Employee Self Service: Payroll
Overview

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How to Access ESS: Payroll
• Navigate to the EBS Support website and click the EBS Login tab at the top of the site.

• Enter your MSU NetID and password at the Login screen, shown below, and click Login.
• Once you are logged into the EBS Portal, click on your ESS (Employee Self Service) tab.
  o Note: ESS tabs and the options within the tabs vary by position type. The way your tab displays in the portal will reflect your position type (e.g., ESS Salary, ESS Faculty, ESS Hourly, ESS Clerical-Technical, etc.).
• The Payroll area can be accessed on the Overview page of your ESS tab, or by choosing Payroll from the navigation bar directly beneath the ESS tab. (The screenshot below shows this navigation within an ESS Salary tab.)

What You Can Do in ESS: Payroll
Use the table of contents in this document, to find information related to these actions in ESS:
• View and/or print your current and past earning statements.
• Access the legacy ePayroll System to view your historical earning statements, prior to EBS (January 2011), and reprint your W-2 statements for the 2010 tax year.
• Request employment verification.
• Enroll, change or cancel direct deposit.
• View and edit your Federal, State and Local tax withholding information.
• Calculate your taxes and net pay.
• View the payroll schedules and pay dates for a particular month or the entire year.
Example Screenshot of ESS: Payroll
Refer to this screenshot as the links are mentioned in this document. Please note: the following screenshot was pulled from an ESS Salary and ESS Student Employee tabs, and may look different and/or contain different links from what you see in your ESS tab.

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<tr>
<td>View your current and past earning statements since January 2011.</td>
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<td>Employment Verification</td>
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<td>Request an employment verification for your university employment.</td>
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<td>Enroll, change or cancel the direct deposit of net pay.</td>
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<td>W-4 Tax Withholding</td>
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<tr>
<td>View and edit your Federal, State and Local tax withholding information.</td>
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<td>Access the ePayroll System to view your historical earning statements and reprint your W-2 statement for the 2010 tax year.</td>
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<td>Additional Payroll Information</td>
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<td>Payroll Calculator</td>
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<td>Calculate your taxes and net pay.</td>
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<td>View the payroll schedules and pay dates for a particular month or the entire year.</td>
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Earning Statements

- The Earning Statements link in ESS: Payroll allows you to view and/or print your earning statements.
- After clicking the Earning Statements link, your current earning statement should display. From here you can:
  - Use the Previous/Next Earning Statement buttons at the top of the screen to locate the earning statement you wish to view (see screenshot below).
  - Use the Print or Save buttons in the toolbar to print or save your earning statement (see screenshot below).
    - Note: If the toolbar does not appear, press the F8 key on your keyboard.
Employment Verification

- Submit a request for your position and start date information to be sent to a third party for employment verification purposes. Salary/wage information will not be included.
- Employment verification requests will be processed within 5 to 7 days of receipt.
- Begin by clicking on the Employment Verification link in ESS: Payroll.
  - Select the communication type, either fax or mail, by which you would like the employment information sent to the third party.
  - Fill out the address information for the third party.
  - See the screenshot below.

For wage history information for verification purposes, you should mail or fax your request with signed authorization to the MSU Payroll Office at:
  - 350 Administration Building
    East Lansing, MI 48824
  - Fax: (517) 353-1675
Direct Deposit Information

- Click the **Direct Deposit Information** link in ESS: Payroll to enroll, change, or cancel the direct deposit of net pay.
  - Click the **Edit** button at the bottom of the Direct Deposit Information screen to enter/change the necessary bank information.
  - After entering your bank information on the Edit screen, you **must enter your MSU NetID** in the field near the bottom (see screenshot below) before proceeding to the next step.

![Direct Deposit Information Screenshot](image)

- **Note**: If time has been submitted for a pay period, but the check has not been processed, you will get a message “change in the payroll past not possible.”

W-4 Tax Withholding

- The **W-4 Tax Withholding** link in ESS: Payroll allows you to view and edit your Federal, State, and Local tax withholding information.
- Click the **Edit** button under the area you wish to make changes to (see screenshot below).

![W-4 Tax Withholding Screenshot](image)
ePayroll System

- Clicking on the ePayroll System link in ESS, gives you two links/options:
  1. Clicking the Historical Earning Statements link will direct you to the ePayroll System, to a page with your earning statements (see screenshot below).
    - Select the Pay Date for which you wish to view your earning statement.

  2. Clicking the W-2 Reprint (Wage and Tax Statement) link will direct you to a Payroll W-2 (Wage and Tax Statement) page in the ePayroll System (see screenshot below).
    - Click the View W2 PDF button to open a PDF of your previous year’s W-2 statement, which you can print.
Payroll Calculator

- The **Payroll Calculator** link in ESS: Payroll directs you to the MSU Controller’s Office web site payroll calculator (see screenshot below).
- You can calculate your net pay for the current tax year.
- Enter your information in the fields and click the **Submit** button at the bottom of the screen to calculate.

![Payroll Calculator Screenshot](image)

Payroll Schedules

- The **Payroll Schedules** link in ESS: Payroll directs you to the payroll schedules and pay dates on the Controller’s Office web site.
  - Fill out the selection criteria (see screenshot below):
    - View dates for the full year or a particular month.
    - Select the Employee Status that applies to you.
  - Choose BiWeekly or Monthly; select Paydates to display both.
  - Click the **Submit** button to view the information.
    - Displays Check Month, Pay Period, Pay Begin and End Date, Time Due Date, and Check Date.

**Note:** The Time Due Date on the Payroll Schedules is a deadline for Unit Time Administrators or Supervisors (not individual employees) to have all of their employees’ time approved. A due date for when individual employees should have their time entered, prior to the Time Due Date, is determined internally within units and may vary; this should be decided upon by Unit Time Administrators and/or Supervisors.
## Payroll Schedules

Please select **Full Year** under the month drop down list if you would like a snapshot of Pay Schedules and Pay-dates for the whole year.

### Month/Full Year:
- **Full Year**

### Year:
- **2011**

### Employee Status:
- **B/Weekly**

<table>
<thead>
<tr>
<th>Check Month</th>
<th>Period</th>
<th>Pay Begin Date</th>
<th>Pay End Date</th>
<th>HR Cutoff Date</th>
<th>Time Due Date</th>
<th>Check Date</th>
</tr>
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