CDPHE GG Mini-grant Final Report

Paperless Payroll -- Employee Self-Service Implementation

Background

Printed employee pay advices from the State of Colorado's payroll system costs the State of Colorado approximately $60,000 per year in paper, printing, and distribution costs. The current Employee Self-Service system can show employee pay advices to employees, but only within the State network and only during work hours when the employee has access to the state network.

The State of Colorado payroll system has an Employee Self-Service (ESS) that can allow employees to access their pay advices online, anytime through a web browser if it is upgraded and built in the server area accessible outside of the state network. Office of Information Technology (OIT), Enterprise Application Services and Department of Personnel Administration planned a project to upgrade and move ESS outside the State of Colorado's firewall so that state employees can access their pay advices online, anytime.

Project Description

The project involved several parts, including:

- Change the central payroll system to print or not print the employee pay advice by individual employee.
- Upgrade ESS to a vendor version that was capable of keeping data secure but still be outside of the State of Colorado's firewall.
- Encrypt all data transmissions coming into and out of ESS.
- Use security scans to confirm that the ESS software and server environment was safe to provide personal identification information outside of the State's firewalls.

The central payroll system was changed to control printing of individual employee pay advices back in October. It was found that 92% of the State of Colorado's employees have access to ESS from within the State network. Printing of pay advices for these employees was stopped fall of 2011. Notices of that project phase success is in the Appendix.

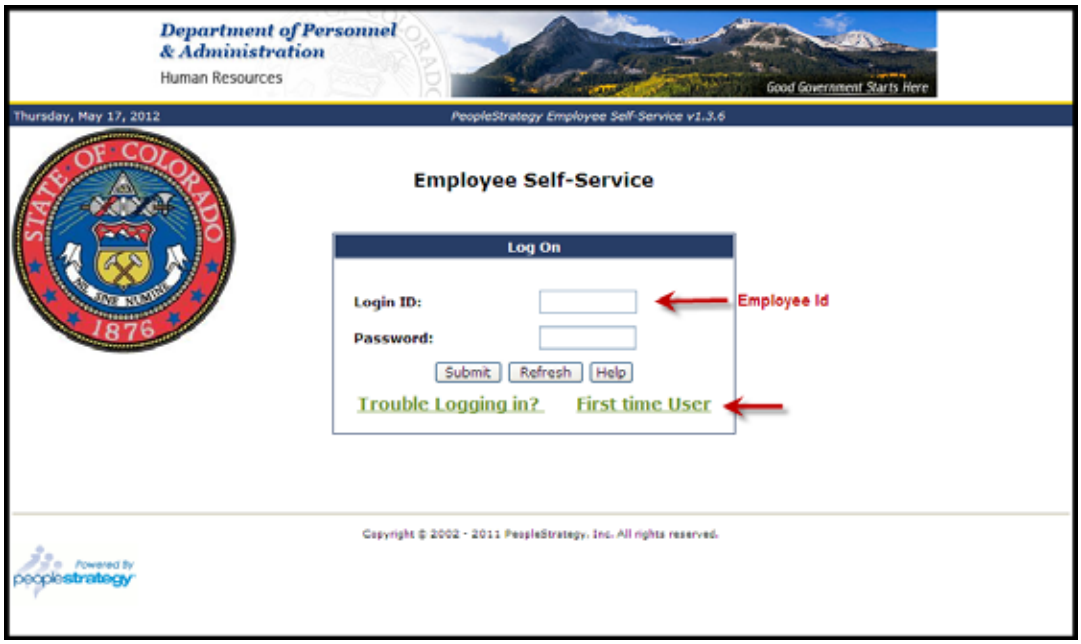
But this was not enough. Employees would only have access to their pay advices from within the state network and during work hours. So the next phase of the project continued by upgrading ESS to a version that would be able to pass security concerns for protecting personal identification information and federal tax information. During this phase, OIT obtained contractor help from PeopleStrategy, Inc. to upgrade the current ESS to the most recent version that had increased security precautions built into the software. New ESS features were analyzed and prepared along with several functional improvements not in the older version.

This new version of the ESS software was scanned and approved by OIT's Information Security Office. Implementation plans to move the ESS system into production environment were made and executed. The system is now on production servers outside the state's network firewalls with encrypted data transmissions being put in place.

Department of Personnel & Administration will review ESS system in August and ISO will do a final security scan of the environment prior to Go-Live planned for August.

Employee Self-Service

Here is the first web page an employee will see when logging into ESS.



The newly upgraded version of ESS has expanded capability from what the current version has. The new version has the residence address for benefits determination and mailing address for employee notices. It has license and personal information available for browse.

The new version also has a few additional paper saving features. There is the Colorado State W-4 form that an employee can update to make changes to their state tax elections saving the printing and storage of this form. ESS has the ability to show employees Human Resource and Payroll Forms and the State Employee Handbook in PDF document form. It will also allow each agency to communicate agency documents to just the employees in that agency saving the distribution of Agency Handbooks, policy manuals, forms, etc.

This new version serves as a base for the vendor's upcoming feature which will allow electronic distribution of W-2 forms. The W-2 form is currently available on ESS, but it is not an official paper form that can be filed with paper IRS tax filing. The version available can be used for electronic filing of W-2 information.

The Pay Stub Detail was updated with several features available on the printed pay stub that were not available on the current ESS and changed to allow the viewing of up to a year's worth of pay stubs for either bi-weekly or annual employees.

View Pay Stub Detail for Frosty Snowman

Check Date - Check No. 12/30/2011 - A0891778

GOV OFC OF INFO TECHNOLOGY-EGB
601 E 18TH AVENUE, STE. 250
(303) 764-7700
DENVER CO 80203

Check No	12345678
Check Date	12/30/2011
Period Beginning	12/01/2011
Period Ending	12/31/2011
Pay Frequency	M1
Direct Deposit Account Number	123456789
ABA Transit Number	12346789

PAY STUB

Frosty Snowman
123 North Pole
Denver
CO 80134

ID NUMBER	997038023	FED	S	2	0	ST EMP	0006	LC1	0156
BASE RATE	10,000	ST1	S	2	0	ST TXD	0006	LC2	
SSN	123456789	ST2	S	0	0	2ND ST		LC3	
						ST RES	0006	LC4	
								LC5	

CURRENT GROSSES

TTL	1,000	FWT	1,000	ST	1,000	SDI	1,000
FUT	1,000	SUT	0.00	RTR	1,000	2ST	0.00
FCA	0.00	MED	1,000	XCS	0.00	LC1	1,000
LC2	0.00	LC3	0.00	LC4	0.00	LC5	0.00

YTD GROSSES

TTL	10,000	FWT	10,000	ST	10,000	FCA	0.00
FUT	10,000	SUT	10,000.00	RTR	1,000	2ST	0.00
MED	10,000						

EARNINGS

Earnings	Hours	Rate	Gross Amount
REGULAR PAY	176.00	10.0000	1000.00

DEDUCTIONS

	Current	YTD		Current	YTD
PRE-TAX DEDUCTIONS					
PERA RETR EMP	100.00	100.00	401K DEDCTN	100.00	100.00
RDN BUS-PASS	10.00	100.00	125 KAISER HSA	100.00	100.00
125 KAISER HMO	0.00	100.00	125 DENTAL	100.00	100.00
Total Pre-Tax Deductions				$ 410.00	$ 600.00
TAXES WITHHOLDING					
FEDERAL TAX	10.00	100.00	STATE TAX	10.00	100.00
MEDICARE DED	10.00	100.00	LOCAL TAX #1	10.00	100.00
Total Taxes Withheld				$ 40.00	$ 400.00
OTHER DEDUCTIONS/AFTER-TAX DEDUCTIONS					
LONG TERM DISAB	10.00	100.00	ADL FED TAX	40.00	
ADL STATE TX	10.00				
Total Other Deductions				$ 10.00	$ 100.00

(A) Gross Earnings	1000.00	(B)Total Deductions	$ 460.00

Net Pay : (A) Earnings - (B) Deductions = [redacted] $

Print Help

Project Milestones

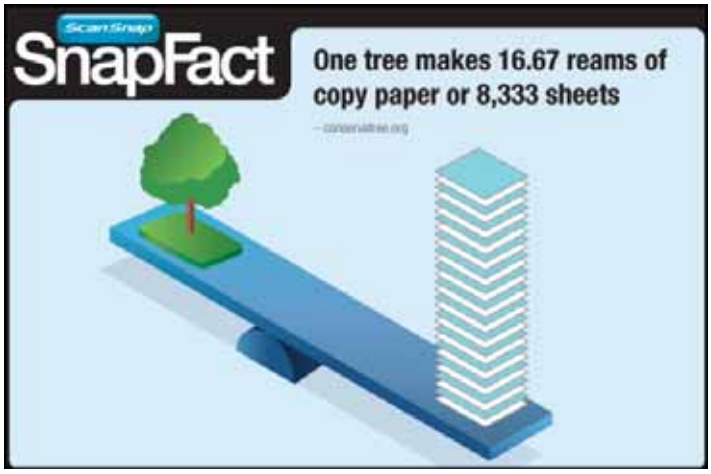
Project Deliverables and Tasks	Completion Date
Monitor current ESS for increased volume use	October 2011
Increase current ESS memory	October 2011
Individual employee pay advice print indicator change and implementation	October 2011
Create test and production new ESS servers	November 2011
Implement latest ESS version in new test environment	November 2011
PeopleStrategy contract negotiated and signed	February 2012
Software security scan by ISO	February 2012
Design document reviewed by Department of Personnel & Administration	February/March 2012
Contractor available and access provided	April 2012
Construction	April-mid-June 2012
QA Testing	June 2012
Create User Guides	June 2012
Implementation Plan	June 2012
Implementation of Software and Data into production environment	June 2012
Implementation of data transmissions	In progress
ISO final security review	Scheduled for August 2012
Department of Personnel & Administration review of ESS functionality in production environment	Scheduled for August 2012

User Guides

As part of the project, User Guides were developed for Employees, Administrators, and Deployment roles within Employee Self-Service. The Employee User Guide is in the Appendix.

Environmental and Public Health Benefits

Approximately, 40,000 pay advices were printed a month by the State of Colorado. This is 80 reams of paper per month, 960 reams per year. According to conservative.org, one tree makes 16.67 reams of copy paper. Per year the State of Colorado is saving more than 57 trees.



The cost for each pay advice is $.052 per printed side plus paper at .004 per sheet. This is a savings of $2,240 per month or $26,880 per year. In addition to paper and ink savings, there is the time required for manual distribution effort for each agency which could include envelopes and postage in some cases. This distribution effort was estimated conservatively at $33,120.

In terms of taxpayer money, the project saves $60,000 a year!

Finally, besides saving the cost of printing ink, there is also a reduction of environmental emissions from ink and the increased worker safety from not having to use ink to print the deposit advices.

Grant Expenditures

The grant monies were used to offset the costs of the Microsoft Windows Server and Microsoft SQL server licenses and contracting services from PeopleStrategy, Inc.

Expenditure Categories	Total Amount Requested from CDPHE
Personal Services including Fringe Benefits	$0.00
Supplies & Operating Expenses	$0.00
Travel	$0.00
Other Costs	$8,000.00
Contractual (payments to third parties or entities)	$12,000.00
SUB-TOTAL BEFORE INDIRECT	**$20,000.00**
Indirect	$0.00
TOTAL THIS INVOICE	**$20,000.00**

Appendix

Department of Personnel & Administration

DRAFT

FOR IMMEDIATE RELEASE
Colorado Department of Personnel & Administration

Sue Cobb
Acting Communications Director
303.249.2490 mobile
sue.cobb@state.co.us

State of Colorado Moves to Paperless Payroll Saving Resources and Money

DENVER – Thursday, December 29, 2011 – The Colorado Department of Personnel & Administration (DPA) has teamed up with the Governor's Office of Information Technology (OIT) to take the paper out of employee paychecks. The initiative, which went live in late November, has saved the State more than $5,400 in paper, printing and postage to date.

DPA Executive Director Kathy Nesbitt projected the effort will lead to more than $60,000 in savings over the next year. "Will this savings balance the State's budget? Of course not. But it does demonstrate that DPA and OIT, as with all agencies under Governor Hickenlooper's authority, are leaving no stone unturned as we seek new ways to create savings and improve efficiencies in State government."

OIT Executive Director and State CIO Kristin Russell stated, "This is a perfect example of how we are leveraging technology in a smart way to streamline and improve state government."

Calling the joint agency initiative a "triple win," Nesbitt added: "In addition to the cost savings, going paperless with employee pay advices saves natural resources and countless hours of staff time that were previously spent distributing paper pay advices." More than 92 percent of employees now access their pay advices online and the remainder will go paperless early in 2012.

###

Working Together to Serve Colorado

State government moves to paperless payroll, saving money and resources

DENVER — Tuesday, Jan. 10, 2012 — State government payroll has gone paperless in a move that will save taxpayers more than $60,000 annually.

"This is a win-win-win move for the state," said Gov. John Hickenlooper. "In addition to saving money, the state will conserve natural resources and countless hours of staff time previously spent distributing paper pay stubs to state employees."

Hickenlooper praised the Colorado Department of Personnel and Administration and the Governor's Office of Information Technology, which worked together to launch the initiative in late November.

By the end of December, state agencies had saved more than $5,400 in paper, printing and postage costs. Ninety percent of the state's 33,000 employees now access their pay stubs online. The remainder will go paperless in the coming months.

"Will this savings balance the state's budget? Of course not," Hickenlooper said. "But it demonstrates that we are leaving no stone unturned as we seek new ways to create savings and improve efficiencies in state government."

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From http://www.examiner.com/article/colorado-to-save-paper-and-paper-by-going-paperless

Colorado to save paper and 'paper' by going paperless

- COLORADO
- JANUARY 10, 2012
- BY: KEN GREEN

A day after announcing his program to cut red tape in state government, Gov. John Hickenlooper announced that Colorado will institute a paperless payroll system which he said cut waste and needless spending.

Under the plan, state employees will no longer get paper pay stubs but instead will access them electronically online, a move the governor said will not only save money, but trees as well.

“This is a win-win-win move for the state,” said Hickenlooper. “In addition to saving money, the state will conserve natural resources and countless hours of staff time previously spent distributing paper pay stubs to state employees.”

The governor said going paperless will save Colorado taxpayers approximately $60,000 per year.

Already, 90 percent of Colorado’s 33,000 state employees access their pay stubs online and the rest are expected do likewise in the months ahead.

Hickenlooper acknowledges that the anticipated $60,000 in savings won’t make a huge dent in the state’s budget deficit but along with cutting red tape, it’s yet another step in reducing spending and make Colorado government more efficient.

“Will this savings balance the state’s budget? Of course not,” said Hickenlooper. “But it demonstrates that we are leaving no stone unturned as we seek new ways to create savings and improve efficiencies in state government.”

The paperless pay stub initiative, which kicked off in November of 2010, was created by the Colorado Department of Personnel and Administration and the Governor’s Office of Information Technology.

Email Announcing Phase I Paperless Advices

From: Ferguson, Bill
To: Carter, Sandee
Cc: Ozga, Ann; Ferguson, Bill
Subject: FW: Paperless Pay Advices for the month of November
Date: Monday, December 12, 2011 2:50:06 PM

Congrats Sandee and team !! Great work !!! Thanks ~ Bill

From: Hessee, Dara
Sent: Friday, December 09, 2011 4:56 PM
To: Ferguson, Bill; Lynn, Jim
Subject: RE: Paperless Pay Advices for the month of November

This is awesome – thanks!!!

Dara V. Hessee
Chief of Staff
Governor's Office of Information Technology (OIT)
601 E. 18th Avenue, Suite 250
Denver, CO 80203
Phone: 303-764-7709
Cell: 303-250-2167
Fax: 303-764-7725
Email: dara.hessee@state.co.us
How am I doing? Please contact my manager, Kristin Russell, at kristin.russell@state.co.us for comments
or questions.

From: Ferguson, Bill
Sent: Friday, December 02, 2011 1:18 PM
To: Lynn, Jim; Hessee, Dara
Cc: Ferguson, Bill
Subject: FW: Paperless Pay Advices for the month of November

Hi Dara & Jim –
Fyi.
EAS has been working on a project from Governor's Office via DPA to stop printing paper pay advices and make them available on-line.
This went into production during November for State staff using the State network. Part 2 will make this available "outside" the State network.
These are "Thank you" notes from Kathy Nesbitt and Roxane White.
~ Bill

From: White, Roxane
Sent: Friday, December 02, 2011 11:04 AM
To: Nesbitt, Kathy; Schneider, Marie
Cc: Jaros, Bob; McDermott, David; Okes, Jennifer; Carter, Sandee; Ozga, Ann; Ferguson, Bill
Subject: RE: Paperless Pay Advices for the month of November

I AM SO, SO, SO EXCITED BY THIS! AWESEOME!!

From: Nesbitt, Kathy
Sent: Friday, December 02, 2011 10:37 AM
To: Schneider, Marie
Cc: Jaros, Bob; McDermott, David; Okes, Jennifer; Carter, Sandee; Ozga, Ann; Ferguson, Bill; White, Roxane
Subject: RE: Paperless Pay Advices for the month of November

Thank you so much for such an elegant transition. You guys ROCK!

From: Schneider, Marie
Sent: Friday, December 02, 2011 7:49 AM
To: Nesbitt, Kathy
Cc: Jaros, Bob; McDermott, David; Okes, Jennifer; Carter, Sandee; Ozga, Ann; Ferguson, Bill
Subject: Paperless Pay Advices for the month of November

Good Morning Kathy,

I'm pleased to inform you that the first phase of the transition to paperless pay advices, implemented for the November monthly payroll, went very well! As a reminder, this first phase involved turning off the printing of the pay advices for the large majority of employees. We worked together with our applications team in OIT to create a field in CPPS that allows an agency to turn printing on or off for an employee. We instructed the agencies that only employees who do not have access to a computer within the state's firewall should be allowed to receive a paper pay advice.

On the monthly payroll that paid on Wednesday of this week, out of a possible 28,471 pay advices, we printed 2,252 pay advices which is roughly 7.9%. This represents a paper and printing costs savings of $1,468.26 for this payroll alone! As we move forward, we will be working with the agencies to continue to decrease the number of printed pay advices even further.
Another unknown on this project was how well ESS would handle the increased usage. OIT has been closely monitoring the performance of ESS. So far, ESS has responded well to the increase in activity and has remained stable and operational. As of this morning, we have 23,086 active employees registered on ESS. On Wednesday, 2,259 of those employees logged in to ESS to review their pay information. We suspect that so long as employees see their money deposited in to their bank account, and they see the same amount from month to month, they generally aren't concerned with reviewing their pay information.

We have responded to agency questions and concerns that have been brought to our attention. We expected a high volume of calls and inquiries on Wednesday because of this transition, but were pleasantly surprised to have a 'normal' volume of phone calls for a pay day. This tells us that the agencies did a good job communicating this change to their employees and are working with their employees to resolve any concerns that have come up.

We are anxious to move forward with the next phase of this project that involves moving ESS outside of the state's firewall. Once OIT has made ESS available outside of the firewall, we will be able to turn off printing of the pay advices for all state employees because they will be able to

access ESS from any computer of their choice.

Thank you for your continued support on this project.
Marie

Marie Schneider
Central Payroll Manager
Office of the State Controller
State of Colorado
633 17th Street, Suite 1500
Denver, CO 80202
P: 303.866.3810
F: 303.866.4138
marie.schneider@state.co.us
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F: 303.866.4138
marie.schneider@state.co.us

Employee Self-Service User Guide

Version 1.3.6

Office of Information Technology Enterprise Applications
6/4/2012

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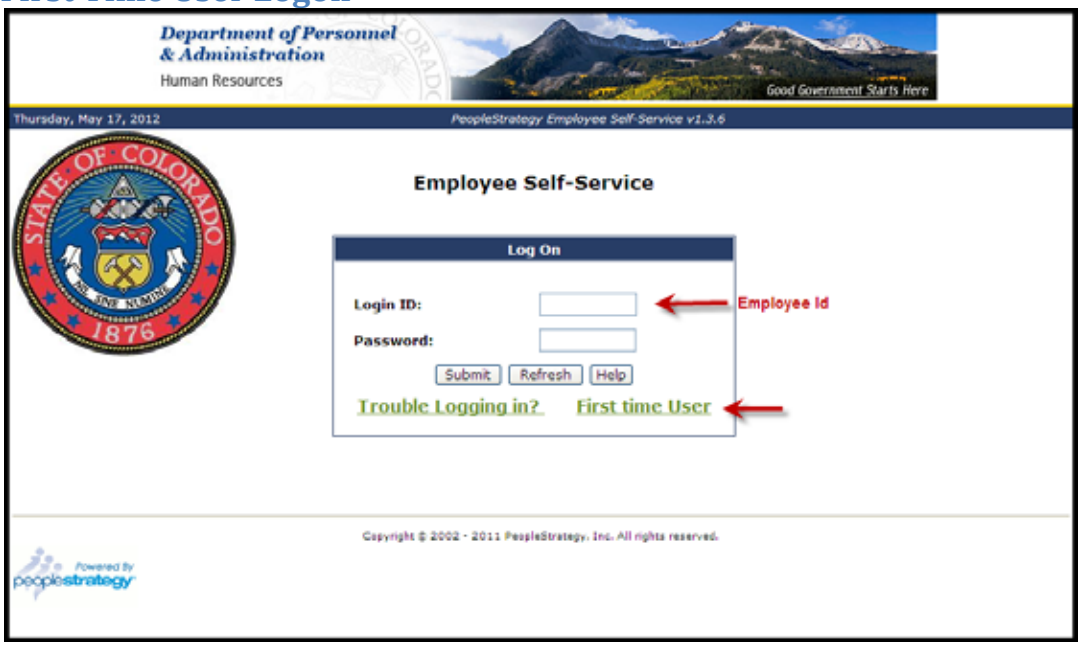
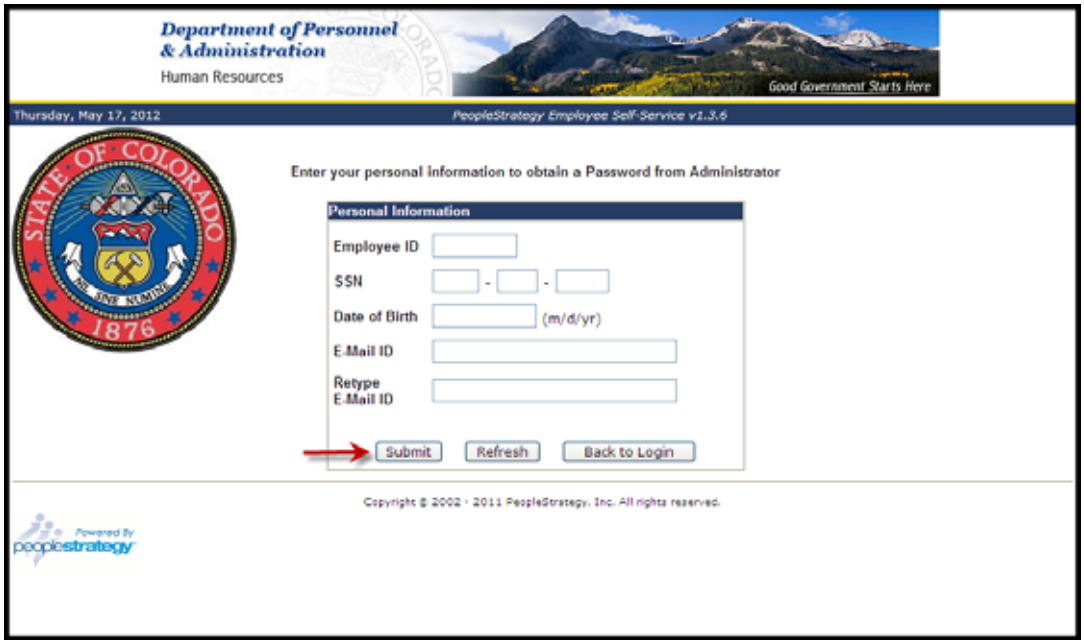
ESS Logon

First Time User Logon



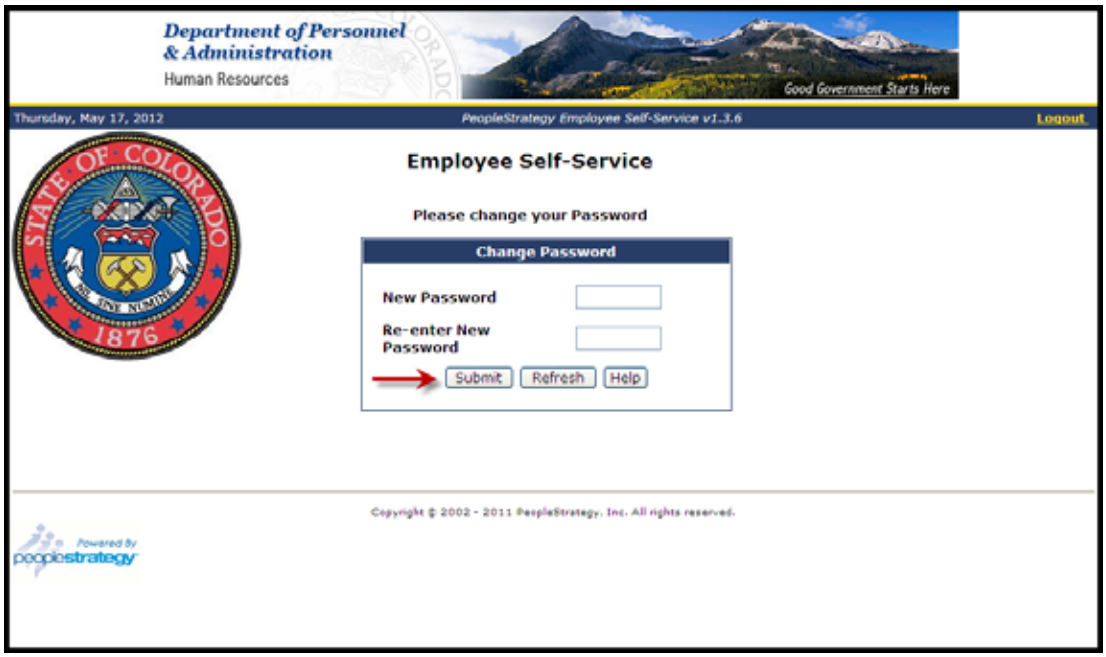
- **Click the 'First time User' link.**

First Time User Logon - continued



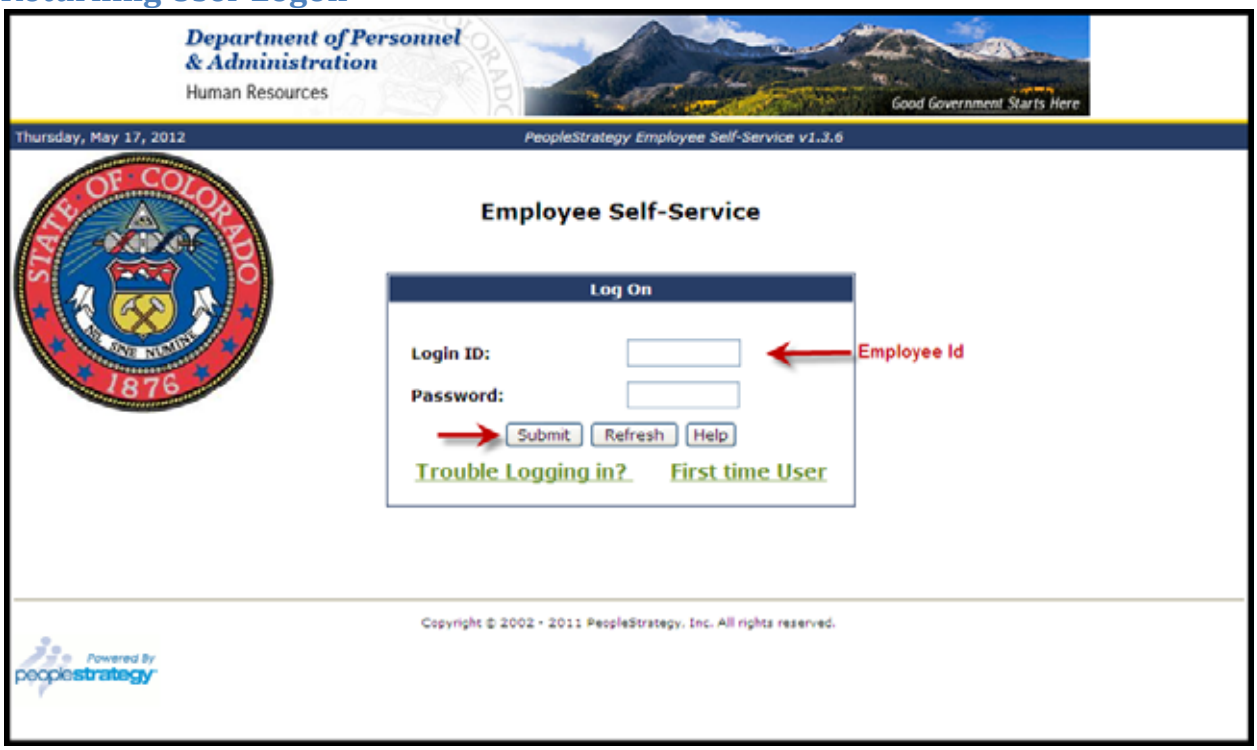
- **Enter your Employee Id, Social Security Number, Date of Birth, E-Mail Address and Retype your E-Mail Address.**
- **Click the 'Submit' button**

First Time User Logon - continued



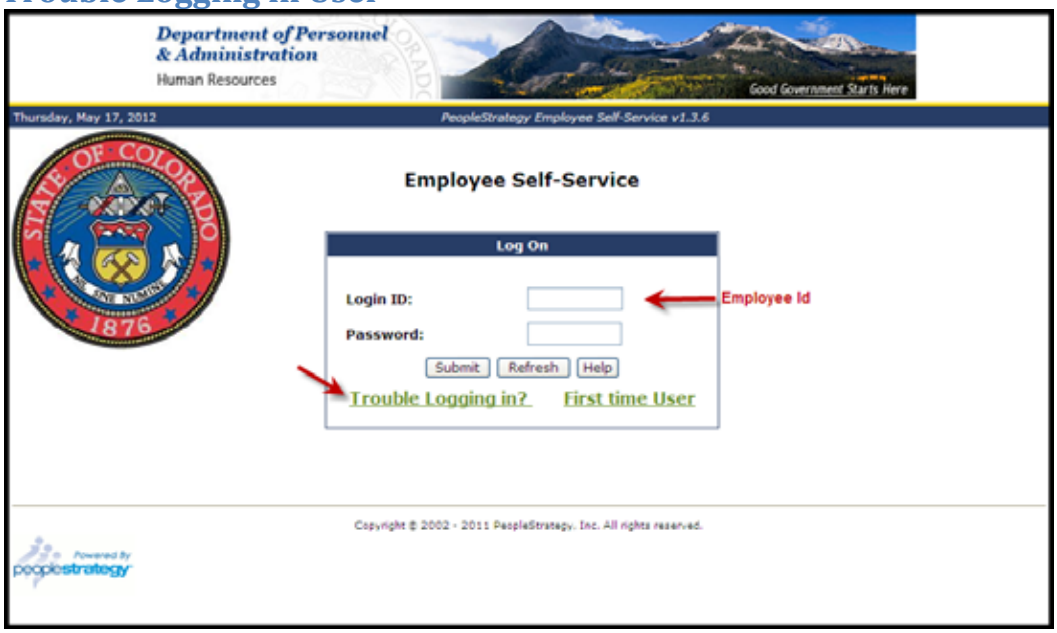
- **Enter your new password**
- **Re-type your new password**
- **Click the 'Submit' button**

Returning User Logon



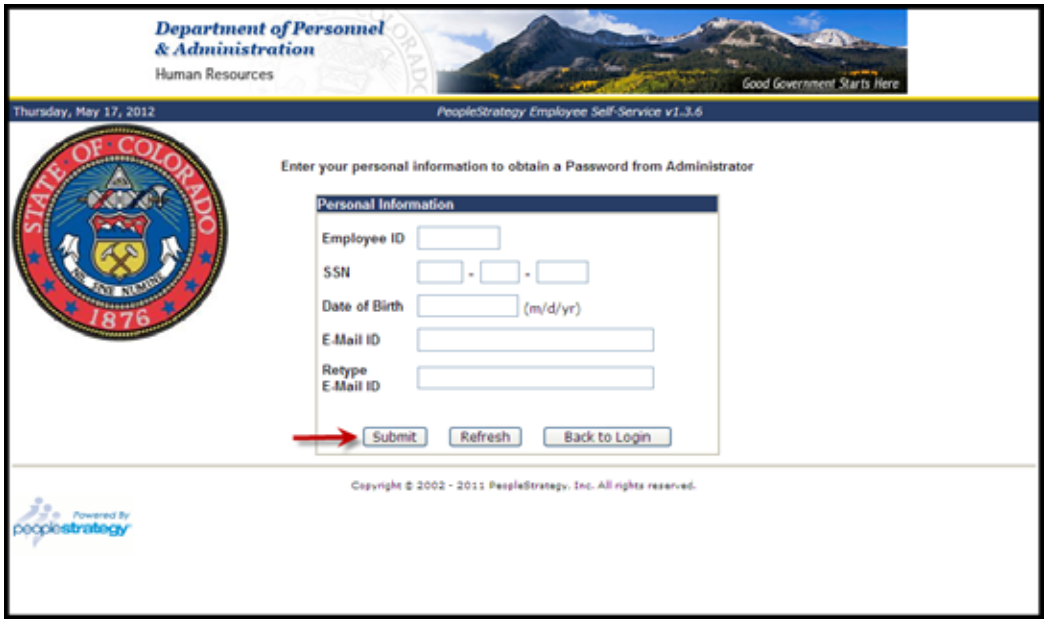
- **Enter your Employee Id and Password.**
- **Click the 'Submit' button**

Trouble Logging in User



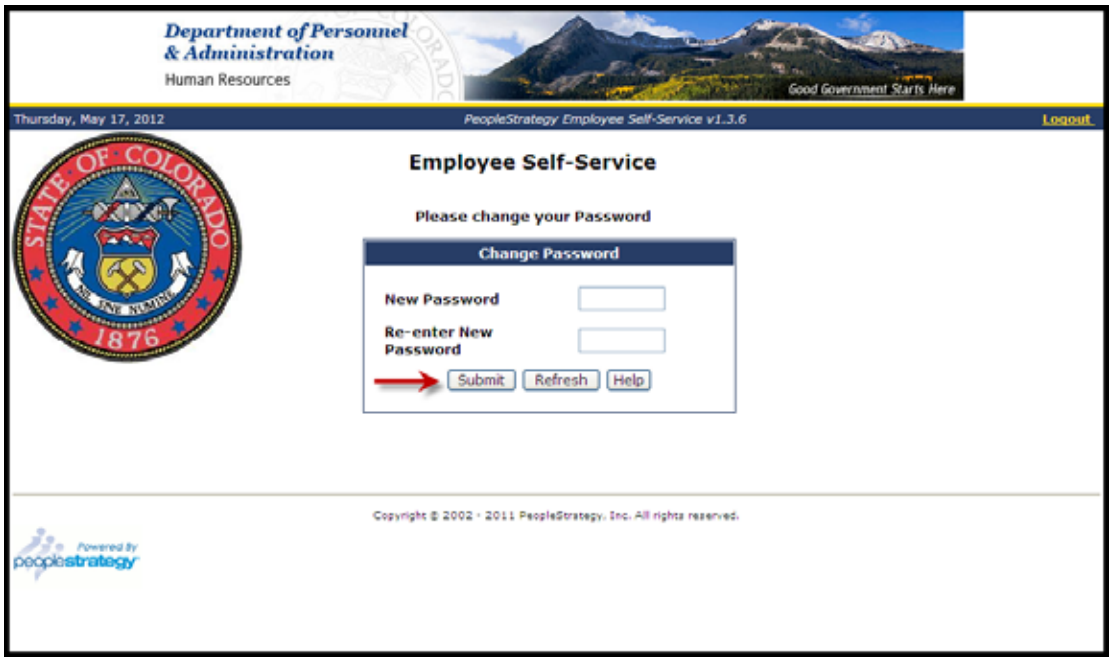
- **If you are having problems logging in or can't remember your password, click the 'Trouble Logging in?' link**

Trouble Logging in User - continued



- **Enter your Employee Id, Social Security Number, Date of Birth, E-Mail Address and Retype your E-Mail Address.**
- **Click the 'Submit' button**

Trouble Logging in User - continued

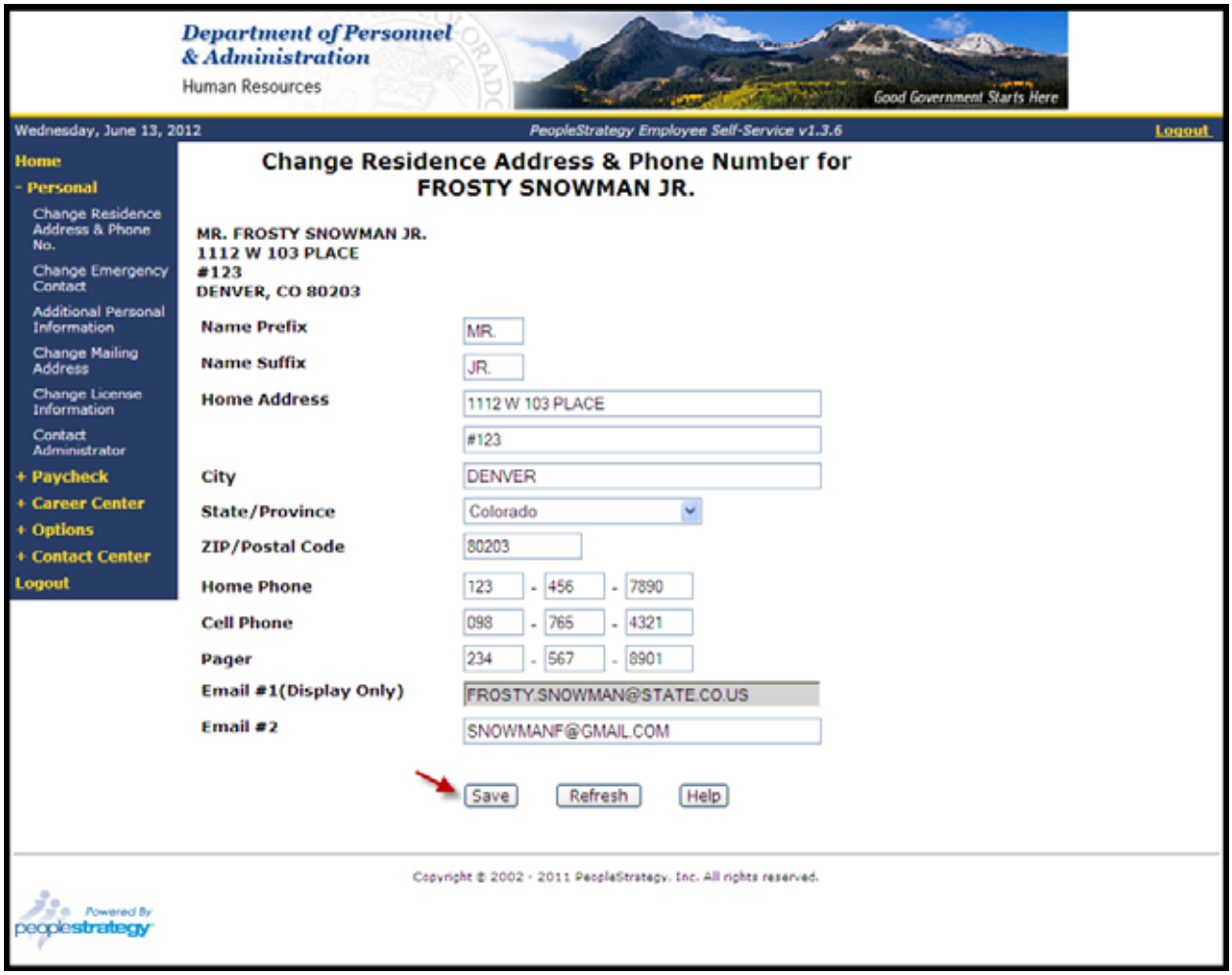


- **Enter your new password**
- **Re-type your new password**
- **Click the 'Submit' button**

Change Residence Address & Phone Number

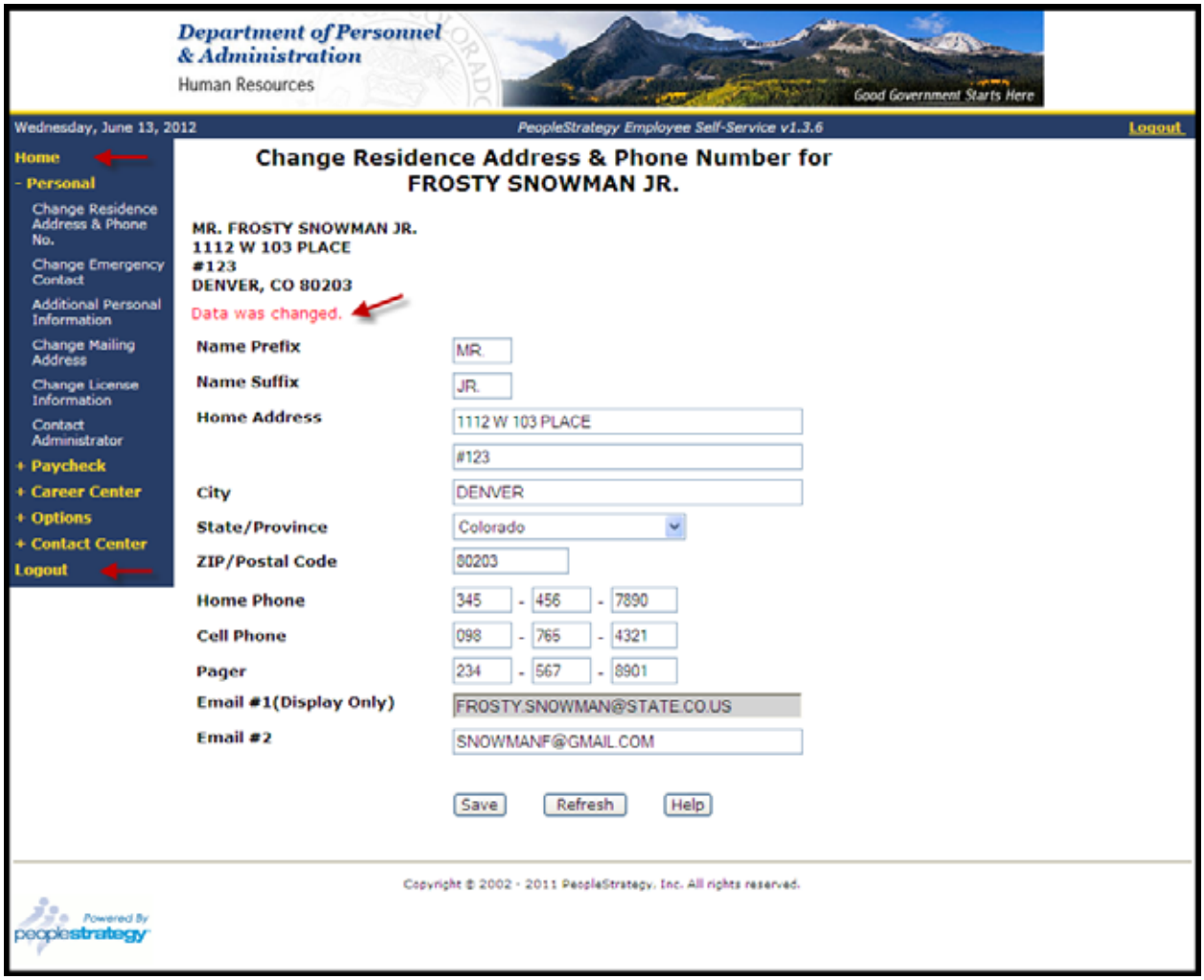
- **To change your Residence Address or Phone Number, click the 'Change Residence Address & Phone Number' link on the side menu or the main menu.**

Change Residence Address & Phone Number - continued



- **Enter or change your Name Prefix.**
- **Enter or change your Name Suffix.**
- **Enter or change your Home Address lines, City, State and Zip Code.**
- **Enter or change your Home Phone, Cell Phone or Pager**
- **Email Address #1 is display only and cannot be changed**
- **Enter or change your Email Address #2.**
- **Click the 'Save' button.**

Change Residence Address & Phone Number - continued



- **Verify changes.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Change Emergency Contact

- **To change your Emergency Contact, click the 'Change Emergency Contact' link on the side menu or the main menu.**

Change Emergency Contact – continued

- **Enter the name of your Emergency Contact.**
- **From the drop down menu, click on the relationship the Emergency Contact has to you.**
- **Enter the Phone Number of your Emergency Contact.**
- **Click the 'Save' button.**

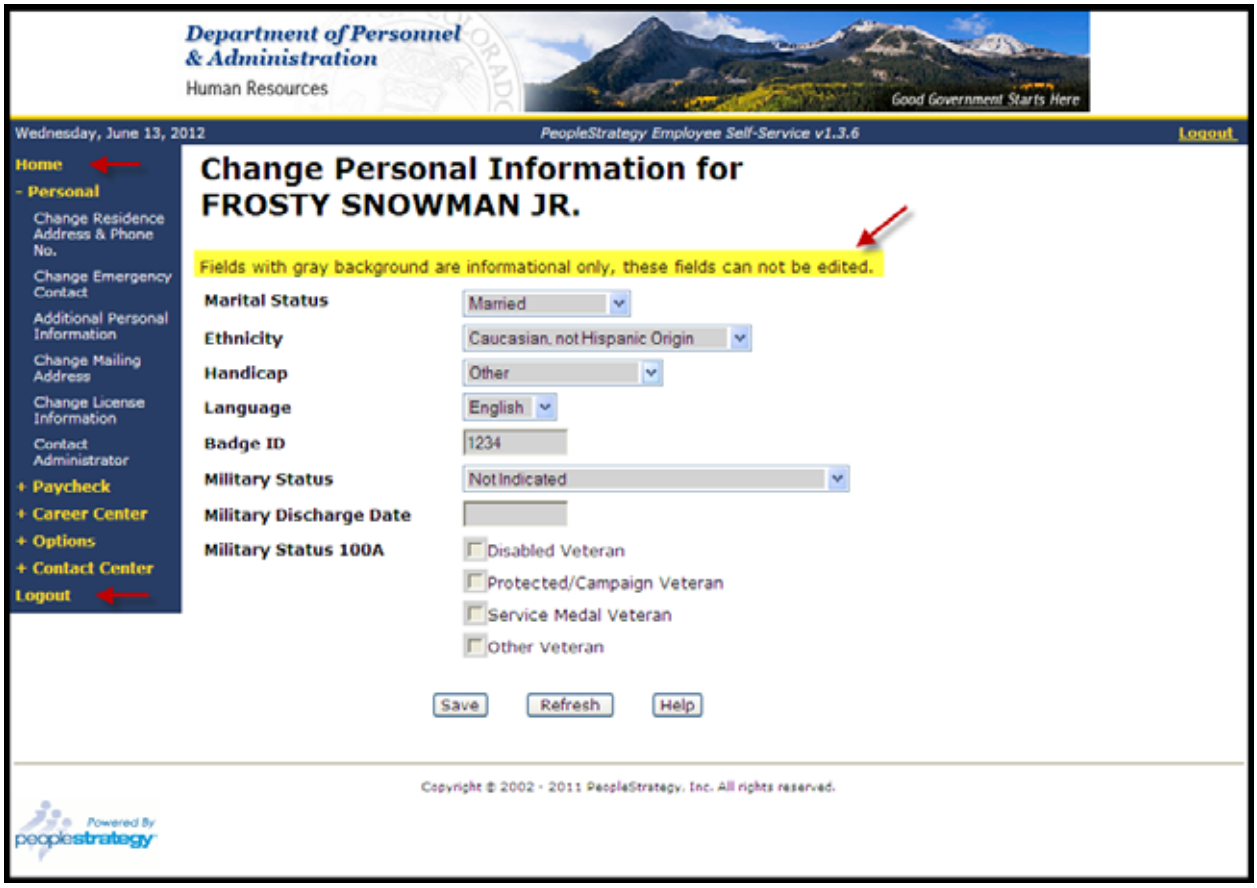
Change Emergency Contact – continued

- **Verify changes**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Additional Personal Information

- **To view your Additional Personal Information, click the 'Additional Personal Information' link on the side menu or the main menu.**

Additional Personal Information continued

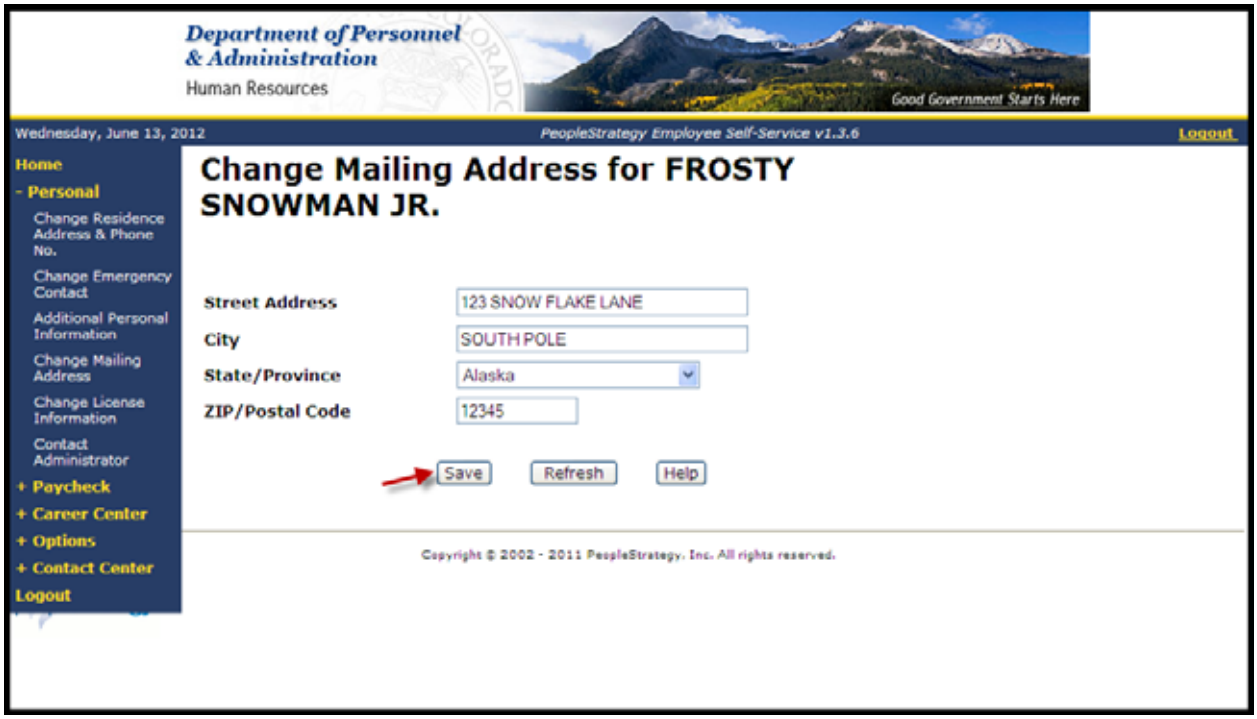


- **Information on this page cannot be changed.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Change Mailing Address

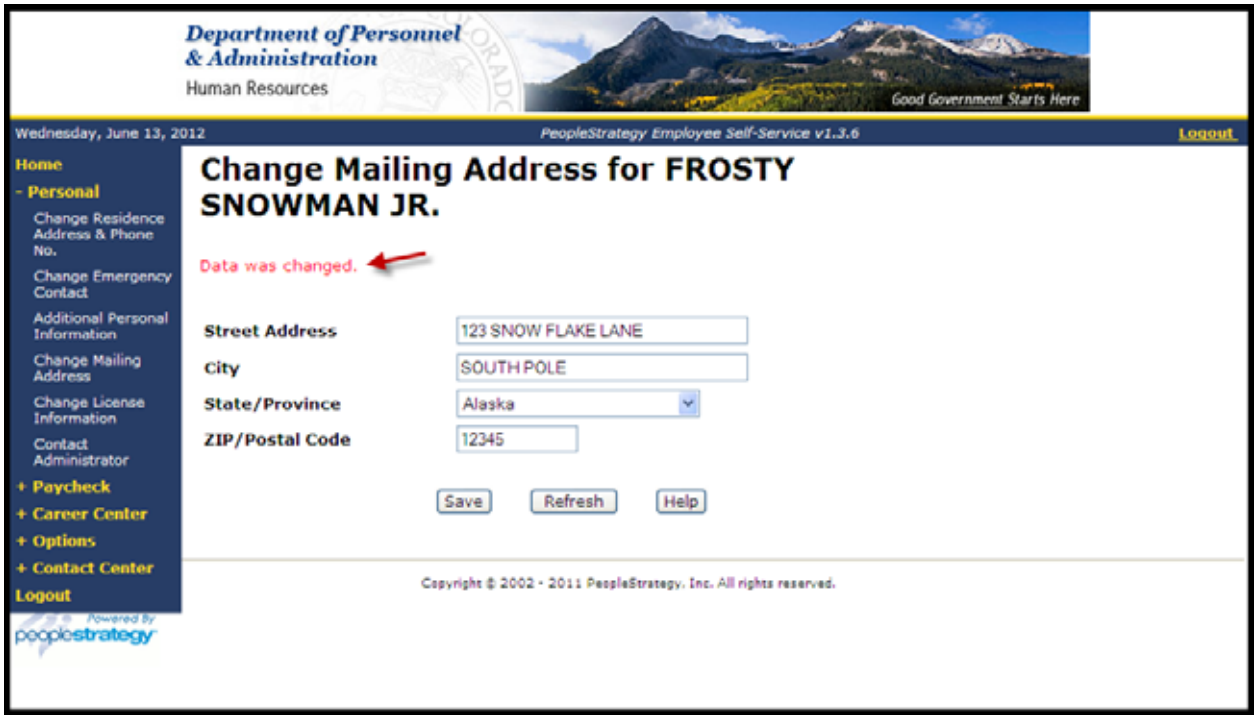
- **To change your mailing address, click the 'Change Mailing Address' link on the side menu or the main menu.**

Change Mailing Address - continued



- **Enter your street address.**
- **Enter your city.**
- **Select your state from the drop down menu**
- **Enter your zip code.**
- **Click the 'Save' button.**

Change Mailing Address - continued

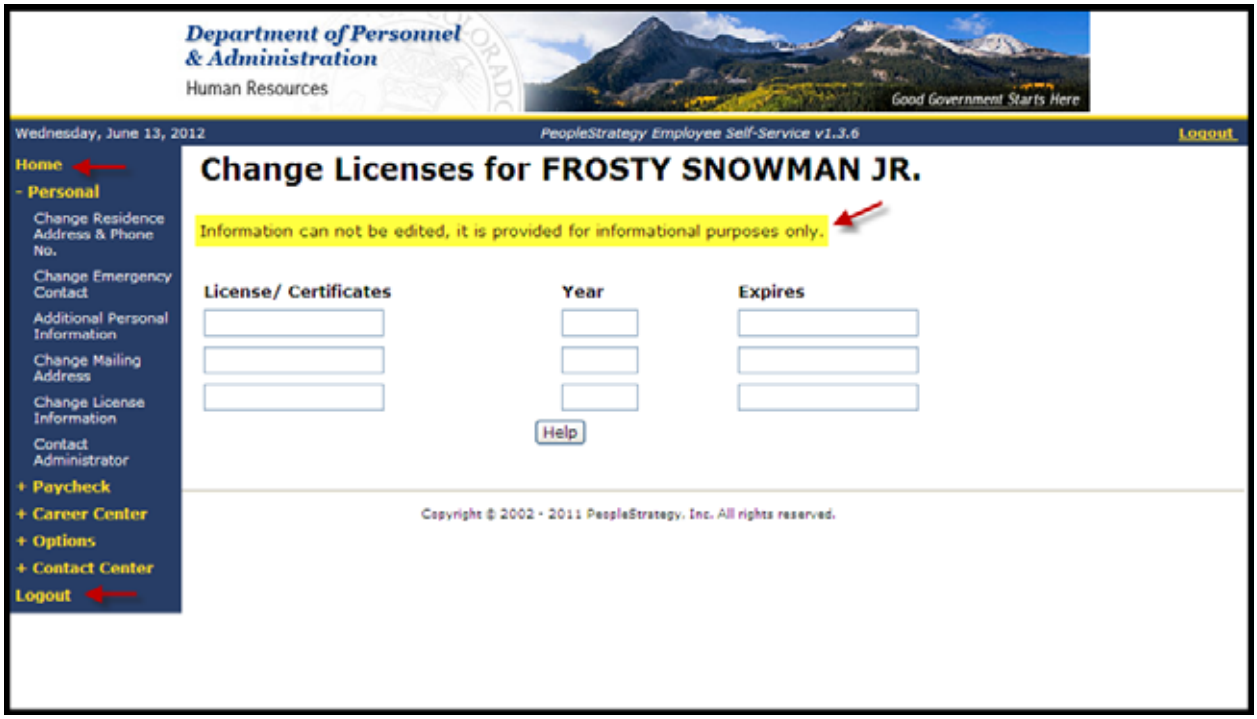


- **Verify Changes**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

View License Information

- **To view your License Information, click the 'Change License Information' link on the side menu or the main menu.**

View License Information continued



- **Information on this page cannot be changed.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Contact Your Personnel Administrator

- **To view information on how to contact your Personnel Administrator, click the 'Contact Your Personnel Administrator' link on the side menu or the main menu.**

Contact Your Personnel Administrator - continued

- **The administrator contact name, email and phone number is displayed.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

View Pay Stub

- **To view your Pay Stub, click the 'View Pay Stub Detail' link on the side menu or the main menu.**

View Pay Stub - continued

View Pay Stub Detail for Frosty Snowman

Check Date - Check No. 12/30/2011 - A0891778

GOV OFC OF INFO TECHNOLOGY-EGB
601 E 18TH AVENUE, STE. 250
(303) 764-7700
DENVER CO 80203

Check No	12345678
Check Date	12/30/2011
Period Beginning	12/01/2011
Period Ending	12/31/2011
Pay Frequency	M1
Direct Deposit Account Number	123456789
ABA Transit Number	12346789

PAY STUB

Frosty Snowman
123 North Pole
Denver
CO 80134

ID NUMBER	997038023	FED	S	2	0	ST EMP	0006	LC1	0156
BASE RATE	10,000	ST1	S	2	0	ST TXD	0006	LC2	
SSN	123456789	ST2	S	0	0	2ND ST		LC3	
						ST RES	0006	LC4	
								LC5	

CURRENT GROSSES

TTL	1,000	FWT	1,000	ST	1,000	SDI	1,000
FUT	1,000	SUT	0.00	RTR	1,000	2ST	0.00
FCA	0.00	MED	1,000	XCS	0.00	LC1	1,000
LC2	0.00	LC3	0.00	LC4	0.00	LC5	0.00

YTD GROSSES

TTL	10,000	FWT	10,000	ST	10,000	FCA	0.00
FUT	10,000	SUT	10,000.00	RTR	1,000	2ST	0.00
MED	10,000						

EARNINGS

Earnings	Hours	Rate	Gross Amount
REGULAR PAY	176.00	10.0000	1000.00

DEDUCTIONS

	Current	YTD		Current	YTD
PRE-TAX DEDUCTIONS					
PERA RETR EMP	100.00	100.00	401K DEDCTN	100.00	100.00
RDN BUS-PASS	10.00	100.00	125 KAISER HSA	100.00	100.00
125 KAISER HMO	0.00	100.00	125 DENTAL	100.00	100.00
Total Pre-Tax Deductions				$ 410.00	$ 600.00
TAXES WITHHOLDING					
FEDERAL TAX	10.00	100.00	STATE TAX	10.00	100.00
MEDICARE DED	10.00	100.00	LOCAL TAX #1	10.00	100.00
Total Taxes Withheld				$ 40.00	$ 400.00
OTHER DEDUCTIONS/AFTER-TAX DEDUCTIONS					
LONG TERM DISAB	10.00	100.00	ADL FED TAX	40.00	
ADL STATE TX	10.00				
Total Other Deductions				$ 10.00	$ 100.00

(A) Gross Earnings	1000.00	**(B)Total Deductions**	$ 460.00

Net Pay : (A) Earnings - (B) Deductions = [redacted] **$**

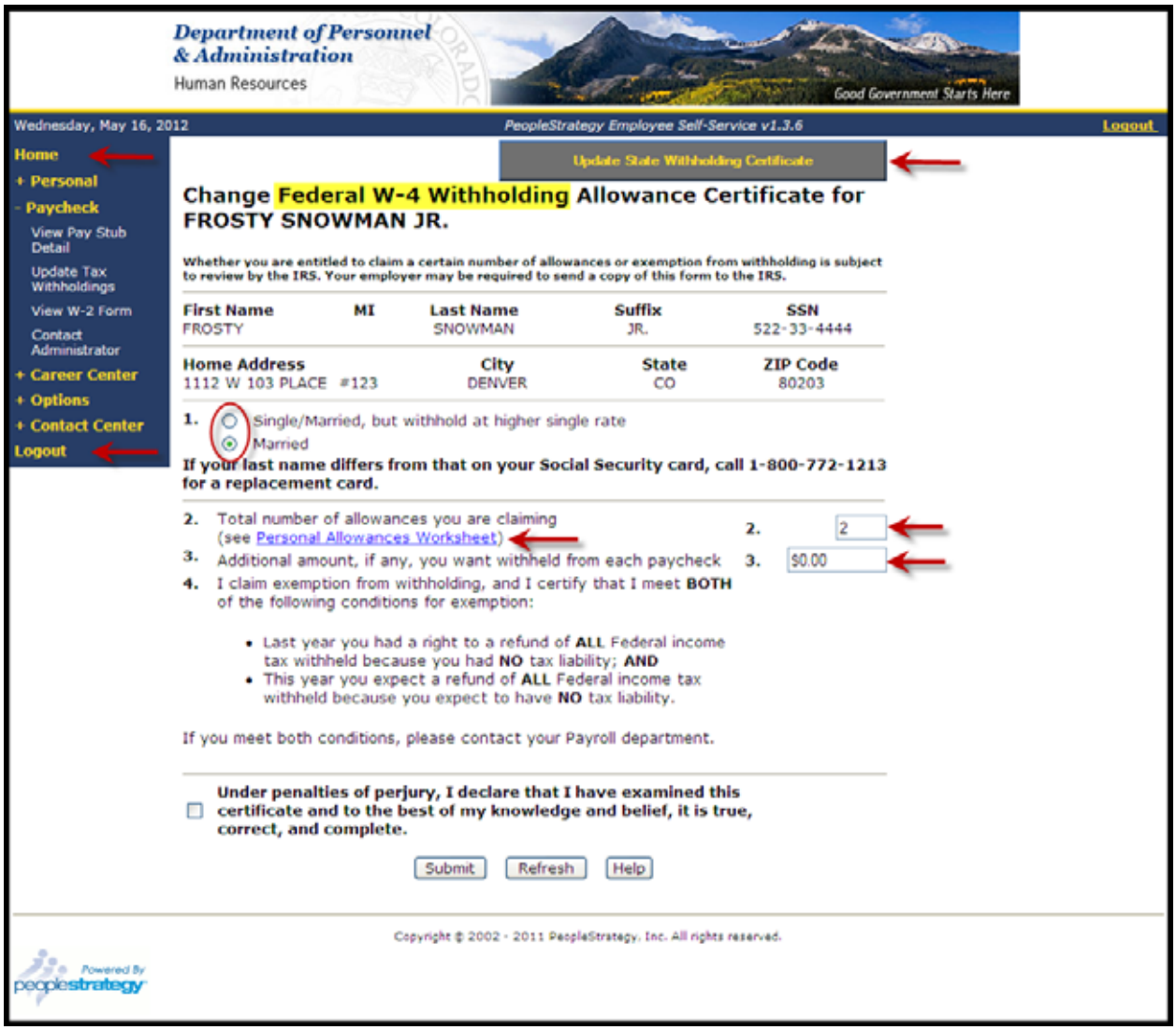
Print Help

- **Select the paystub date you wish to view from the drop down box at the top of the screen.**
- **Click the 'Print' button to get a paper copy of the paystub.**

Update Tax Withholdings

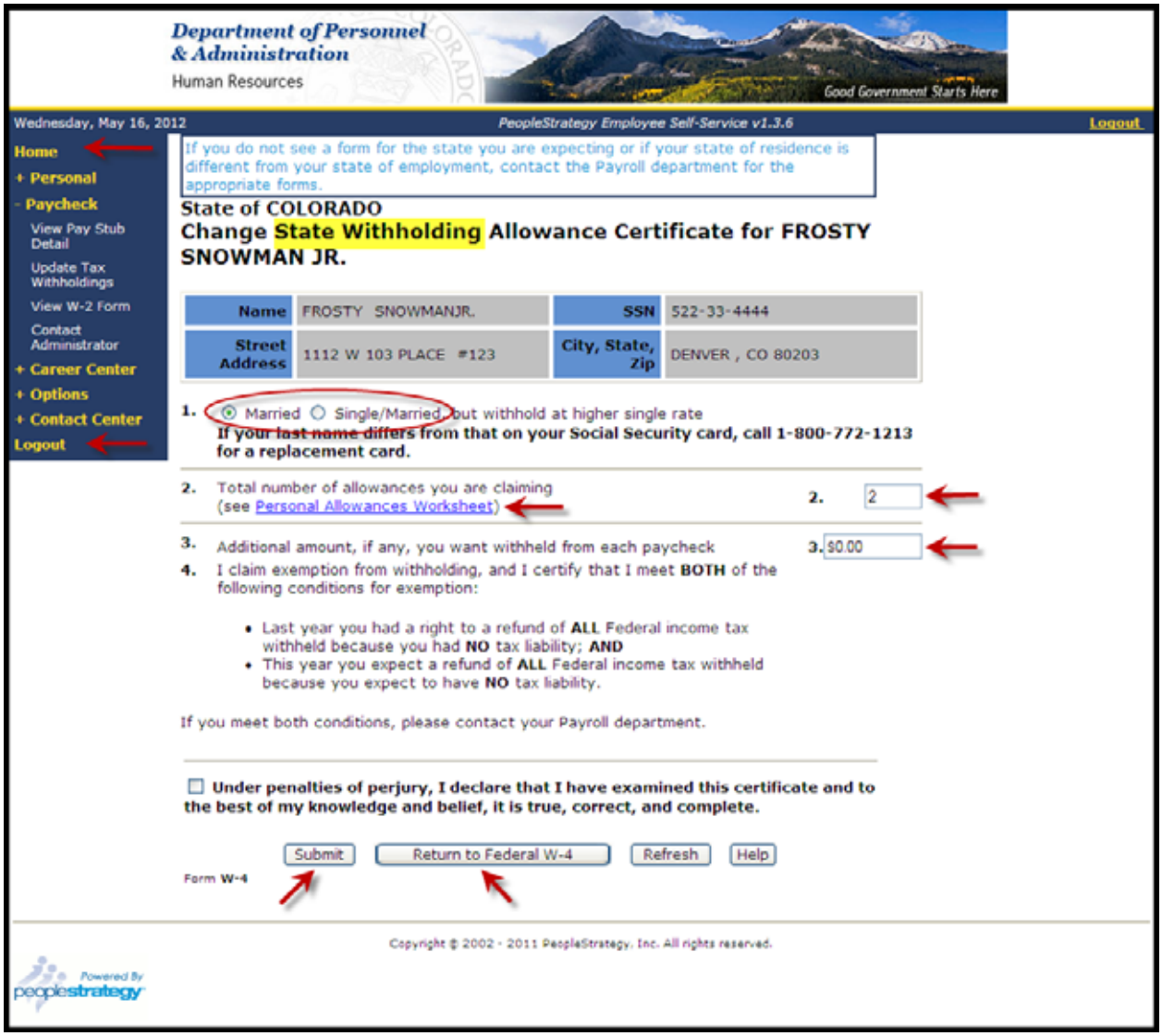
- **To change your federal or state tax withholding, click the 'Update Tax Withholdings' link on the side menu or the main menu.**

Update Tax Withholding - continued



- **The Federal Withholding page display's first.**
- **Change your marital status on the line numbered 1.**
- **To change the number of allowances you are claiming, click on the 'Personal Allowances Worksheet' link or enter a new number directly into box number 2. The 'Total Number of Allowances' from the 'Personal Allowances Worksheet' will automatically update box number 2.**
- **To have an additional amount withheld from your paycheck, enter the amount into box number 3.**
- **To update your State Withholding, click the 'Update State Withholding Certificate' button.**
- **To save your changes, click the penalties checkbox and click the 'Submit' button.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Update State Withholding Certificate



- **Change your marital status on the line numbered 1.**
- **To change the number of allowances you are claiming, click on the 'Personal Allowances Worksheet' link or enter a new number directly into box number 2. The 'Total Number of Allowances' from the 'Personal Allowances Worksheet' will automatically update box number 2.**
- **To have an additional amount withheld from your paycheck, enter the amount into box number 3.**
- **To save your changes, click the penalties checkbox and click the 'Submit' button.**
- **Click the 'Return to Federal W-4' button or on the side menu click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Personal Allowances Worksheet

Personal Allowances Worksheet

☑ Check here for **yourself** if no one else can claim you as a dependent.

☐ Check here if **any** of the following situations apply to you

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.

☐ Check here for your **spouse**. But you may choose not to select this option if you are married and have either a working spouse or more than one job (this may help you avoid having too little tax withheld).

☐ Check here if you will file as **head of household** on your tax return.

☐ Check here if you have at least $1,800 of **child or dependent care expenses** for which you plan to claim a credit.
(**Note**. Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information

- If your total income will be less than $61,000 ($90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children.
- If your total income will be between $61,000 and $84,000 ($90,000 and $119,000 if married), enter "1" for each eligible child plus "1" **additional** if you have six or more eligible children.

Enter the number of **dependents** (other than your spouse or yourself) you will claim on your tax return. 0

Total Number of Allowances 1

For accuracy, complete all worksheets that apply. Please visit the IRS Web site for copies of the following worksheets if they apply to you.

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the Deductions and Adjustments Worksheet.
- If you have **more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $18,000 ($32,000 if married), see the **Two-Earners/Multiple Jobs** Worksheet to avoid having too little tax withheld.

Return to W-4 Form Clear

- **Check the boxes that pertain to you.**
- **The 'Total Number of Allowances' will automatically update.**
- **Click the 'Return to W-4 Form' button.**

View W-2 Form

- **To view your W-2 form, click the 'View W-2 Form' link on the side menu or the main menu.**

View W2 Form - continued

W-2 Form For Tax Year 2011

a Employee's Social security number 123 45 6789	OMB No. 1545-0008	This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

b Employer Identification Number (EIN) 12 3456789	1 Wages, tips, other compensation $10,000.00	2 Federal income tax withheld $ 1,000.00
c Employer's name, address, and ZIP code GOV OFC OF INFO TECHNOLOGY-EGB 601 E 18TH AVENUE, STE. 250 DENVER CO 80203	3 Social security wages	4 Social security tax withheld
	5 Medicare wages and tips $ 10,000.00	6 Medicare tax withheld $ 200.00
	7 Social security tips	8 Allocated tips
d Control number 01	9	10 Dependent care benefits
e Employee's first name and initial Last name Suff. Frosty Snowman 123 North Pole Denver CO 80134	11 Nonqualified plans	12a See instructions for box 12 code D $ 1,000.00
	13 Statutory employee ☐ Retirement plan ☒ Third-party sick pay ☐	12b code
	14 Other	12c code
		12d code
f Employee's address and ZIP code		

15 State Employer's state ID number		16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc	19 Local income tax	20 Locality name
CO	01-00005	$ 10,000.00	$ 500.00			

Form **W-2** Wage and Tax Statement **2011** Department of the Treasury--Internal Revenue Service

Copy C--For EMPLOYEE'S RECORDS (See *Notice to Employee* on the back of Copy B.)

Print Help

- **Click the 'Print' button to get a paper copy of the W-2 form.**

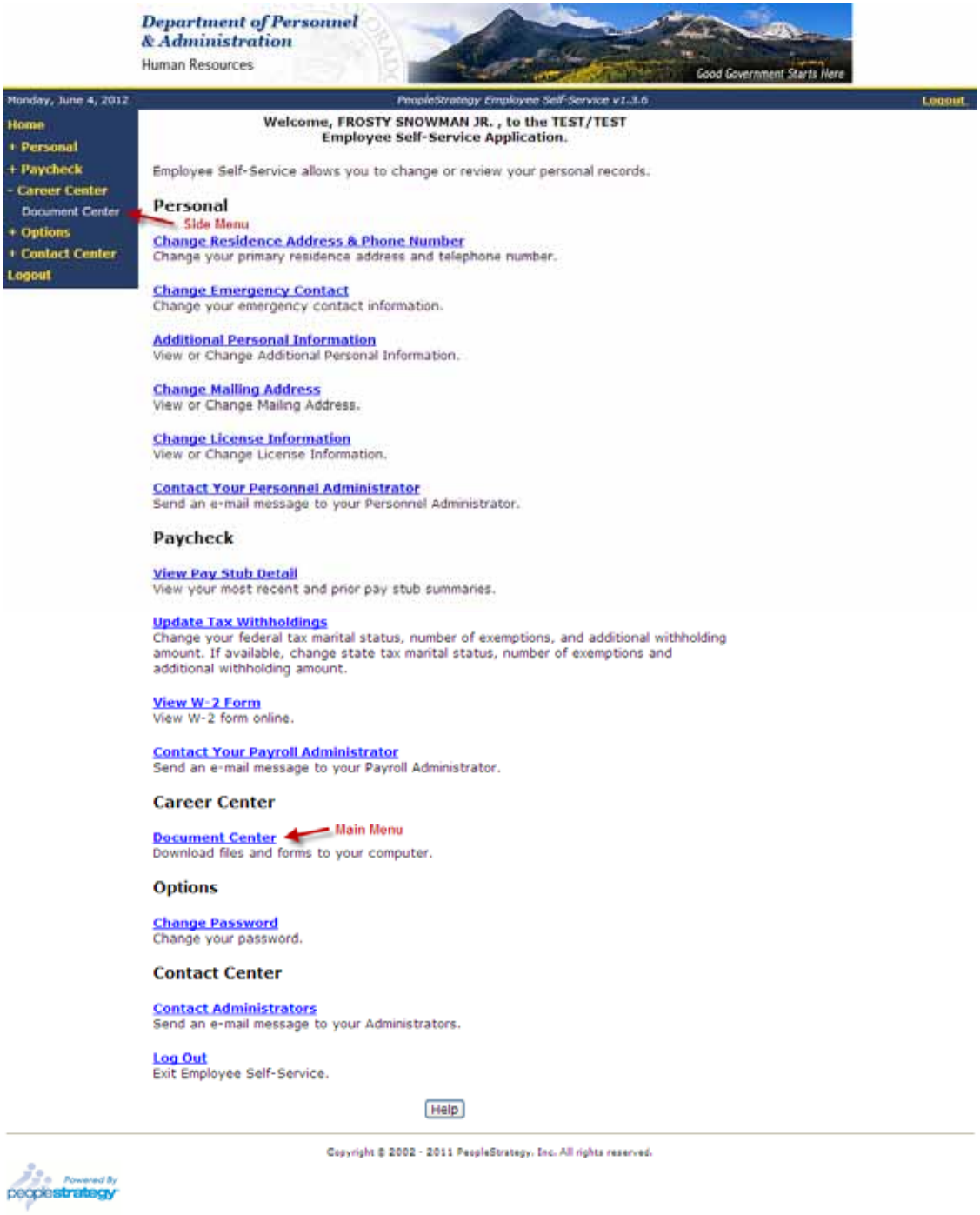
Contact Your Payroll Administrator

- **To view information on how to contact your Payroll Administrator, click the 'Contact Your Payroll Administrator' link on the side menu or the main menu.**

Contact your Payroll Administrator - continued

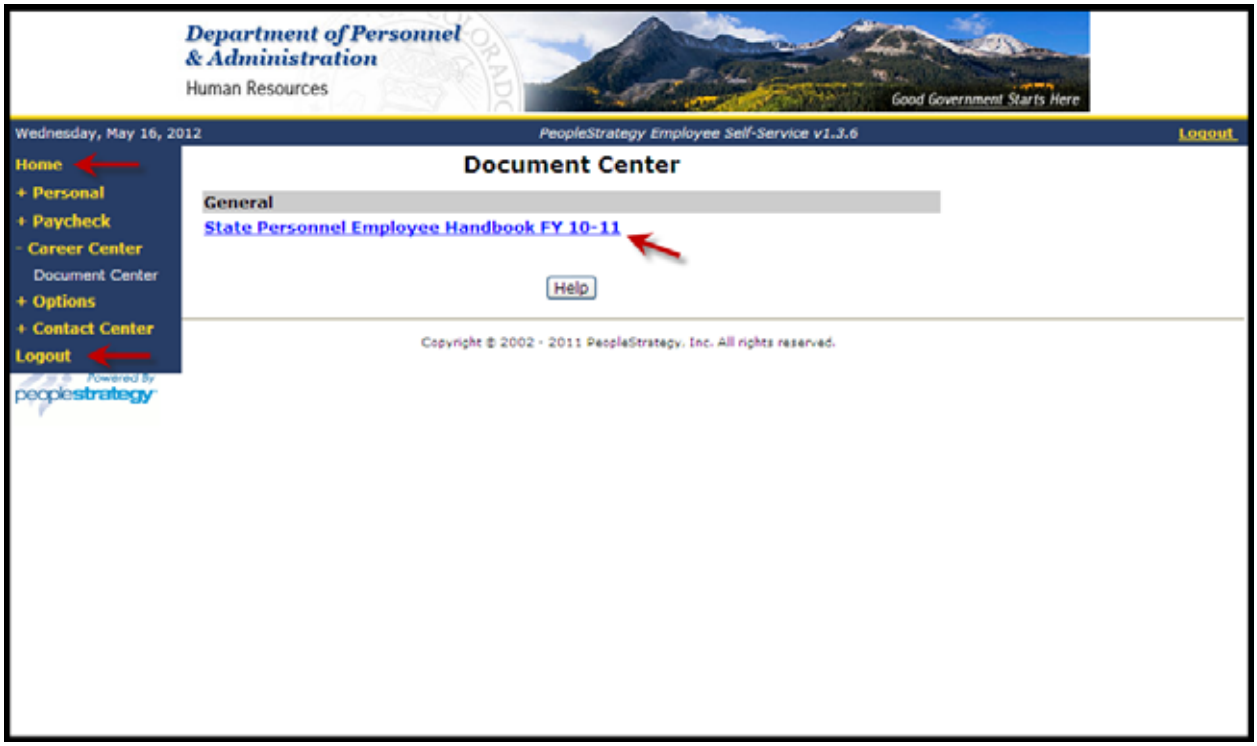
- **The administrator contact name, email and phone number is displayed.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Document Center



- **To view or download files, click the 'Document Center' link on the side menu or the main menu.**

Document Center - continued

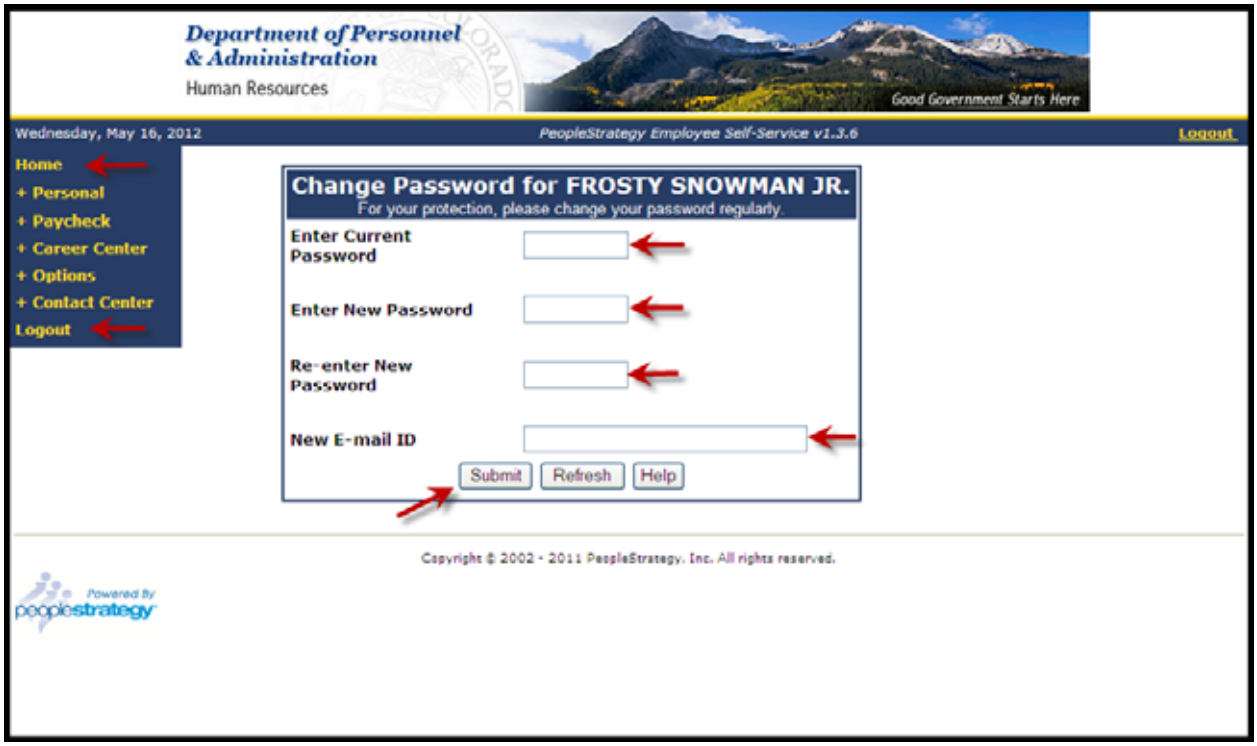


- **Click on the link to open the document.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Change Password

- **To change your password, click the 'Change Password' link on the side menu or the main menu.**

Change Password - continued



- **To change your password, enter your current password, enter your new password and re-enter your new password.**
- **You can also change your ESS contact e-mail address**
- **Click the 'Submit' button**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Contact Administrators

- **To contact your Administrator, click the 'Contact Administrators' link on the side menu or the main menu.**

Contact Administrators – continued

- **The administrator contact name, email and phone number is displayed.**
- **On the side menu, click 'Home' to return to the Main Menu or click 'Logout' to exit ESS.**

Logout

To exit the Employee Self-Service application, click the 'Log Out' link on the side menu or the main menu.