your tax return. This can be done by selecting **Print** at the bottom of this page and clicking the **SUBMIT** button. If you have not consented, you may view a generic sample of the Form W-2.

On the left side of the page, there is a sidebar with the following links:

- Employee Self-Service
- Click on the link above at any time to return to the main self-service options page.
- FED W4
- CT W4
- Tax Assistance
- FAQS
- Acrobat Reader
- Logout**

Click the **Logout** button.

Logging Out of My Pay and Info

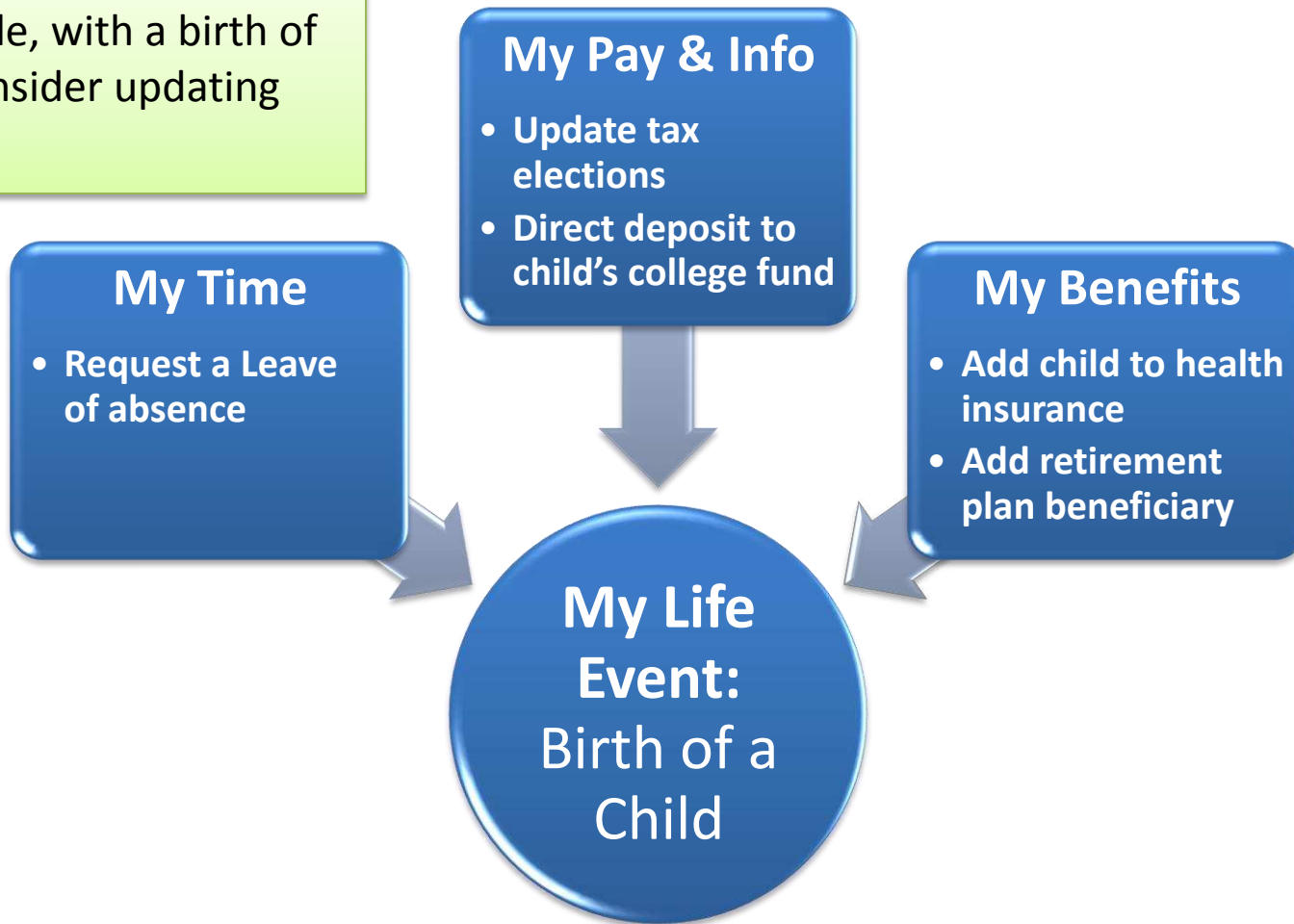
The screenshot shows the Oracle My Pay and Info application interface. At the top, the Oracle logo is followed by "My Pay and Info". To the right, there are links for "University Portal", "Logout" (highlighted with a red box), "Oracle Home", and "Close". Below this, a navigation bar contains tabs for "Personal Information", "Payslip", "Direct Deposit", "Tax Info (W4)", and "Tax Info (W2)". The "Tax Info (W2)" tab is currently selected. Below the tabs, the page title is "Tax Info (W2)" and "W2 Selfservice". A link "Click here to launch W2 in a separate window" is provided, followed by a tip: "TIP Clicking on the W2 link above will launch a new window." At the bottom, there is a footer with "Copyright (c) 2006, Oracle. All rights reserved." and a "Privacy Statement" link. A secondary navigation bar at the bottom contains links for "Personal Information", "University Portal", "Logout", "Oracle Home", and "Close".

Logout of My Pay and Info

This concludes the overview of the My Pay and Info application. Let's see how it all ties in together next.

“My” Life at Yale: System Interaction Example

For example, with a birth of a child, consider updating My ...



Support

- **Employee Service Center : 203-432-5552**
 - questions regarding the My Pay and Info Application
- **ITS Helpdesk: 203-432-9000**
 - portal navigation issues
 - NetID and password resets
 - internet browser related issues
- **Visit My Pay and Info Resources at**
www.yale.edu/hronline/mypay
 - FAQs
 - Quick Guides