Getting to the Employee Services Menu

1. Go to my.washburn.edu

2. Enter your User Name and Password then click the Login button

3. Click the Employees tab.

4. Click the Access Employee Self-Service Main Menu link.
5. Click on the **Employee Services** link.

### Self-Service Main Menu

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>View/update your addresses, phone numbers, e-mail addresses, and emergency contact information. View/update your directory profile. View name change &amp; social security number change information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Services</td>
<td>Enter/approve time sheets and leave requests. View benefits, pay stubs, W2 and W4 data.</td>
</tr>
<tr>
<td>Faculty &amp; Advisors Services</td>
<td>View class lists, view student information and course schedules, advise students, process registration options, submit Final Grades.</td>
</tr>
</tbody>
</table>

*When you are not at the Employee Main Menu, click on the Employee tab at the top of any page to return to there at any time.*

*Time Sheet information is covered in the *My Washburn Time Sheet Instructions*. 
Employee Menu

- **Time Sheet**
Enter hours for current time sheets, access details of previous time sheets.

- **Time Off Current Balances and History**
View current balances for sick leave and personal leave, view leave accrual and usage history.

- **Benefits and Deductions**
View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

- **Pay Information**
View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

- **Tax Forms**
View or update W-4 information, view your W-2.

- **Current and Past Jobs**
View current position title, view job history.

---

**View Leave Balances**

To view the pay period breakdown for a particular type of leave, select the underlined type of leave. Please note the beginning balances are as of your implementation into the University administrative information system, and are not necessarily as of your hire date.

If you have any questions about the information on this screen, please contact Payroll.

**List of Leave Types**

<table>
<thead>
<tr>
<th>TYPE of Leave</th>
<th>Hours or Days</th>
<th>Available Balance</th>
<th>Earned as of Jun 26, 2008</th>
<th>Taken as of Jun 26, 2008</th>
<th>Available Balance as of Jun 26, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Leave</td>
<td>Hours</td>
<td>.00</td>
<td>10.00</td>
<td>.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td>.00</td>
<td>8.00</td>
<td>.00</td>
<td>8.00</td>
</tr>
</tbody>
</table>
Employee Menu

Time Sheet
Enter hours for current time sheets, access details of previous time sheets.

Time Off Current Balances and History
View current balances for sick leave and personal leave, view leave accrual and usage history.

Benefits and Deductions
View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

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View current position title, view job history.

Benefits and Deductions Menu

Retirement Plans
Health Insurance
Flex Spending Accounts
Miscellaneous
Benefits and Deductions Menu

Retirement Plans
Health Insurance
Flex Spending Accounts
Miscellaneous

Retirement Plans Information

This is a list of all of your retirement benefits/deductions. Actions available are listed at the end of the table for each benefit/deduction. To add a retirement plan, select the Add a New Benefit/Deduction button on the bottom of this page.

Questions about retirement plans should be directed to Human Resources.

Retirement Annuity-Employer Contribution
Benefit or Deduction as of date: Jun 26, 2008
Status of Benefit or Deduction: Active
Start Date: Oct 01, 2002
End Date:
Plan: ER Portion
Employer Percent: 10.0000

Benefits and Deductions Menu

Retirement Plans
Health Insurance
Flex Spending Accounts
Miscellaneous

Health Benefit Information

This is a list of all of your health benefits. Actions available are listed at the end of the table for each benefit. To add a new health benefit, select the Add a New Benefit button on the bottom of this page.

If you have questions about Health Insurance, please contact Human Resources.

Additional information about Health Insurance can be found on the Human Resources Website.

Blue Cross/Blue Shield Health Insurance
Benefit or Deduction as of date: Jun 27, 2008
Status of Benefit or Deduction: Active
Start Date: Jun 01, 2008
End Date:
Plan: Base Plan Family 24%
Employee Amount: 481.0800
Employer Amount: 667.7000

Add a New Benefit

[ Retirement Plans | Flex Spending Accounts | Miscellaneous | Open Enrollment | Beneficiaries and Dependents ]
Benefits and Deductions Menu

Retirement Plans
Health Insurance
Flex Spending Accounts
Miscellaneous

Flex Spending Account Information

This is a list of all your flex spending accounts. Actions available are listed at the end of the table for each account. To add a new flex spending account, select the Add a New Spending Account button at the bottom of this page.

If you have questions about setting up Flex Spending Accounts, please contact Human Resources. If you have questions about Flex Spending deductions, please contact Payroll.

Flexible Spending Account Dependent Care
Benefit or Deduction as of date: Jun 26, 2008
Status of Benefit or Deduction: Not Yet in Effect
Start Date: Jul 01, 2008
End Date: 
Deduction Amount: 416.00
Deduction Annual Limit: 5,000.00

Benefits and Deductions Menu

Retirement Plans
Health Insurance
Flex Spending Accounts
Miscellaneous

Miscellaneous Benefit/Deduction Information

This is a list of all your miscellaneous benefits/deductions. Actions available are listed at the end of the table for each benefit/deduction. To add a new Miscellaneous Benefit/Deduction, select the Add a New Benefit/Deduction button at the bottom of this page.

Questions about your Miscellaneous Benefits and Deductions should be directed to the appropriate office below:

United Way, Charitable Deductions, Annual Giving: Human Resources (set up) or Payroll (deduction questions)
Personal Deductions, Short-Term Disability, iCard (Rod Bucks) Payroll deduction, Miscellaneous: Human Resources
Long Term Disability: VPAT
Court Ordered Deductions, Child Support, Bankruptcy, Processing Fees, Garnishment: VPAT or Payroll
Union Dues: Payroll

iCard Payroll Deduction
Benefit or Deduction as of date: Jun 26, 2008
Status of Benefit or Deduction: Active
Start Date: Jun 09, 2008
End Date: 
Employee Deduction: 8.00
Employee Menu

Time Sheet
Enter hours for current time sheets, access details of previous time sheets.

Time Off Current Balances and History
View current balances for sick leave and personal leave, view leave accrual and usage history.

Benefits and Deductions
View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

Pay Information
View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

Tax Forms
View or update W-4 information, view your W-2.

Current and Past Jobs
View current position title, view job history.

Pay Information Menu

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History
Pay Information Menu

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History

View Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

If you have any questions about the information on the page, please contact Payroll.

Pay Distribution as of Jun 30, 2008

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Bank Name (Bank Location)</td>
<td>0000000000</td>
<td>0000000000</td>
<td>Checking</td>
<td>2,515.61</td>
</tr>
<tr>
<td>Total Net Pay</td>
<td></td>
<td></td>
<td></td>
<td>2,515.61</td>
</tr>
</tbody>
</table>

Proposed Pay Distribution:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority Amount or Percent</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Bank Name (Bank Location)</td>
<td>0000000000</td>
<td>0000000000</td>
<td>Checking</td>
<td>1</td>
<td>2,515.61</td>
</tr>
<tr>
<td>Total Net Pay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,515.61</td>
</tr>
</tbody>
</table>

Pay Information Menu

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History

Select Earnings to View

Select a date range for which to view your earnings and then click "Display."

From Date: January 2008
To Date: June 2008

View Earnings

Click on the underlined earnings type to view a monthly breakdown of your earnings and hours.

Please direct questions about this information to Payroll.

<table>
<thead>
<tr>
<th>Earnings Type</th>
<th>Total Gross Pay</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick Leave</td>
<td>58.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Holiday</td>
<td>580.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Regular Pay</td>
<td>5,944.93</td>
<td>410.00</td>
</tr>
<tr>
<td>Administrative Closing</td>
<td>232.00</td>
<td>16.00</td>
</tr>
<tr>
<td>Personal Leave</td>
<td>145.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>
Pay Information Menu

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History

Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click "Display."

Pay Stub Year: 2008
Display

View Pay Stub Summary

Click on the undefined Pay Stub Date to view the Pay Stub.

Please direct questions about this information to Payroll.

Pay Stubs for 2008

<table>
<thead>
<tr>
<th>Pay Stub Date</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Gross Pay</th>
<th>Net Pay</th>
<th>Memo Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 14, 2008</td>
<td>Feb 24, 2008</td>
<td>Mar 08, 2008</td>
<td>1,159.99</td>
<td>846.12</td>
<td></td>
</tr>
<tr>
<td>Feb 29, 2008</td>
<td>Feb 10, 2008</td>
<td>Feb 23, 2008</td>
<td>1,159.99</td>
<td>868.69</td>
<td></td>
</tr>
<tr>
<td>Feb 15, 2008</td>
<td>Jan 27, 2008</td>
<td>Feb 09, 2008</td>
<td>1,159.99</td>
<td>861.15</td>
<td></td>
</tr>
<tr>
<td>Feb 01, 2008</td>
<td>Jan 13, 2008</td>
<td>Jan 26, 2008</td>
<td>1,159.98</td>
<td>861.14</td>
<td></td>
</tr>
<tr>
<td>Jan 18, 2008</td>
<td>Dec 30, 2007</td>
<td>Jan 12, 2008</td>
<td>1,159.99</td>
<td>861.15</td>
<td></td>
</tr>
<tr>
<td>Jan 04, 2008</td>
<td>Dec 16, 2007</td>
<td>Dec 29, 2007</td>
<td>1,159.99</td>
<td>861.15</td>
<td></td>
</tr>
</tbody>
</table>

Change Year

Pay Information Menu

Direct Deposit Breakdown
Earnings History
Pay Stub
Deductions History

Select Deductions to View

Select a date range for which you wish to view your deductions and then click "Display."

From Date: January 2008
To Date: June 2008
Display

Deductions Summary

Select the undefined deduction type to view a monthly breakdown of your Personal Deductions and Employer Contributions for the time period selected.

Please direct questions regarding life insurance to Human Resources. Please direct all other questions about deductions to Payroll.

Deduction History from January 2008 to June 2008

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Employee Deduction</th>
<th>Employer Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordinary Death and Dismemberment Death Insurance</td>
<td>0.00</td>
<td>927.25</td>
</tr>
<tr>
<td>Blue Cross/Blue Shield Health Insurance</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Employee Retirement Contributions Pre-TIAA-CREF</td>
<td>69.40</td>
<td>0.00</td>
</tr>
<tr>
<td>FICA Medicare</td>
<td>16.05</td>
<td>100.92</td>
</tr>
<tr>
<td>FICA Social Security</td>
<td>431.52</td>
<td>431.52</td>
</tr>
<tr>
<td>Federal Withholding Tax</td>
<td>853.58</td>
<td>0.00</td>
</tr>
<tr>
<td>Imputed Income for Life Ins</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Kansas State Unemployment Tax</td>
<td>0.00</td>
<td>11.82</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>0.00</td>
<td>21.40</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td>37.70</td>
<td>0.00</td>
</tr>
<tr>
<td>Retirement Annuity-Employer Contribution</td>
<td>0.00</td>
<td>696.00</td>
</tr>
<tr>
<td>State of Kansas Withholding Tax</td>
<td>262.26</td>
<td>0.00</td>
</tr>
<tr>
<td>Voluntary Accident Death and Dismemberment Insurance</td>
<td>98</td>
<td>14.07</td>
</tr>
<tr>
<td>Voluntary Life Insurance</td>
<td>14.07</td>
<td></td>
</tr>
</tbody>
</table>

New Date Range
Employee Menu

Time Sheet
Enter hours for current time sheets, access details of previous time sheets.

Time Off Current Balances and History
View current balances for sick leave and personal leave, view leave accrual and usage history.

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View current position title, view job history.

Tax Forms Menu

W-4 Tax Exemptions/Allowances
W-2 Year End Earnings Statement
Tax Forms Menu

**W-4 Tax Exemptions/Allowances**

**W-2 Year End Earnings Statement**

**W-4 Tax Exemptions/Allowances**

Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

If you have questions about the accuracy of information on this screen, please contact Payroll.

If you have questions regarding how to complete this form, see the IRS website. Once at the IRS site, type "W-4 instructions" into the "Search Forms and Publications for" box and click "Go." Then, click on one of the form descriptions in the "Form Finder Results" page.

**Federal Withholding Tax**

- **As of Date:** Jun 26, 2008
- **Status:** Active
- **Start Date:** Jan 01, 2002
- **End Date:**
- **Filing Status:** Single
- **Number of Allowances:** 0
- **Additional Withholding:** .00

[History | Update | Contributions or Deductions | Vendor Web Site]

**Select W-2**

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button.

If you have any questions about the information on this screen, please contact Payroll.

**Tax Year:** 2007

**Employer or Institution:** Washburn University

[Display]

**Status:** Original

**As of Date:** Jan 21, 2008

**Form W-2 Wage and Tax Statement 2007**

- **Employer identification number (EIN):** 48-4030115
- **Employee's social security number:** 000-00-0000
- **1 Wages, tips, other compensation:** 28478.37
- **2 Federal income tax withheld:** 3500.72
- **3 Social security wages:** 28765.69
- **4 Social security tax withheld:** 1733.47
- **5 Medicare wages and tips:** 28785.49
- **6 Medicare tax withheld:** 417.10
- **7 Social security tips:**
- **8 Allocated tips:**
- **9 Advance EIC payment:**
- **10 Nonequalized payments:**
- **11 Unqualified payments:**
- **12 Normalized payments:**
- **13 Statutory employer [ ] Retirement plan [ X ]**
- **14 Total Social Security [ ]**
- **15 Total Medicare [ ]**
- **16 Total Other [ ]**
- **17 State income tax:** 1170.00
- **18 Local wages, tips, etc.:** 0.00
- **19 Local income tax:**
- **20 Locality name:**

[Print]
Employee Menu

Time Sheet
Enter hours for current time sheets, access details of previous time sheets.

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Current and Past Jobs
To see more detailed information for a particular position, select the underlined title. Please note that begin dates are as of your implementation into the University administrative information system and are not necessarily your hire date.

The information displayed on this page is taken from the University administrative information system. If you are a staff member and have questions about this information, contact Human Resources. If you are a faculty member and have questions about this information, please contact the VPAA Office.

List of Jobs

<table>
<thead>
<tr>
<th>Title</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant</td>
<td>Jan 01, 2002</td>
<td></td>
</tr>
</tbody>
</table>

Current and Past Jobs Detail

These are the job history details which you have selected to view.

The information displayed on this page is taken from the University administrative information system. If you are a staff member and have questions about this information, contact Human Resources. If you are a faculty member and have questions about this information, please contact the VPAA Office.

Changes to Your Job

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status</th>
<th>Job Title</th>
<th>Department Name</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 01, 2006</td>
<td>Active</td>
<td>Office Assistant</td>
<td>Information Systems &amp; Services Correction</td>
<td></td>
</tr>
<tr>
<td>Jul 01, 2007</td>
<td>Active</td>
<td>Office Assistant</td>
<td>Information Systems &amp; Services Annual Budget</td>
<td></td>
</tr>
<tr>
<td>Jul 01, 2006</td>
<td>Active</td>
<td>Office Assistant</td>
<td>Information Systems &amp; Services Annual Budget</td>
<td></td>
</tr>
<tr>
<td>Jul 01, 2005</td>
<td>Active</td>
<td>Office Assistant</td>
<td>Information Systems &amp; Services Annual Budget</td>
<td></td>
</tr>
<tr>
<td>Oct 10, 2004</td>
<td>Active</td>
<td>Office Assistant 1 AIS</td>
<td></td>
<td>Annual Budget</td>
</tr>
<tr>
<td>Nov 23, 2003</td>
<td>Active</td>
<td>Office Assistant 1 AIS</td>
<td></td>
<td>Annual Budget</td>
</tr>
<tr>
<td>Oct 12, 2003</td>
<td>Active</td>
<td>Office Assistant 1 AIS</td>
<td></td>
<td>Annual Budget</td>
</tr>
<tr>
<td>Jul 06, 2003</td>
<td>Active</td>
<td>Office Assistant 1 AIS</td>
<td></td>
<td>Annual Budget</td>
</tr>
</tbody>
</table>