

Using the Pay Worklet



View Your Withholding Deductions

From the Pay worklet:

1. Click **Withholding Elections** under Actions.
2. View your Federal Elections, or click the **State Elections, Local Elections, or Tax Allocations** tabs to review your current status.
3. On the Federal Elections Tab, you will see an Update button which you can use to make changes. The change will be completed after it has been approved by a Payroll Partner. State Elections are changed by turning in the hard copy HW-4 form.

Add an Account to Your Direct Deposit

From the Pay worklet:

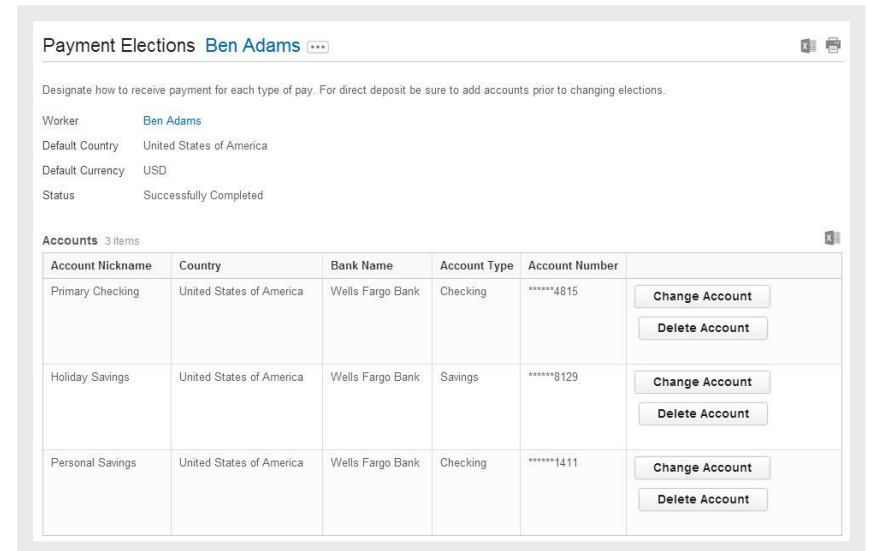
1. Click **Payment Elections** under Actions.
2. Click **Add Account**.

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

Manage Your Direct Deposit

From the Pay worklet:

1. Click **Payment Elections** under Actions.



2. Edit or remove bank accounts using the **Change Account** or **Delete Account** buttons.
3. Click **Change Election** next to the Pay Type to modify a payment election.
4. Change the amount, the percent that goes to the account, or the account that receives the balance of payments for the pay type. Allowable changes are determined by your company's payment elections Savings policy.
5. Click **OK** to save.