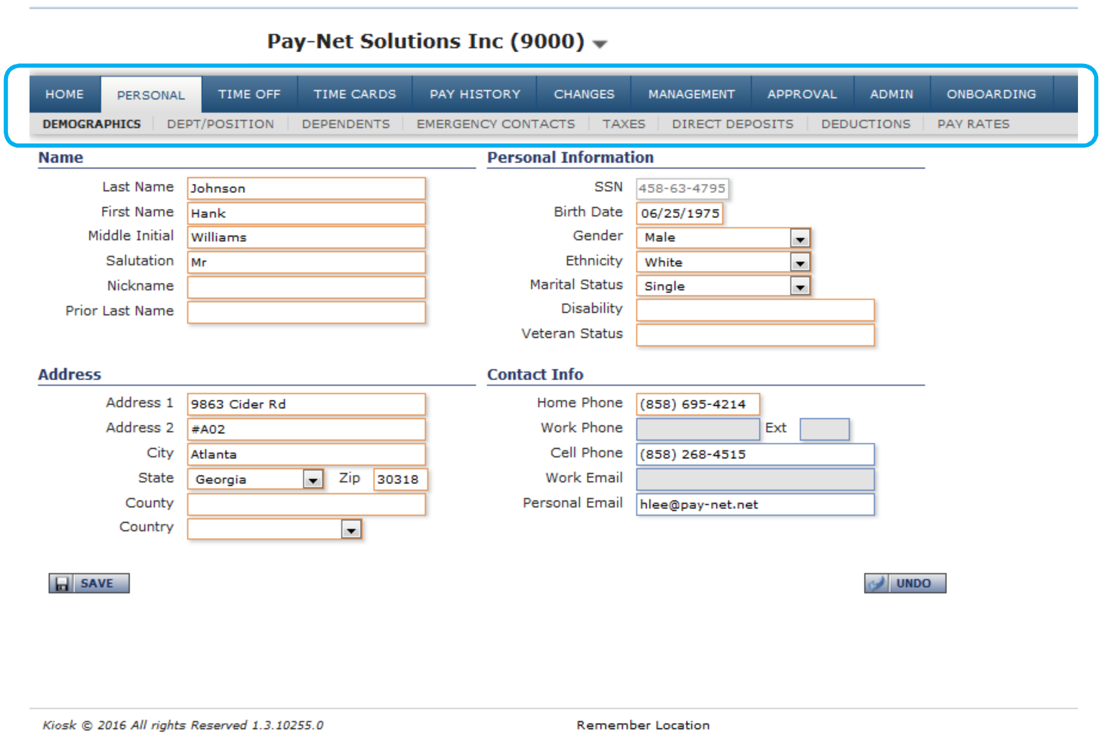
Table of Contents: Employee Self-Service Kiosk

Introduction

In order for you to be able to access the Admin Module, you should first register yourself on Employee Self Service (or have your ReadyPay contact set up a non-employee Admin login for you through ReadyPay Online). Next, access ReadyPay Online. If you do not have access, your ReadyPay contact can access the ESS User Administration area for you. Your name should be found in the list of employees and 'Employee Role' will be showing next to it. Click on the role and select 'Admin' from the pull-down menu that appears. Then click the disk button to save. You will then be able to log back into Self Service to see the Admin module.

System Navigation



<Figure I.A>

Navigating through system is accomplished through the use of icons along the top of the screen for each module of the application.

Icons

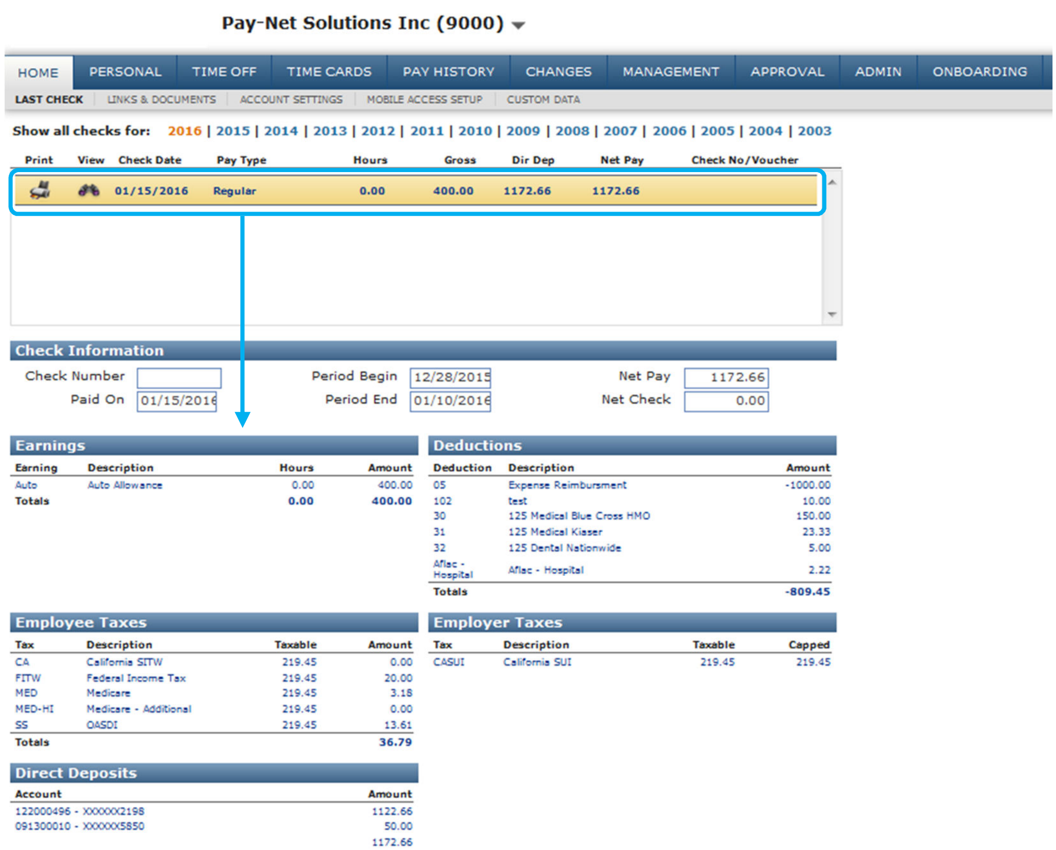
	**View** : Opens the chosen entry for display on the screen		**Save** : Saves entries made on page
	**Run (Preview) Report** : Processes selected report and will display on the screen for printing or saving		**Add** : Opens a new line entry on the page for further coding
	**Edit** : Opens an entry for editing/updating		**Undo :** Reverts a page back to its last saved entries
	**Document :** Opens the selected document or link		**Delete :** Removes an entry from a page
	**Important Document :** Opens the selected document deemed important by the company		**Document :** Opens the selected document or link
	**Search :** Opens the selected document or link		**Information Alert :** Notifies the user of information about the field; opens the selected document or link

1: Home

Upon entering the system, you are brought to the Home module. This area houses check information, helpful websites provided by your employer and access to update your user settings/account.

1.1 Last Check

Your most recent check will be highlighted in the listing and details about the check show in the lower portion of the screen. Each check date, your paycheck information will update providing you the means to see the details behind the calculation of your check as well as the option to print the statement/voucher as well.



<Figure 1.1.A>

Year Located above the checks listing will be multiple years (based on how much pay history has processed for you in the system). By clicking on a year, the checks paid to you for that year will display in the listing.

Viewing Details To see the details of a specific check, simply click on the VIEW button.

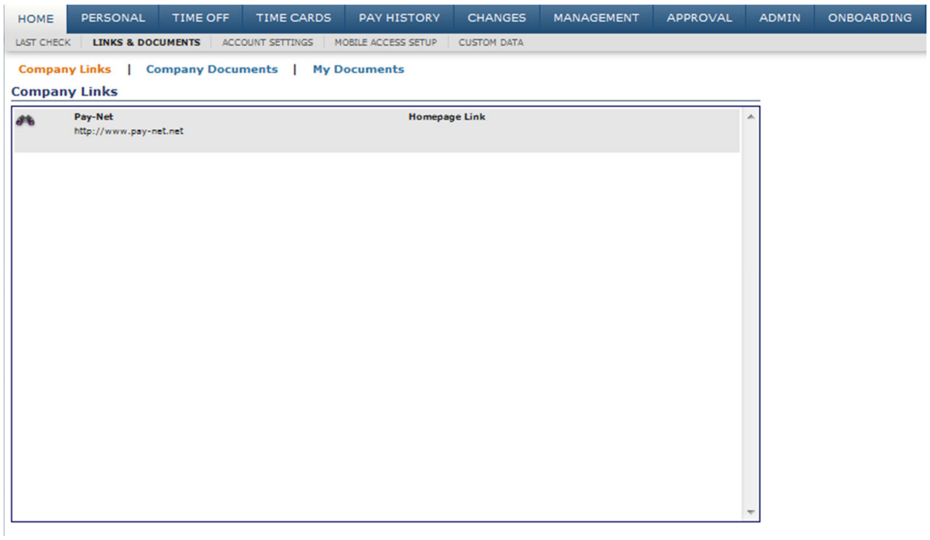
Printing a Voucher Click the RUN REPORT button to display a copy of the selected check stub which can either be saved to disk/computer or printed.

1.2 Links & Documents

Information may be provided to you and your employees (by a payroll-system contact) with specific websites that you may find useful and documents relevant to your employment.

Links Each Link shown on the screen is an external website you may click (on the icon) to see. Examples might be to look up a doctor who takes your insurance or to see other software applications you may need to use such as a timekeeping system.

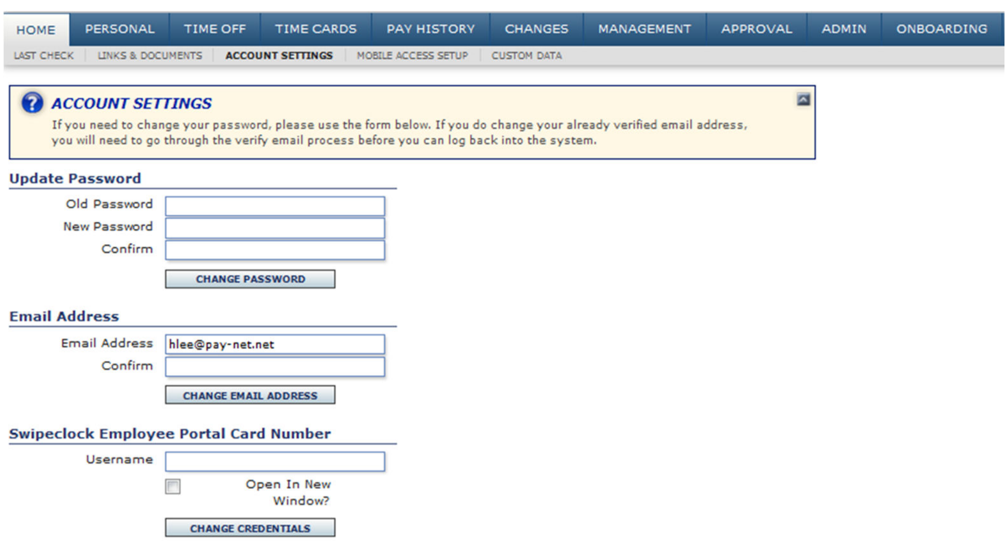
Documents Change forms, direct deposit forms, employee handbooks or other employee-relevant information may be displayed here.



<Figure 1.2.A>

1.3 Account Settings

At any time, you may update your Self Service password and email address (if email address was required during registration). If your employer has provided you with access to other payroll-related software, you may enter your logins for those here also to allow for single sign-on. Single sign-on allows you to toggle between Self Service and that specified product by clicking any available icons for Benefits or Time and Attendance.



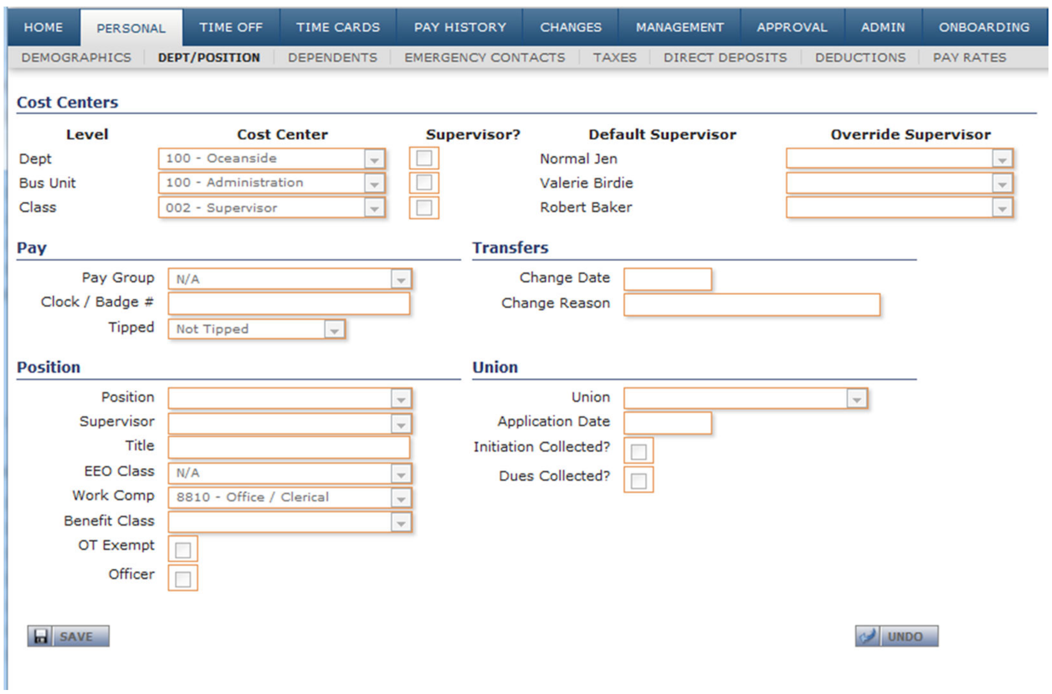
<Figure 1.3.A>

2: Personal

The Personal Module allows you to view information your company has stored for you in the payroll system, not all of which affects payroll directly. Here you can view things like your address, pay rates, deductions, taxes and direct deposits.

2.1 Demographics

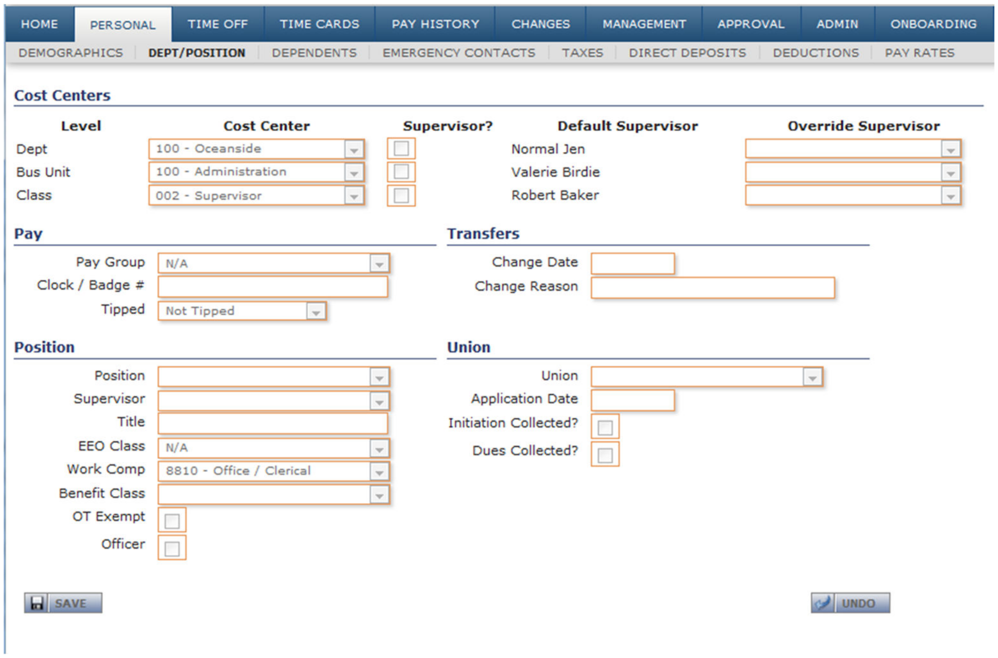
Home of the most basic employee information, housed here are your legal name, address, contact information and other personal data.



<Figure 2.1.A>

2.2 Dept/Position

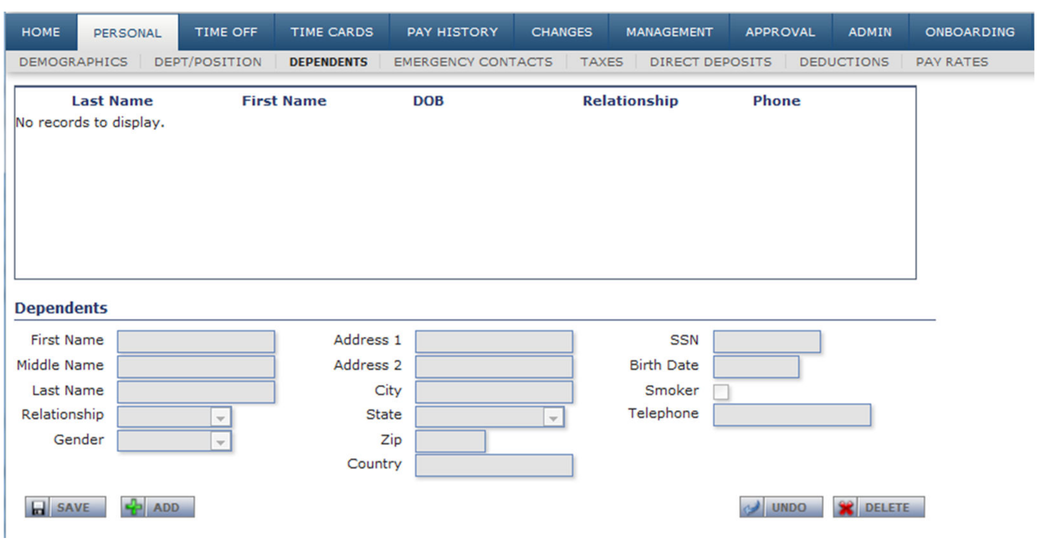
The information housed on this screen is primarily used by your employer to track information about the job you are assigned to do and who you report to.



<Figure 2.2.A>

2.3 Dependents

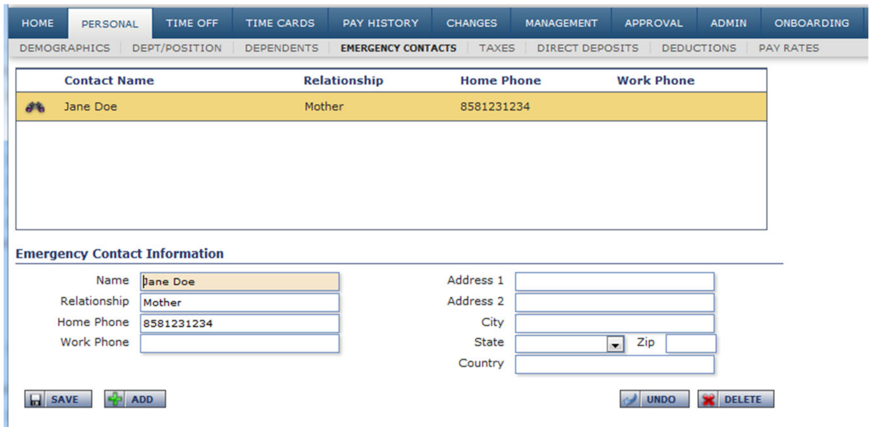
Typically specified when enrolling in insurance and benefits, the dependents you specify may be stored in the system by your employer for reporting purposes. They would be stored here.



<Figure 2.3.A>

2.4 Emergency Contacts

It may be necessary for your employer to contact someone in case you are injured or sick on the job. Your employer may choose to store this information on this tab.



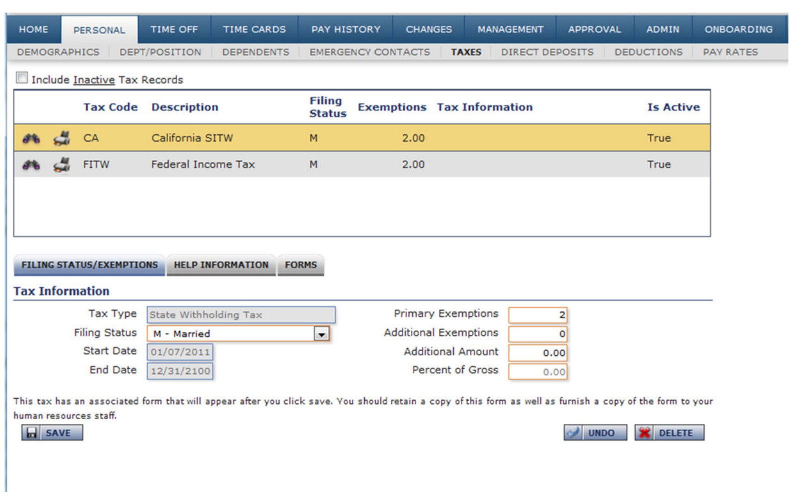
<Figure 2.4.A>

2.5 Taxes

Anytime you update your W4 (tax elections), your employer will update the payroll system so your most recent elections are displayed here. From this screen, you can pull up a "dummy" copy of your existing W4 based on the information that is displayed. To do this, simply click on the RUN REPORT button next to the tax code.

If you need to change your elections, you may click on the EDIT button and a W4 will be displayed with your demographic information already filled in. You can then print the form, fill out the remainder and return it to your employer.

If your employer has stored tax changes as history (by using begin and end dates) you can see the history by marking the box to 'Include Inactive Tax Records' above the tax code listing.

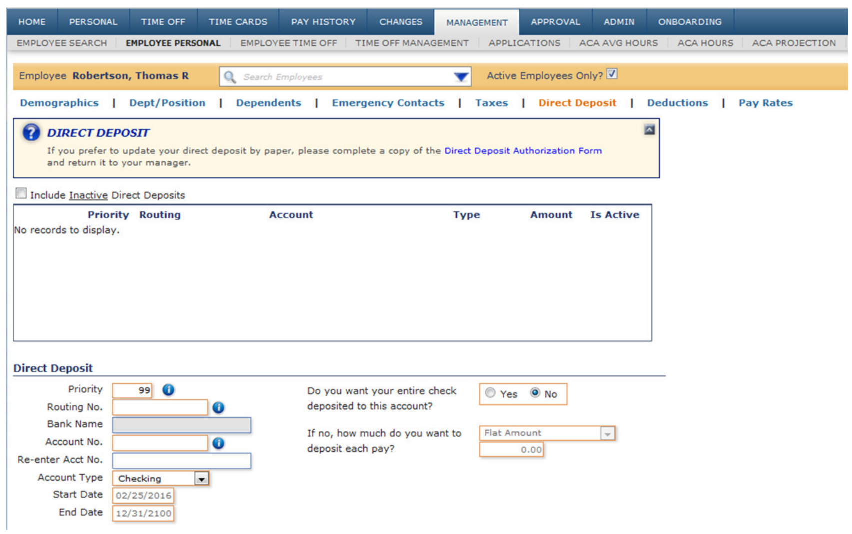


<Figure 2.5.A>

2.6 *Direct Deposits*

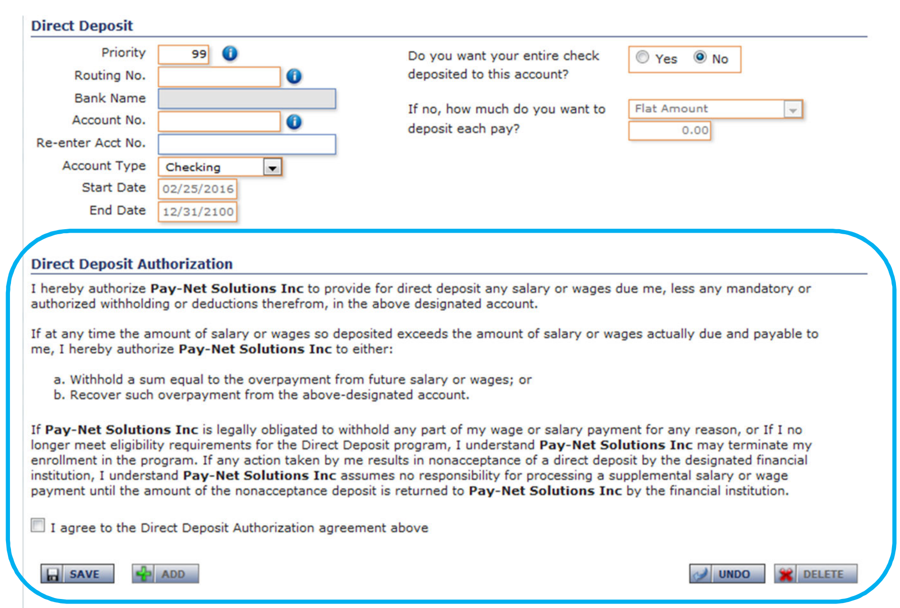
As you change bank accounts or add one, your employer will update the payroll system so your most recent direct deposit accounts and elections are displayed here. From this screen, you can pull up a “dummy” copy of your direct deposit election form based on the information that is displayed. To do this, simply click on the RUN REPORT button next to the account.

If your employer has stored direct deposit changes as history (by using begin and end dates) you can see the history by marking the box to ‘Include Inactive Direct Deposits’ above the accounts listing.



<Figure 2.6.A>

To sign up for electronic vouchers (i.e. paperless pay stubs), read through and acknowledge the Direct Deposit Authorization.

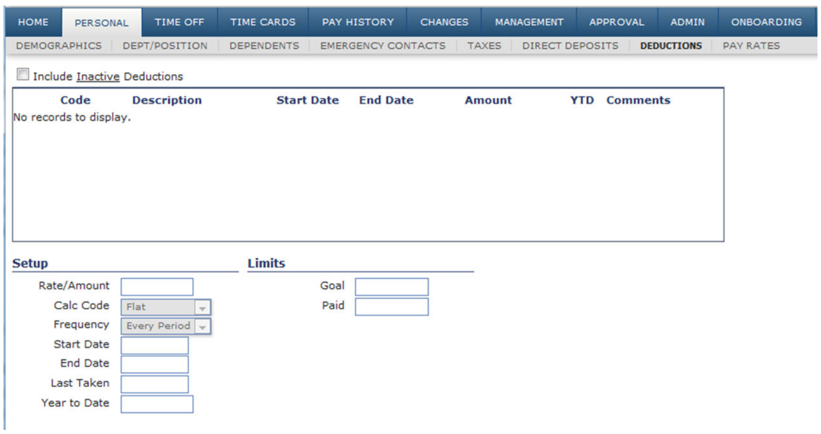


<Figure 2.6.B>

2.7 Deductions

The amounts being taken from your paycheck to cover items such as insurance, loans, and retirement funds will be listed here. You can see the amount being withheld, the last time it was taken, the amount withheld year-to-date (YTD) and any goal that may be set to stop the deduction.

If your employer has stored deduction changes as history (by using begin and end dates) you can see the history by marking the box to 'Include Inactive Deductions' above the deduction code listing.

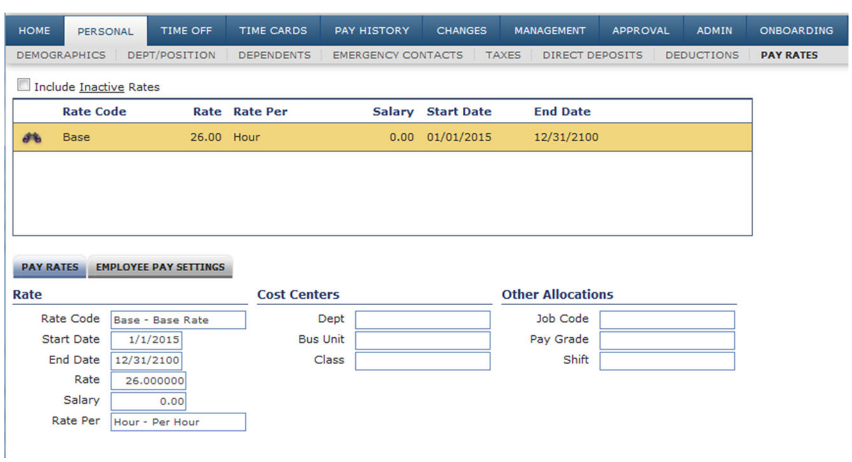


<Figure 2.7.A>

2.8 Pay Rates

The amount being paid to you either per hour or as a salary can be found on this tab. If you get paid differing amounts based on specific work you do, you may see more than one rate listed. With each one, you can see if the rate is applied when working a specific job or in a specific department. Also listed under the Employee Pay Settings is your pay/tax frequency and hours associated with your salary, if applicable.

If your employer has stored rate changes as history (by using begin and end dates) you can see the history by marking the box to 'Include Inactive Deductions' above the rates listing.

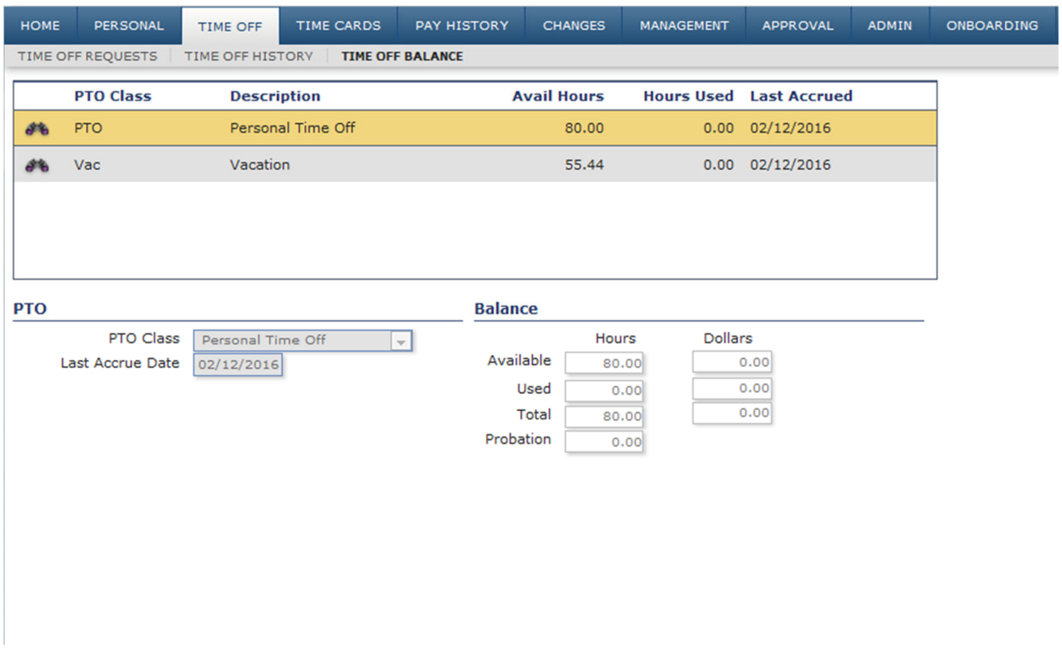


<Figure 2.8.A>

3: Time Off

Time Off Balance

Displayed here are your balances of paid time off such as sick or vacation time, if your employer is tracking that information through the payroll system. On top of seeing your available time off balance, you can see the time used and any probation time if you are a new employee and cannot use your balance right away.

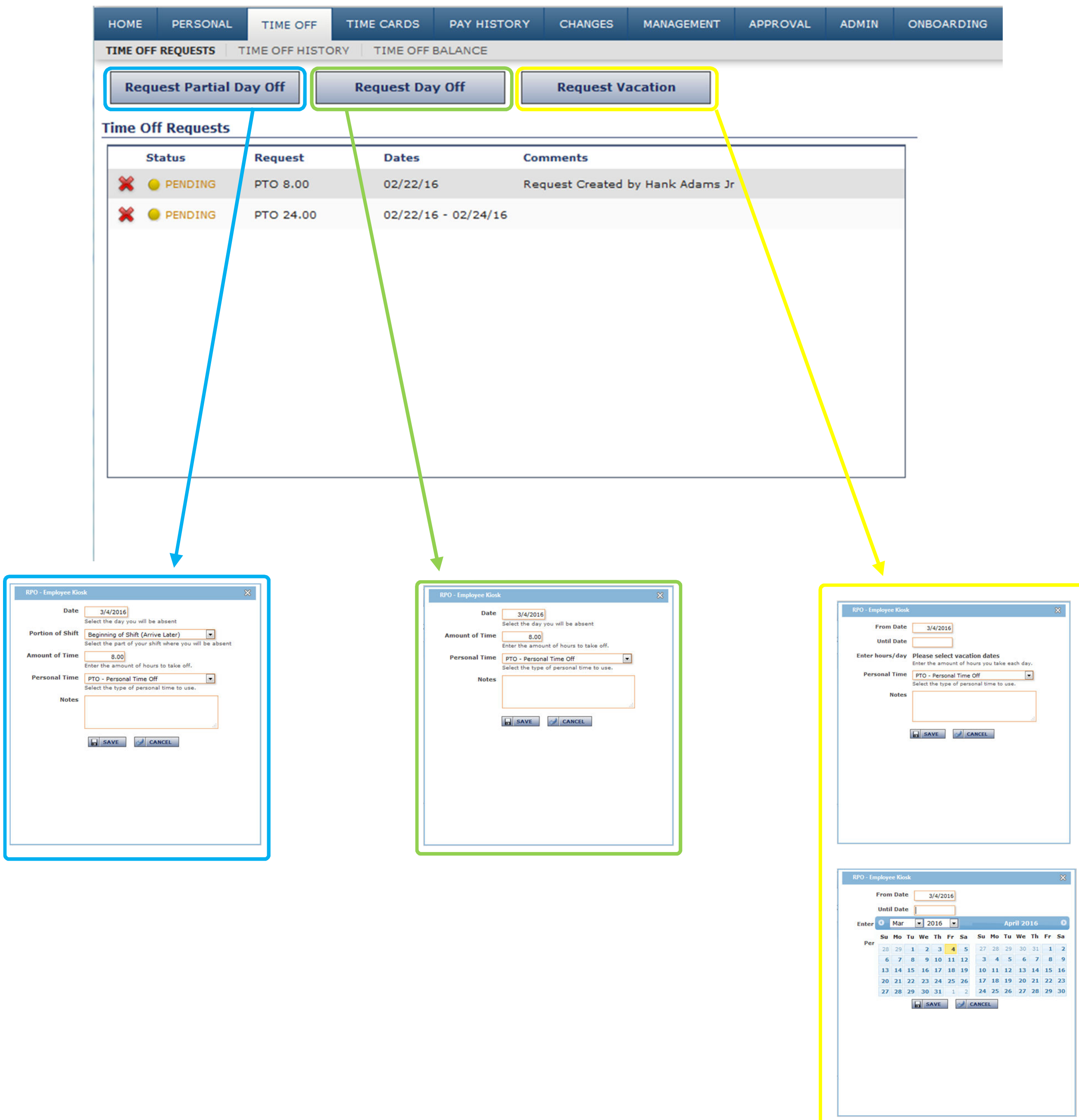


<Figure 3.1.A>

Time Off Requests

Self Service has functionality that allows you to request time off through the system. This typically is used by employers who do not have the request process built into their timekeeping systems.

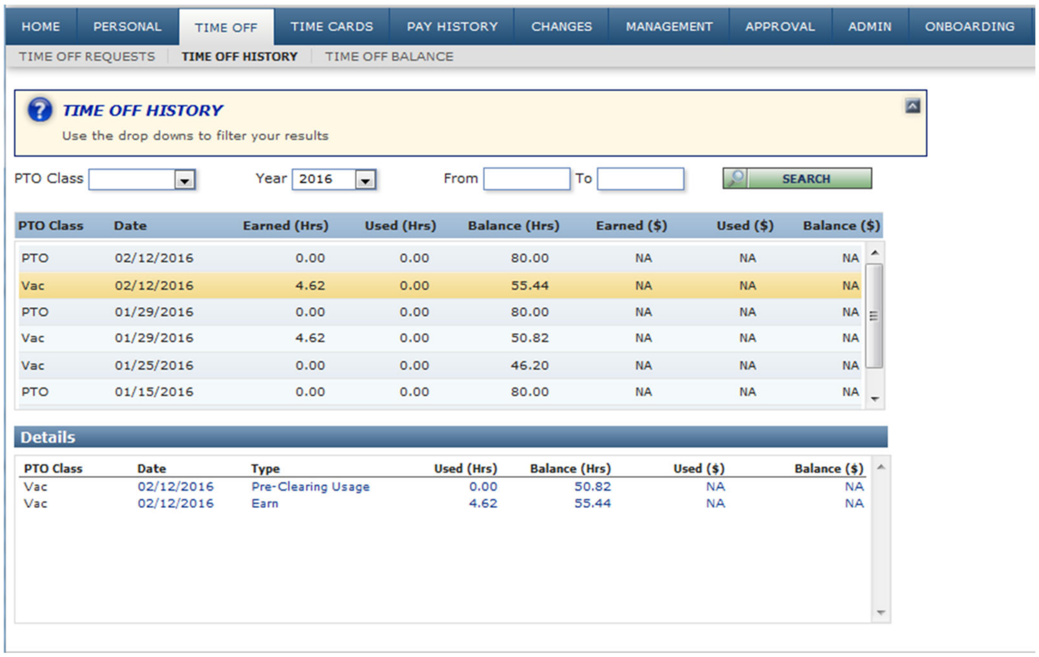
To request time off, access the Time Off Module and you will see the Time Off History tab. Click on the type of request you would like to make and complete the request in the box that appears. Then click SAVE to submit for approval. You can stop a request by clicking the DELETE button so long as the request hasn't been acted upon by an approver. If you used an email address during Self Service registration, you will receive an email letting you know if your request was approved or declined.



<Figure 3.1.B>

Time Off History

Displayed here is your time off history. You can review past requests, time off used, etc. You can narrow the results displayed by time off type and/or certain date ranges.

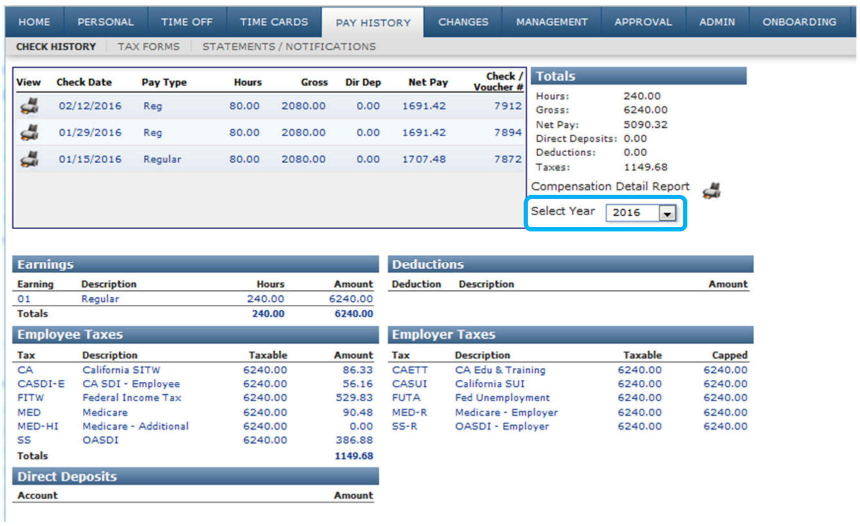


<Figure 3.1.C>

4: Pay History

Check History

As your paychecks become available online, they are placed into this area for viewing and for printing stubs (just as you can in the Home > Last Check screen). From this screen, you can look at YTD amounts and be able to print a report based on the totals.

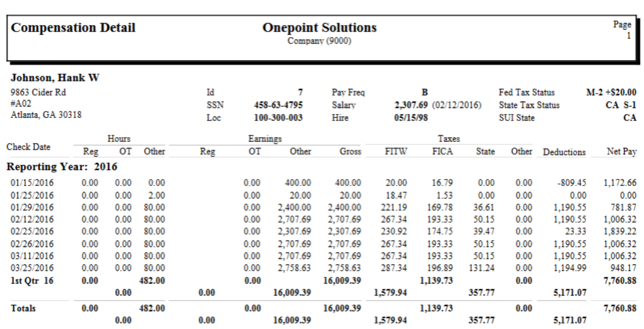


<Figure 4.1.A>

Year Located to the right of the checks listing will be multiple years (based on how much pay history has processed for you in the system). By selecting a year in the drop-down menu, the checks paid to you for that year will display in the listing and be totaled at the bottom of the page.

Printing a Voucher Click the RUN REPORT button next to the specific check date to display a copy of the check stub which can either be saved to disk/computer or printed.

Printing Details Click the RUN REPORT button under the Totals section to display a Compensation Detail report which can either be saved to disk/computer or printed. This report provides per check information and totals by each quarter of the selected year.



Compensation Detail **Onepoint Solutions** Company (9000) Page 1

Johnson, Hank W
9863 Cider Rd
#A02
Atlanta, GA 30318

Id **7** Pay Freq **B** Fed Tax Status **M-2 +$20.00**
SSN **458-63-4795** Salary **2,307.69** (02/12/2016) State Tax Status **CA S-1**
Loc **100-300-003** Hire **05/15/98** SUI State **CA**

Check Date	Hours Reg	Hours OT	Hours Other	Earnings Reg	Earnings OT	Earnings Other	Earnings Gross	Taxes FITW	Taxes FICA	Taxes State	Taxes Other	Deductions	Net Pay
Reporting Year: 2016													
01/15/2016	0.00	0.00	0.00		0.00	400.00	400.00	20.00	16.79	0.00	0.00	-809.45	1,172.66
01/25/2016	0.00	0.00	2.00		0.00	20.00	20.00	18.47	1.53	0.00	0.00	0.00	0.00
01/29/2016	0.00	0.00	80.00		0.00	2,400.00	2,400.00	221.19	169.78	36.61	0.00	1,190.55	781.87
02/12/2016	0.00	0.00	80.00		0.00	2,707.69	2,707.69	267.34	193.33	50.15	0.00	1,190.55	1,006.32
02/25/2016	0.00	0.00	80.00		0.00	2,307.69	2,307.69	230.92	174.75	39.47	0.00	23.33	1,839.22
02/26/2016	0.00	0.00	80.00		0.00	2,707.69	2,707.69	267.34	193.33	50.15	0.00	1,190.55	1,006.32
03/11/2016	0.00	0.00	80.00		0.00	2,707.69	2,707.69	267.34	193.33	50.15	0.00	1,190.55	1,006.32
03/25/2016	0.00	0.00	80.00		0.00	2,758.63	2,758.63	287.34	196.89	131.24	0.00	1,194.99	948.17
1st Qtr 16	**0.00**	**0.00**	**482.00**	**0.00**	**0.00**	**16,009.39**	**16,009.39**	**1,579.94**	**1,139.73**	**357.77**	**0.00**	**5,171.07**	**7,760.88**
Totals	**0.00**	**0.00**	**482.00**	**0.00**	**0.00**	**16,009.39**	**16,009.39**	**1,579.94**	**1,139.73**	**357.77**	**0.00**	**5,171.07**	**7,760.88**

<Figure 4.1.A>

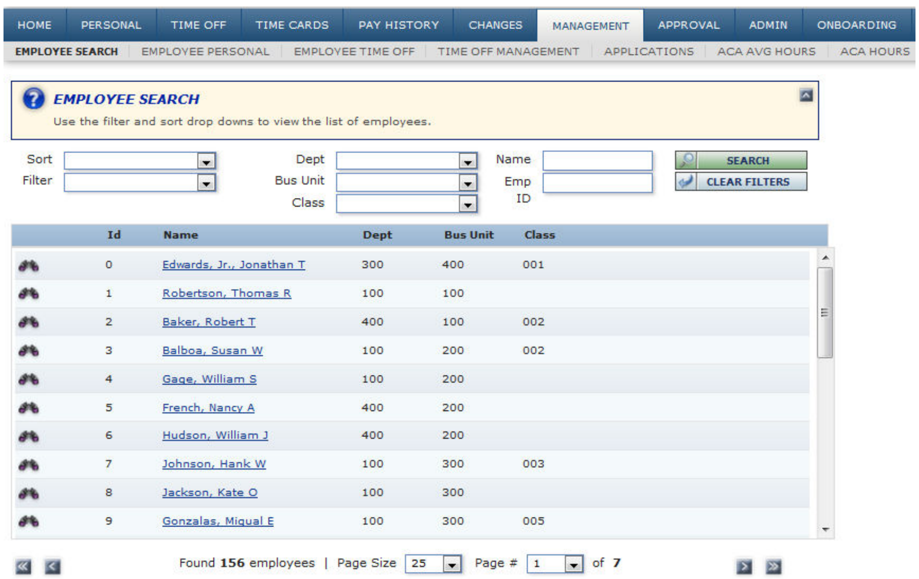
*** There may be an additional tab in this Module that you can access. Please see details in section '6: Additional Features' of this document. ***

5: Management

For each area an employee can change, you as an administrator can change the same fields on their records as well. Along with those rights, you may also grant yourself access to issue pay rate changes and to approve time off requests as well.

5.1 Employee Search

You can search for an employee by filtering for certain information. You can create an on-screen view of employee lists based on specified criteria.



<Figure 5.1.A>

The following criteria can be used to filter your employee list:

Sort You can list the employees in a specific order. By default, all employees will be in alphabetical order. The list of preset sorts includes employee ID, department, social security number, and employee status.

Filter Used in conjunction with the Sort function, the Filter allows you to select a specific group of employees. For instance, in Sort, you can select 'Name.' In Filter, you can limit the employee list to only 'Active Employees'. The returned list of employees will be all active employees in alphabetical order. All Filters are customizable.

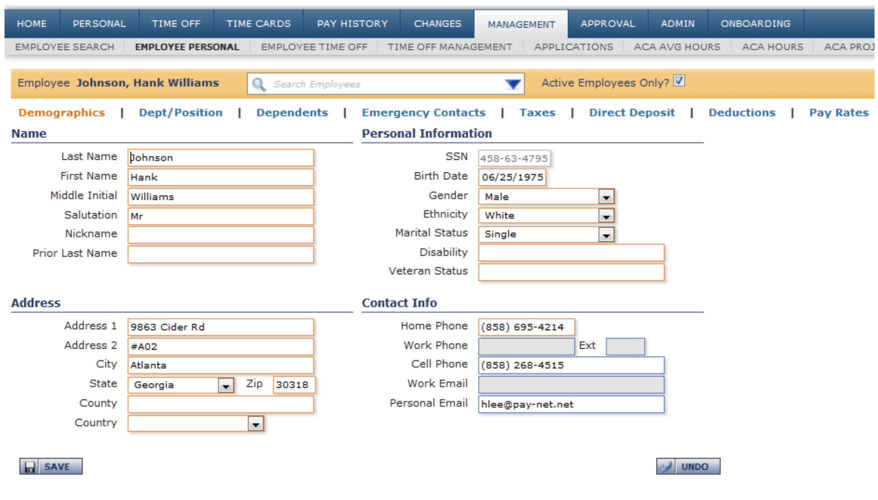
Cost Center You can limit your employee list to include only the employees in a cost center, based on your selections in the Branch and Department dropdown lists (level of department structure). Keep in mind, a company can have five levels of cost center structure and each would be selectable here.

Name You can search your available employees for a specific name(s) by typing the full or portion of the name. Your employee list will then reflect anyone meeting your search term.

Emp ID You may search your available employees for a specific employee identification number by typing it in the Emp ID field. Any employee whose ID contains your search term will be displayed in the search results.

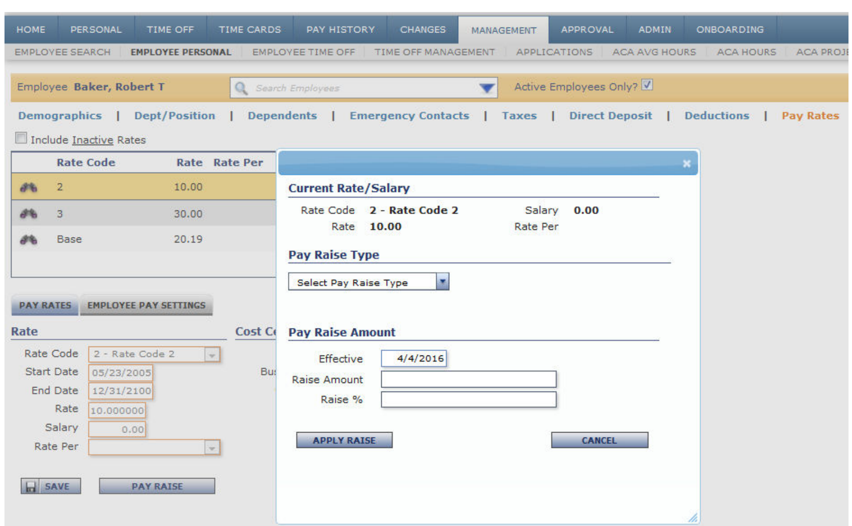
5.2 *Employee Personal*

You have access to change fields on your employees' records through this area. The fields they have access to change in Self Service are the same fields you can access as well. You'll have access to Demographics, Dependents, Emergency Contact, Taxes, Direct Deposit, and Pay Rates (which cannot be changed by the employee). Just above the tab listing is an employee search function to jump to another employee. Simply begin typing the employee's name in the box or click on the down blue arrow to pull down a list of your employees.



<Figure 5.2.A>

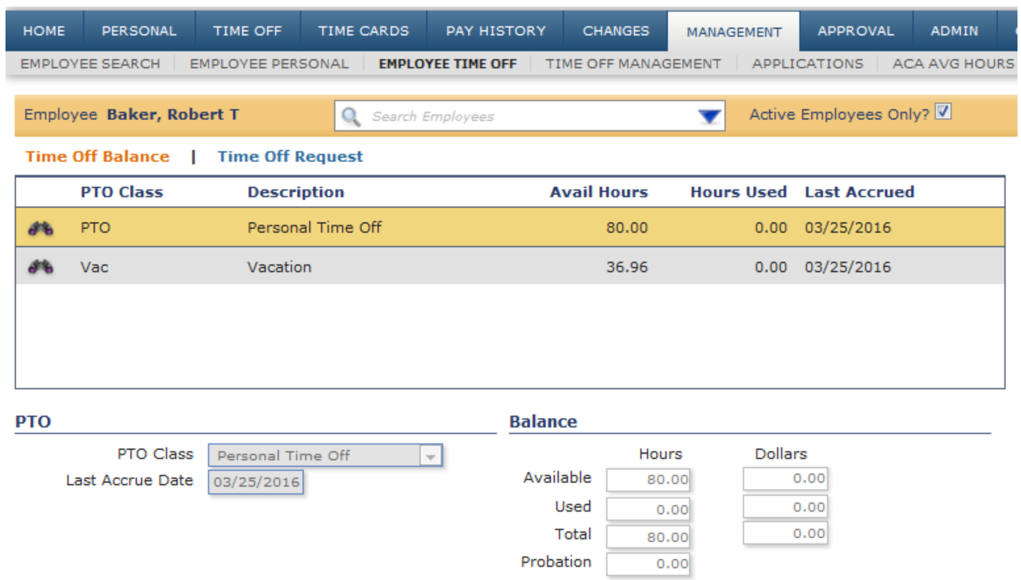
To perform a pay increase on an employee (if given the access); click on the PAY RAISE button at the bottom of the Pay Rates area. In the pop-up box, select the Pay Raise Type, Effective date of the raise, the Raise Amount (based on the Type elected), and then click APPLY RAISE. You will then be able to set any allocations on the main Pay Rates screen. Be sure to click SAVE when complete.



<Figure 5.2.B>

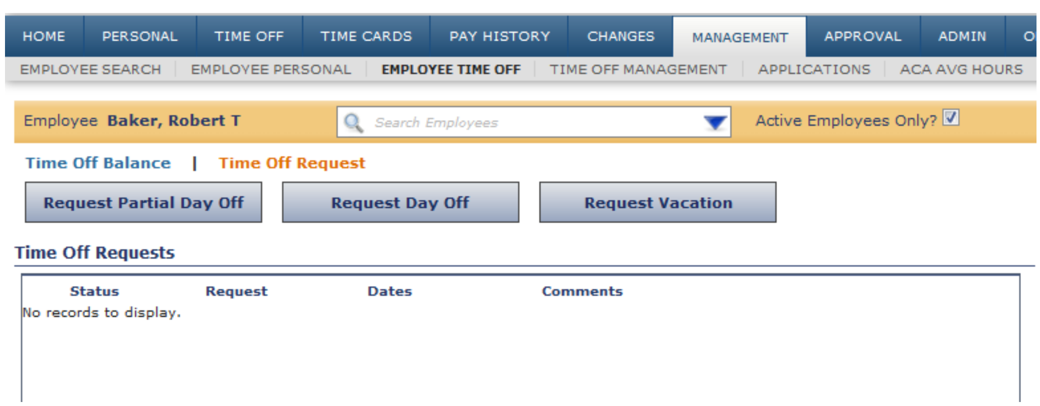
5.3 Employee Time Off

Displayed under Time Off Balance are your selected employee's balances of paid time off such as sick or vacation time, if your employer is tracking that information through the payroll system. On top of seeing their available time off balance, you can see the time used and any probation time if they are a new employee and cannot use their balance right away.



<Figure 5.3.A>

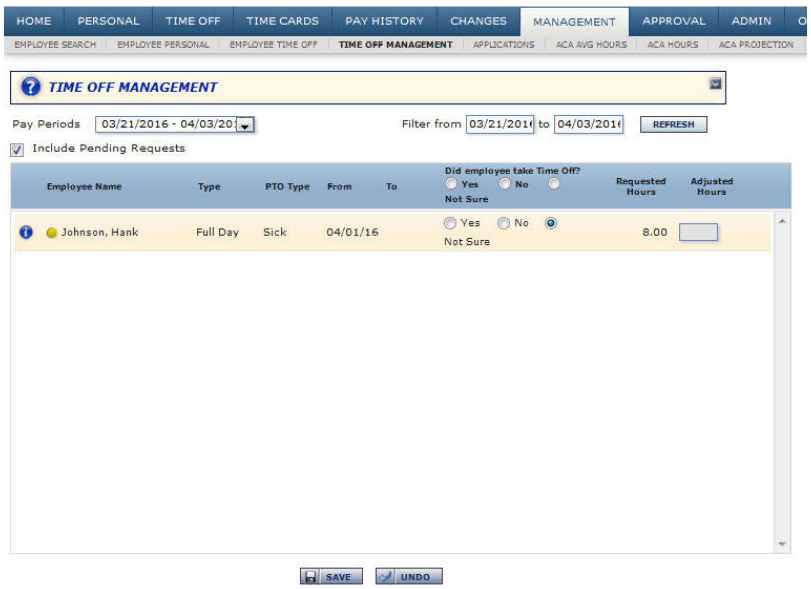
You may request time off on behalf of the selected employee in the Time Off Request area, if you've set up the access. Please see section 9.3 in this document for instructions.



<Figure 5.3.B>

5.4 *Time Off Management*

Identifying employees who were scheduled for time off is made possible in this area. On top of seeing employees who have had time approved, you can also see the employees whose have pending requests. After the date passes, you can mark if the employee actually took the time off (Yes, No, Not Sure) and if they took a different number of hours (Adjusted Hours). This information will allow you to maintain their correct time off balance. *** The data located in this section can be imported into ReadyPay by running an export file through ReadyPay Online Reporting. Please see additional information sheet for instructions on this process. ***

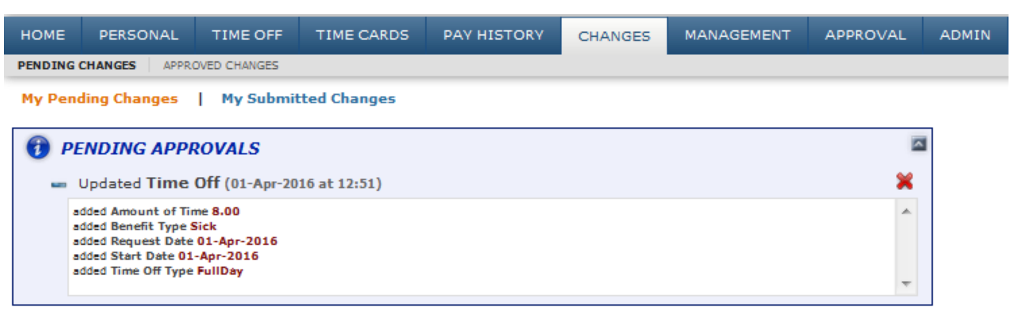


<Figure 5.4.A>

6: Changes

Pending/Approved Changes

This area will typically not display any data unless your employer elects to allow you to make changes to your personal information as described in section 9 of this guide.



<Figure 6.A>

7: Approval

When a request is made by an employee and it is your turn to approve the item, you will not only see an orange bar across the top of Self Service signaling the requests, but you will also have the changes shown in your Approval Module. You may click on the requests in the orange header to be taken to the Approval Module. Changes you make to your own Personal information can also show up to be approved as well.

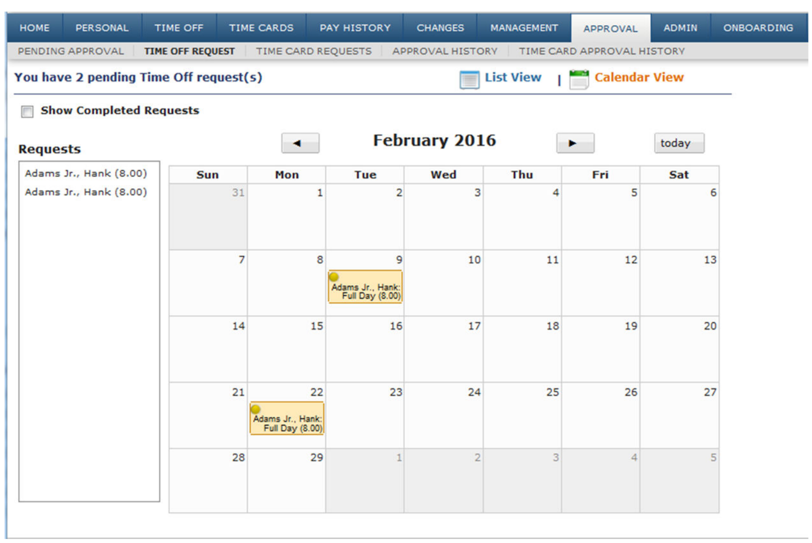
7.1 Pending Approval

All employee record changes to be approved by you will show in this area. Each request may be made up of several fields and you have the ability to pick and choose what you want to approve and what you need to decline. By clicking a RED X button, you are declining the item. By clicking a GREEN CHECK button, you are approving. For each item you decline, you will be asked to provide a reason for your action which we be displayed for the employee in their Self Service.

<Figure 7.1.A>

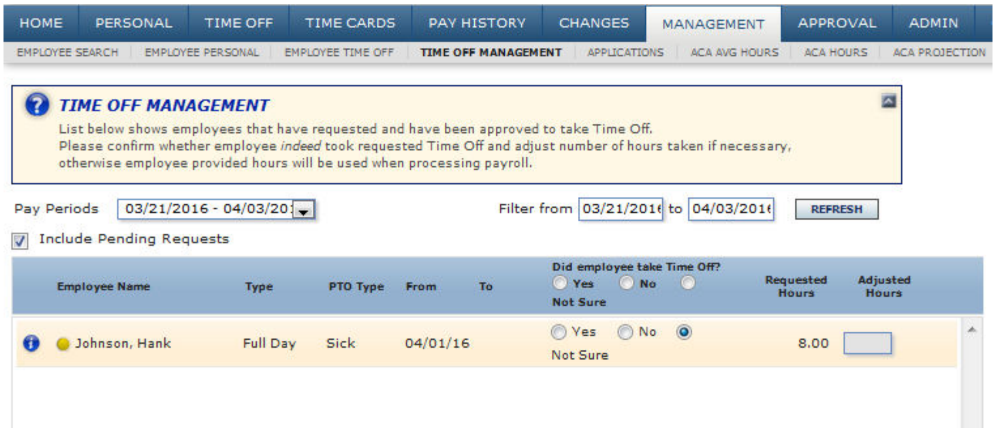
7.2 Time Off Requests

To review the request, click on the VIEW button next to the employee's name. You may click on the Calendar View to see all employees' time off requests. In the Calendar View, there is a checkbox in the upper left-hand corner of the screen to Show Completed Requests so you may get a good view of everyone who is off on a particular day. You may click on a request (yellow item) to review the details.



<Figure 7.2.A>

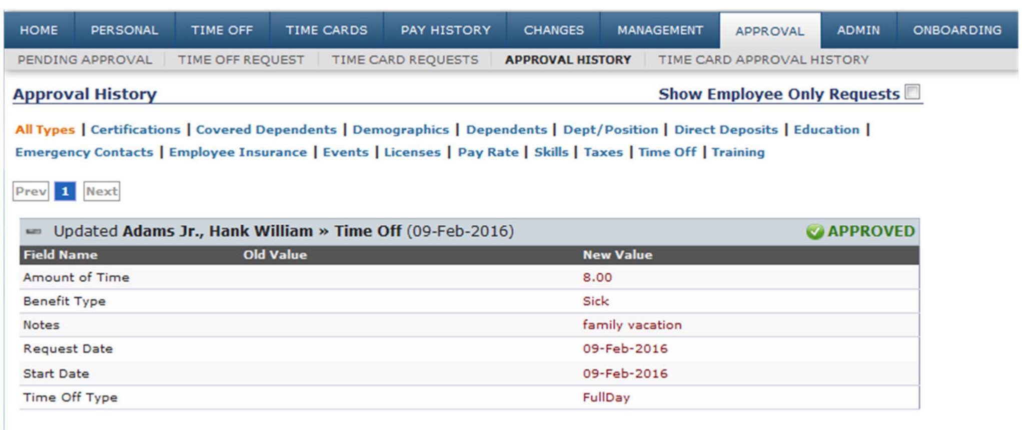
Once the request is open, you will be able to review the type of request, the number of hours and dates being requested off, and what the employee's accrual balance would be should the request be approved. Any transactions regarding that particular policy will be displayed to the right of the balance information. The bottom of the screen provides a look at the days of the week the request affects.



<Figure 7.2.B>

7.3 Approval History

All requests that have either been approved or declined by you will be displayed in this section with the most recent being first.



<Figure 7.2.C>

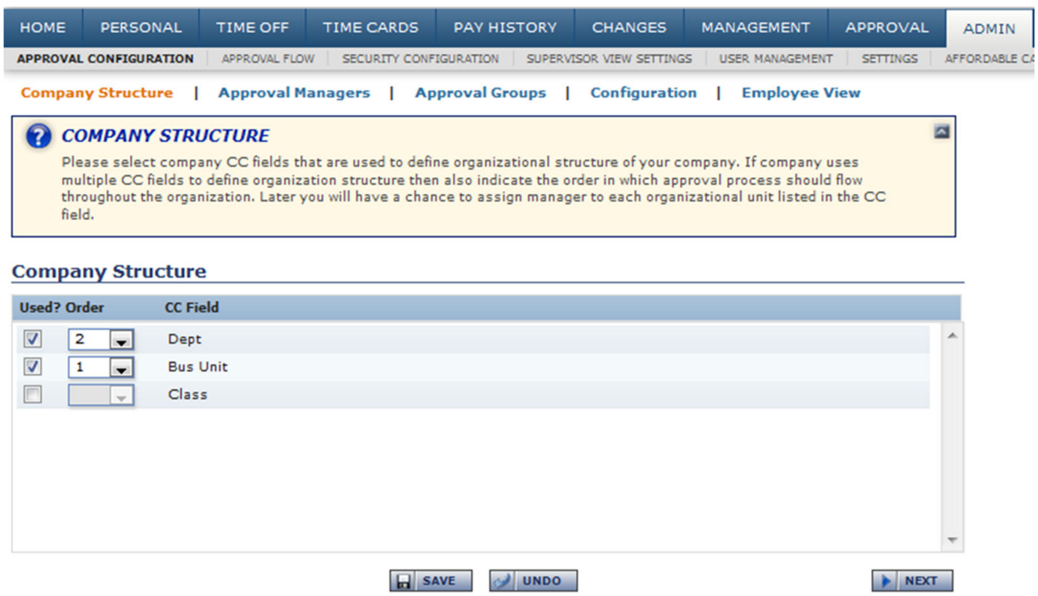
8: Admin

Allowing your employees to change their own information in Employee Self Service is completely defined by your role as Administrator. To allow changes, you must set up an approval process to ensure someone verifies the information being changed.

8.1 Approval Configuration

Company Structure

To set up change approvals based on your company's existing cost center (department) structure, you must first select which levels are to be used in the approval process (Used?) and in what order these levels will do the approvals. It is not necessary to have managers of each level do approvals. For instance, if your top tier of structure is Division and your lowest is Department, you'd probably want changes to reach the Department managers first so they would be '1' in Order and they may be the only level to approve changes.

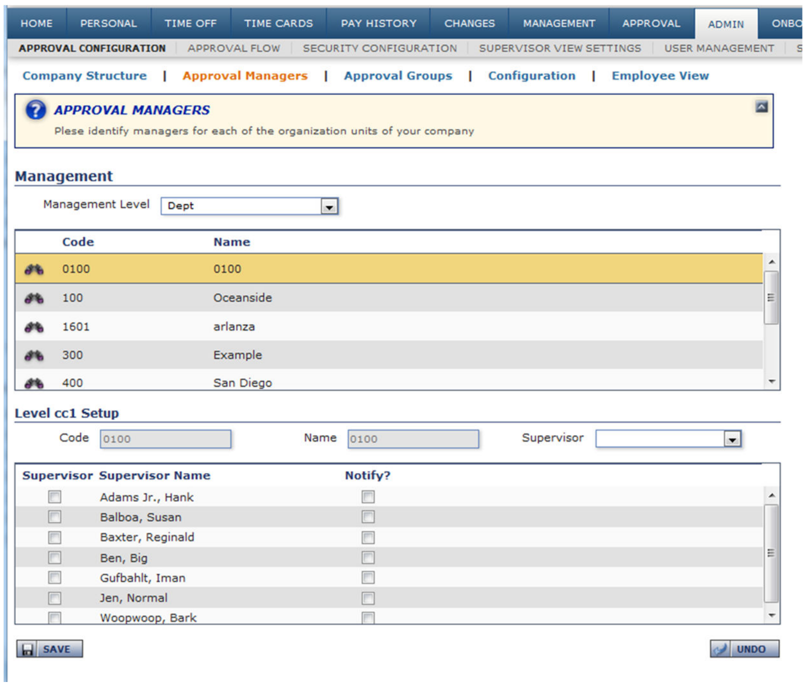


<Figure 8.1.A>

*** If only you will be doing the approvals or your criteria for setting up a change approver isn't by your existing department structure, then you may skip this step. ***

Approval Managers

If using Organization Structure, the Approval Managers area will open up for you to select the manager(s) for each cost center code. The managers must first be set up as supervisors in ReadyPay. If they are tied to the cost center in ReadyPay, they will already be displayed next to their codes in Self Service.

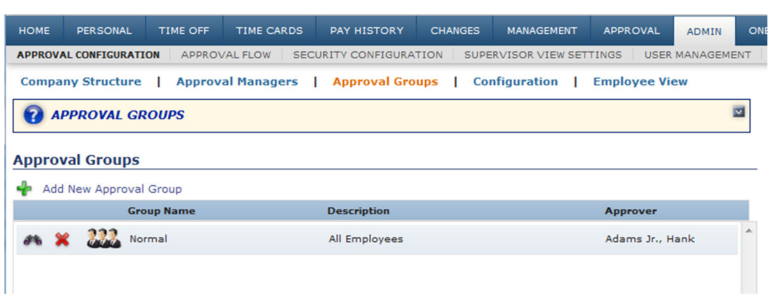


<Figure 8.1.B>

Select the Management level pull-down menu at the top of the screen to set up the approving managers for each level of company structure. For each cost center code, mark the 'Supervisor' check box for each approving manager of that code and whether or not they should receive alerts of employee requests to be approved by marking the 'Notify?' check box. These settings allow for multiple managers to perform the approval process for a single cost center code.

Approval Groups

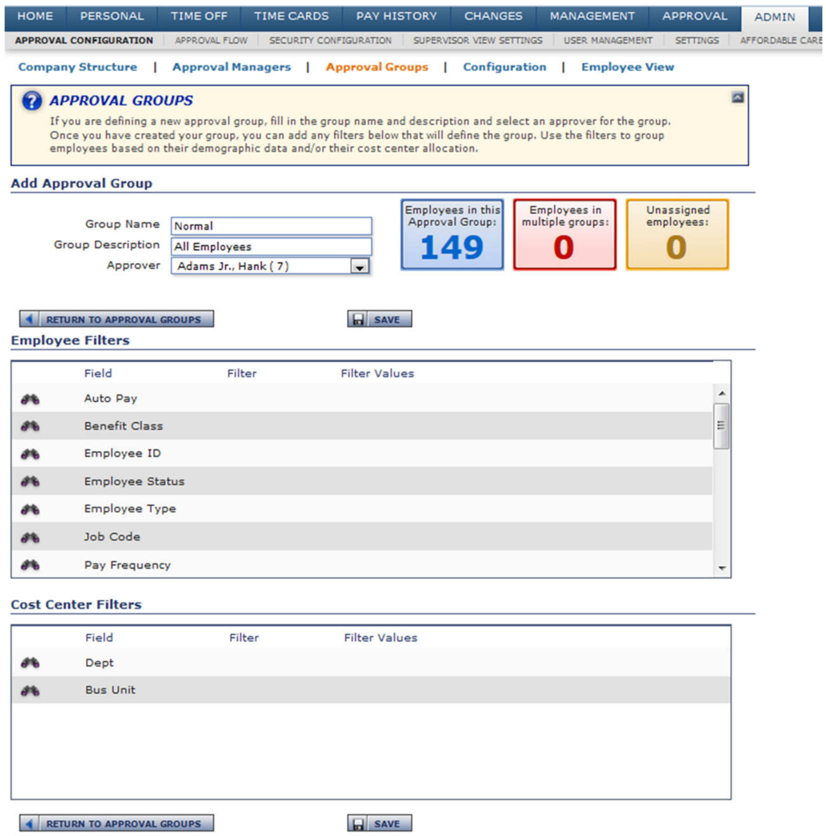
To set up change approvals based on other factors such as employee status, employee type, auto-pay type and user defined options, you should first click the ADD button to set up the new Approval Group. Enter a Name and Description for your Group. If you want someone other than an Administrator (or before the Administrator) approve changes from the group, select an Approver from the pull-down menu (list of employees in your company).



<Figure 8.1.C>

To filter your employees for the group, first select the Employee Filter. For instance, if you want to create a group for active employees, you would click on the VIEW button next to Employee Status. Your filtering options are:

One Of	Select from available codes to form a grouping of applicable criteria
Not One Of	Select from available codes to from a grouping of codes that do not meet your requirement
Starts With	Allows criteria to be set using the first few characters of a field selection (ex. Using 'Sa' for Salary)
Contains	Allows criteria to be set using any string of characters of a field selection (ex. Using 'alar' for Salary)
Equal	Available codes used in ReadyPay will be shown to select your exact criteria



<Figure 8.1.D>

Once your group is saved, you will be able to see how many employees belong to the group, how many employees are in more than one group, and how many are not assigned in the group.

<Figure 8.1.E>

It is possible to see Cost Center codes in the Approval Groups area as well. You may have a second person that needs to approve changes for a cost center or perhaps you do not want to set up the Approval Managers so you can include further filtering. Those approvers can be set up through Approval Groups.

Configuration

As a default, all screens and fields are read-only to your employees. In this tab, you are able to "open up" tabs/fields for editing by employees and secure those you don't want them to change. There are five Personal tabs available for editing by employees; Demographics, Dependents, Direct Deposits, Emergency Contacts and Taxes. You also can allow for Time Off requests and Pay Rates changes (for managers/administrators only). To allow access for changing a tab, you should mark the check box for 'Enable field level approval configuration'. You should also set the approval process by choosing which of the following approvals should be made in the process:

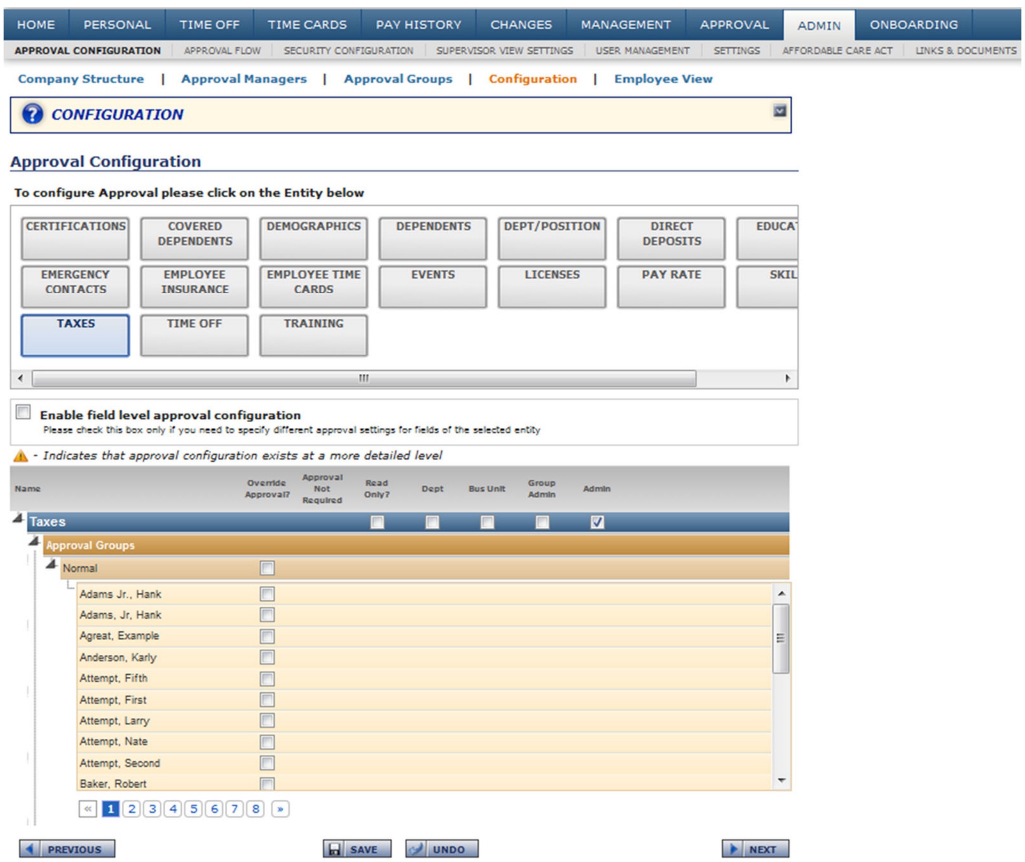
Approval Not Required Changes made to the tab by employees do not have to be approved

Read Only? No access to change fields on the tab by the employee (read further to see overrides)

Cost Center A cost center Approval Manager should approve the requests for the tab (will display if the Organization Structure area is in use)

Group Admin An Approval Group approver should approve the requests for the tab

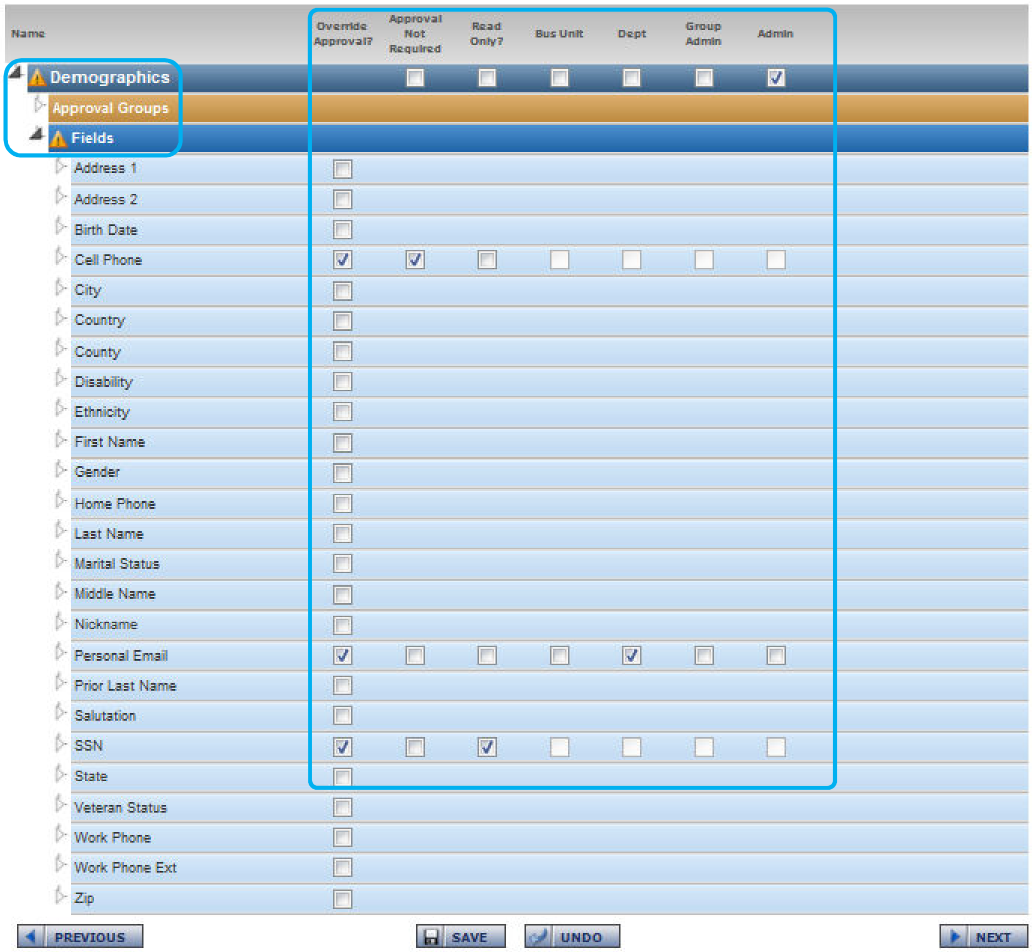
Admin Any Administrator in Self Service should approve the requests for the tab



<Figure 8.1.F>

Next to the tab name will be a small white triangle you can click on to expand the tab selection. Underneath you will find an area for Approval Groups and Fields where you can override the tab approval. The Approval Groups area allows you to route the approval process through different channels than just your main approver. Under Fields, you can change the approval method for a specific field by marking the check box for 'Override Approval?' and selecting a different approval process.

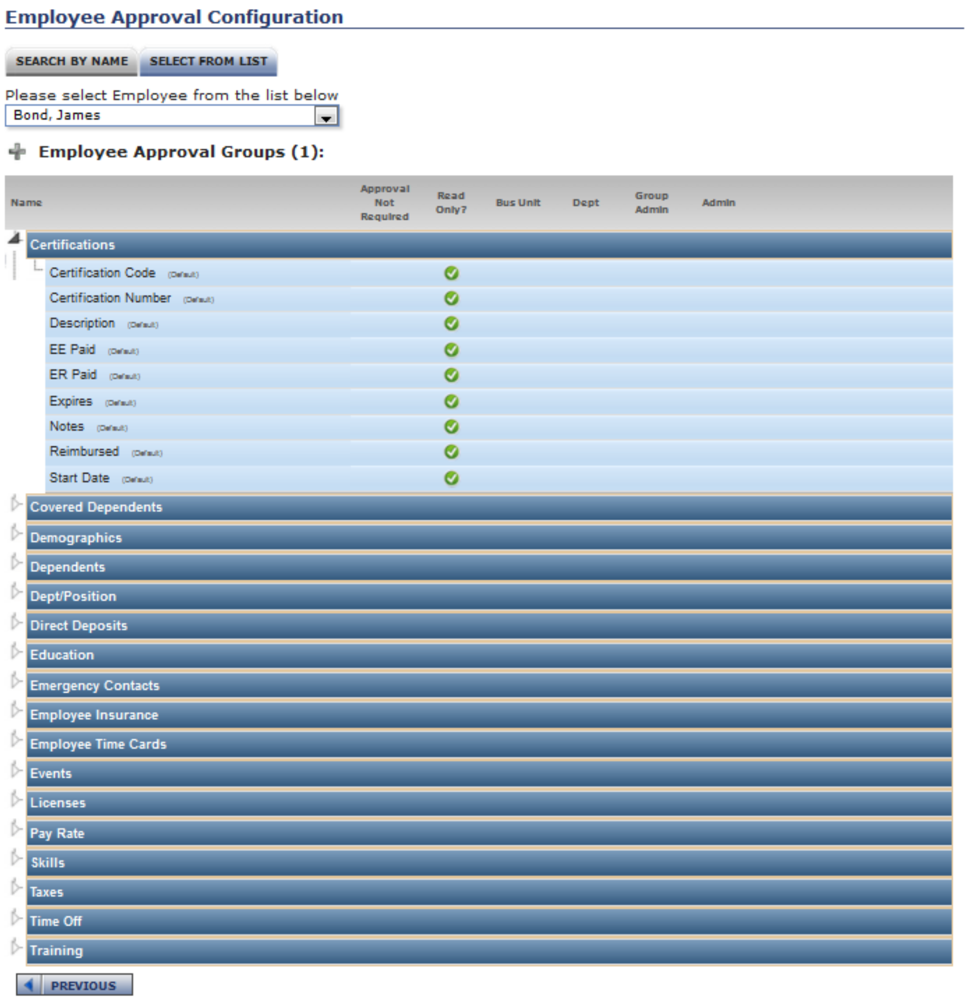
In the below example, the Administrator receives all edits for changes made to the tab by employees, but the SSN field has been checked in the 'Read Only?' column, locking that field from any edits. The Cell Phone number requires no approval, meaning the employee can edit that field at any time. The Personal Email field, however, does require approval, and will go to the Department ("Dept") manager for approval only.



<Figure 8.1.G>

Employee View

To get a snapshot of the rights you have provided your employees for making changes, you may search for an employee by entering their name or selecting them from a list. The screen will show you each tab they can see and what approvals are set for them.

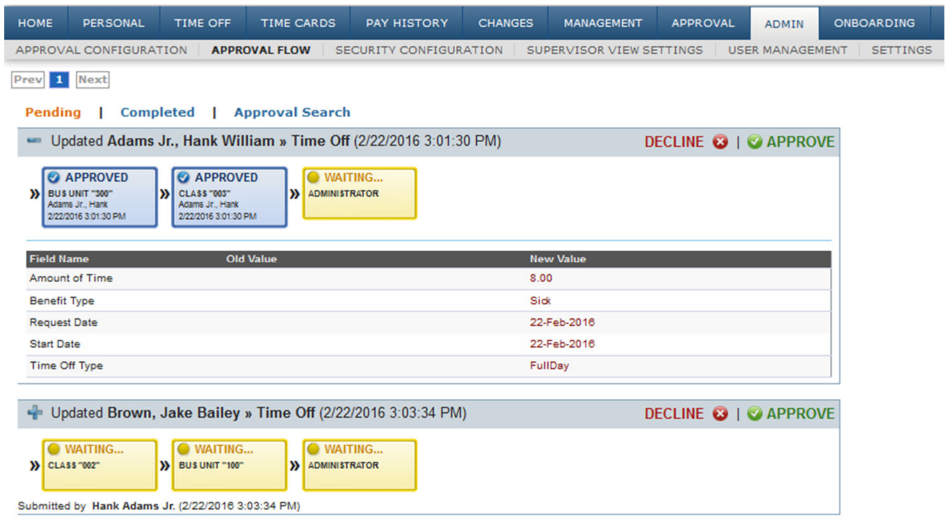


<Figure 8.1.H>

8.2 *Approval Flow*

As an Administrator, you can see any approvals that have been requested by employees regardless of who is next in line to approve them. Here, you can see anything Pending, Unassigned (not in an Approval Group), Completed, and you are also given the ability to search for a transaction (historical) in Approval Search.

An Administrator can Approve or Decline a change from the Pending screen even if the change is waiting to be approved by a lower-tier manager. In other words, the Administrator has final say/complete authority.

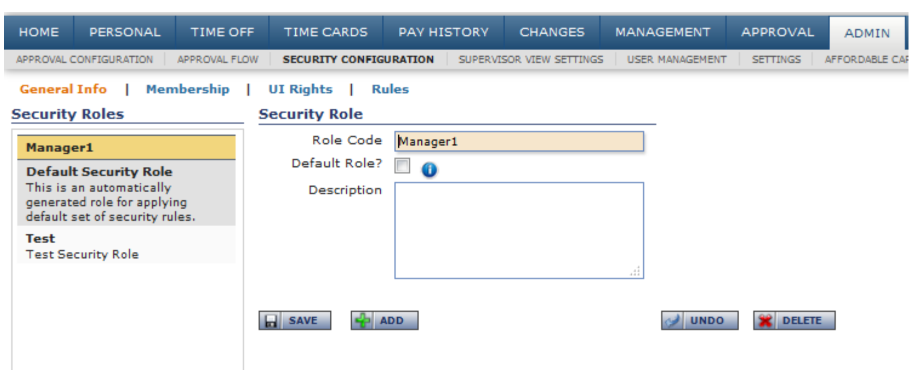


<Figure 8.2.A>

8.3 *Security Configuration*

General Info

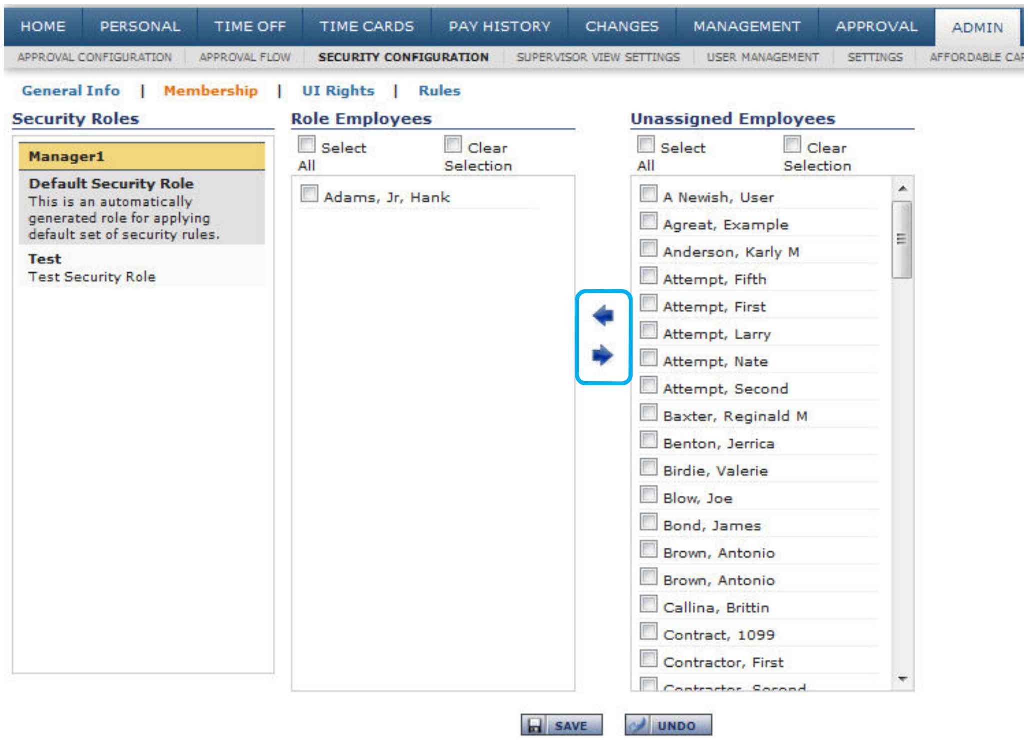
Security Configuration allows an Administrator to create user roles to assign to their users of self service. A security role here would allow you to block certain tabs or information on tabs the employee sees. First, set up the General Info of the role to include the Role Code (role identifier), and a Description. If the role should be used as default for each user, the 'Default Role?' box should be marked. All roles in the system will appear in the Security Roles box on the left-hand side of the screen. Selecting a role will open the details for the role.



<Figure 8.3.A>

Membership

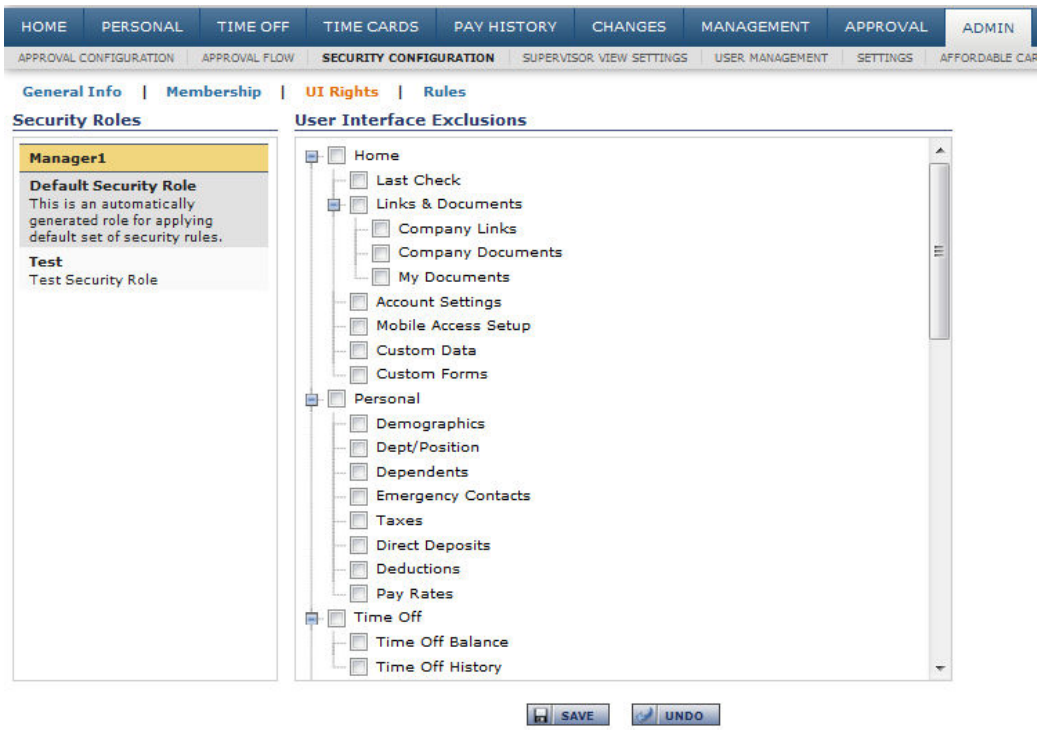
The Membership page of the tab allows the administrator to choose which employees within their company should have the role assigned to them. The option to Select All at the top of the employee listings moves all employees to/from the role. *If you marked the 'Default Role?' option on the preceding page, it is unnecessary to select all employees and assign them manually to the role.* Once done marking the employees, use the left-facing arrow to move the employees into the Role Employees box, thus assigning them the role. The right-facing arrow moves the employees from the role when selected under Role Employees.



<Figure 8.3.B>

UI Rights

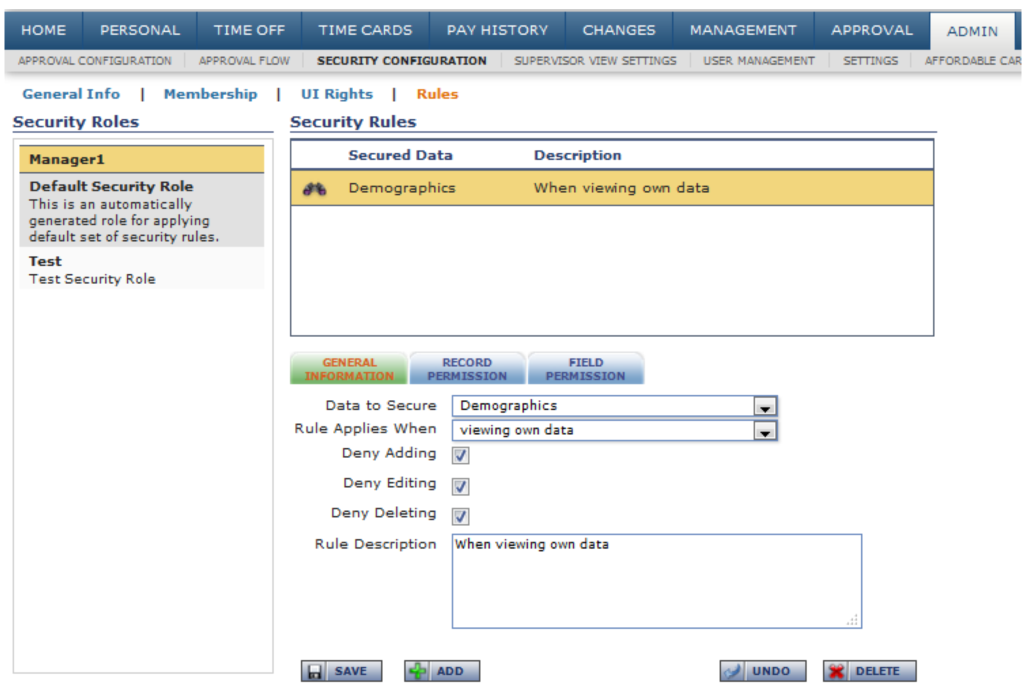
An administrator can block entire pages of self service from being accessed by the Role Employees. Checkboxes can be marked to block entire modules (Home, Personal, Time Off, Pay History, Changes) or individual screens within the modules. While the employee cannot see certain areas like Management or Approval, it is not necessary to block those pages on the UI Rights because of their role as an Employee on their Self Service account.



<Figure 8.3.C>

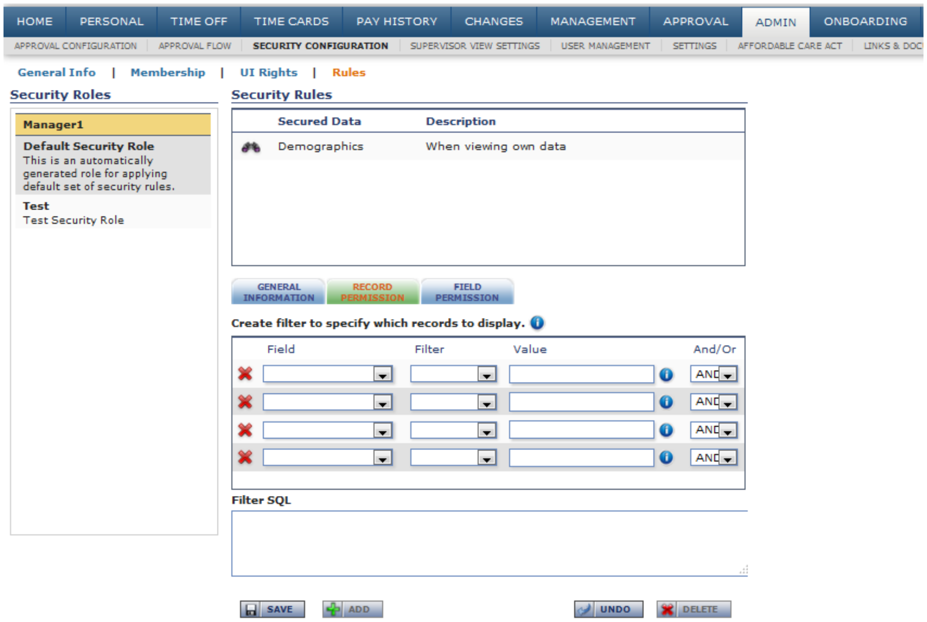
Rules

General Information As an administrator, you may configure security down to the individual field-level of each screen. Begin by selecting the screen containing the field to block in Data to Secure and then how the Rule Applies When different user types (manager or employee) access the information. While you may want managers to see data for their employees, you may not want them to change any information. In previous versions of the application, managers had access to change anything an employee could. This curbs that access. Next, choose whether the Role Employees should be denied access for Adding, Editing or Deleting from the selected screen. This option comes into play when you have some employees that you want to follow the normal Configuration (setting tabs and fields for approval) and you have some that shouldn't. The Rule Description automatically populates as the Security Rule is built.



<Figure 8.3.C>

Record Permission Next, certain information can be blocked from viewing on a screen by setting Record Permissions. Choose a field on the screen and a Filter option. In the Value field, either type in the value to be secured (with commas in between codes) or click on the information button to see a list of available codes. Click Update Values when done. And/Or may be used to join multiple record permissions together. Keep in mind 'And' statements should come before 'Or' statements. To delete permissions, click the Delete button.



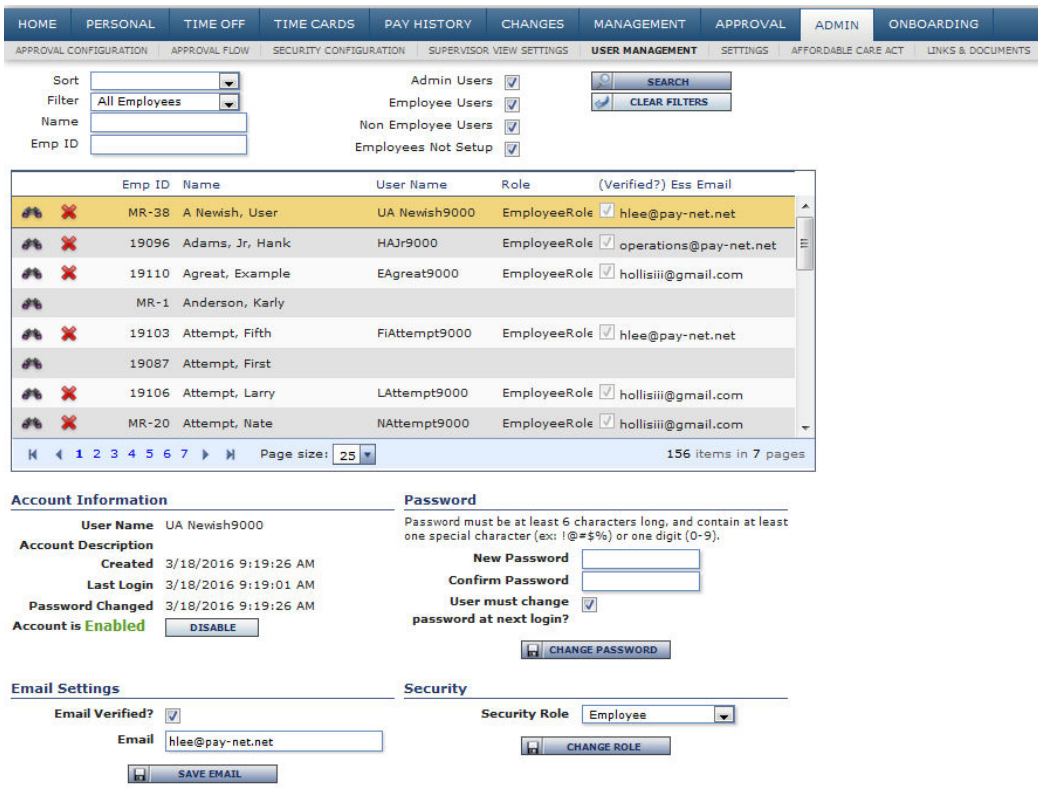
<Figure 8.3.E>

Field Permission Fields may be completely blocked (shown with no data to the role user) by clicking the 'Block?' box next to the appropriate Field name. Certain fields can also be masked so not all data shows. Typically this occurs with fields like SSN and direct deposit account. An example of masking is by entering 'XXX-XX-????' to mask SSN 123-45-6789. The result to the role user would be shown as 'XXX'XX'6789'. Any character, other than '?' will replace the character value it is in place of. The '?' uses the character as it is on the employee.

<Figure 8.3.F>

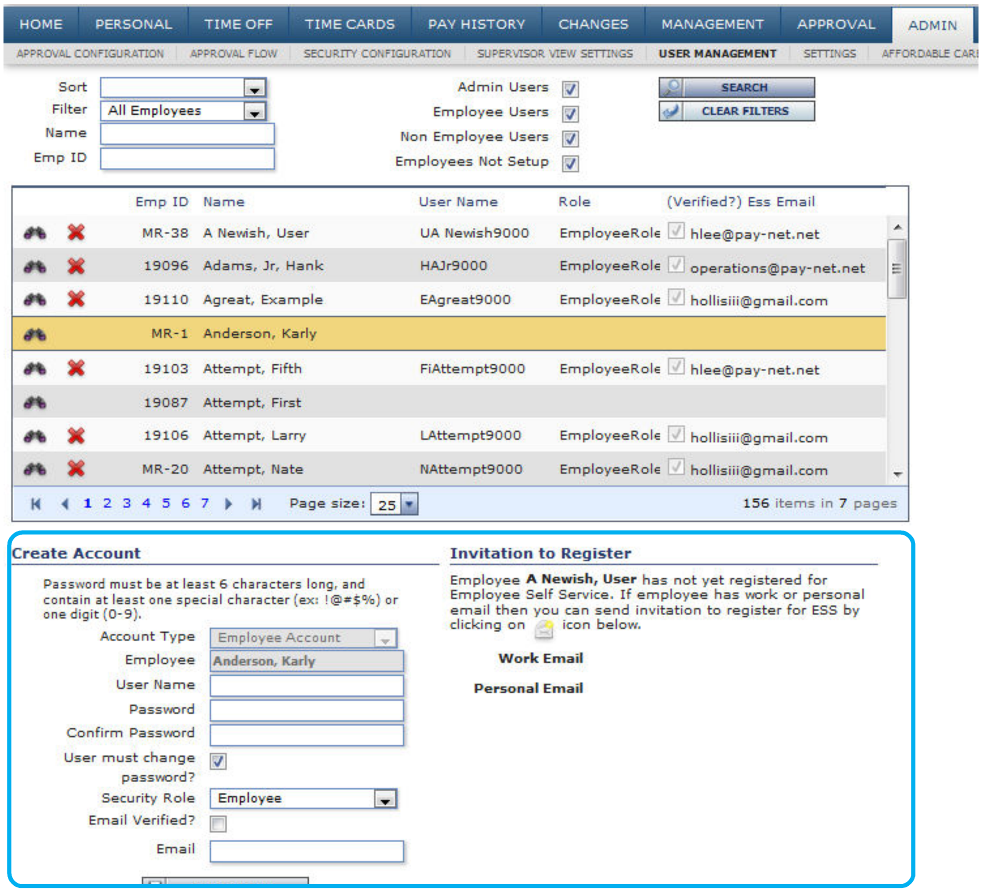
8.4 User Management

A listing of all employees in the company and the Self Service accounts that have been set up for each are displayed in User Management. An Administrator has the ability to disable or enable a user's account in the Account Information section, mark the employee's email address as verified in Email Settings (if the employee never received the email; for Full Service Kiosk), change the user account password under Password, and set a user account to Administrator or Employee role in Security.



<Figure 8.4.A>

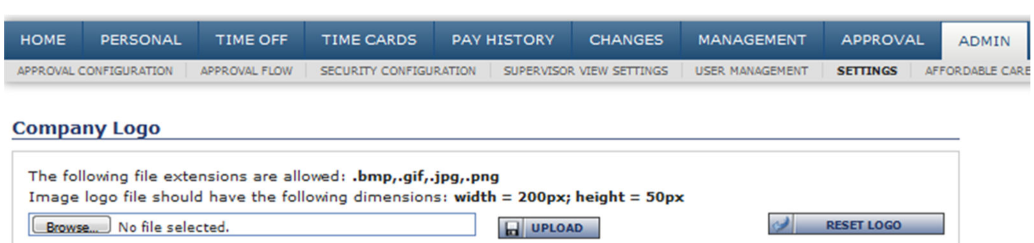
For an employee without an account, an Administrator can click VIEW to create the user account from the screen.



<Figure 8.4.B>

8.5 Settings

The Settings tab allows an Administrator to change the Company Logo that appears at the top of the screen. Logos need to be 200X50 pixels or less and should be of type .bmp, .gif, .jpg, or .png. Choose Browse to select the file and UPLOAD to set it. The logo can be RESET at any time to the service bureau's logo. To set the Landing Page for users so they do not see their Last Check information as the default, simply click on the page to set and confirm. Click the RESET LANDING PAGE button to set to the system default, Last Check.



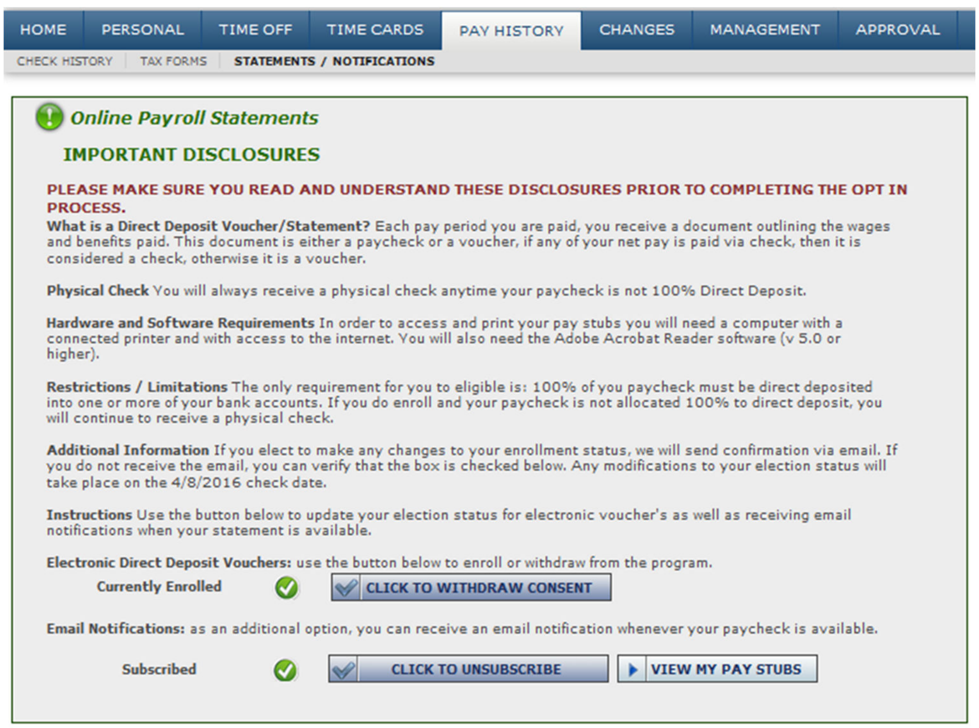
<Figure 8.5.A>

9: Additional Features

There are several features of the system that are employer-elected and may be set up by you for your use as well as for your employees. The features are described in this section.

9.1 Statements & Notifications

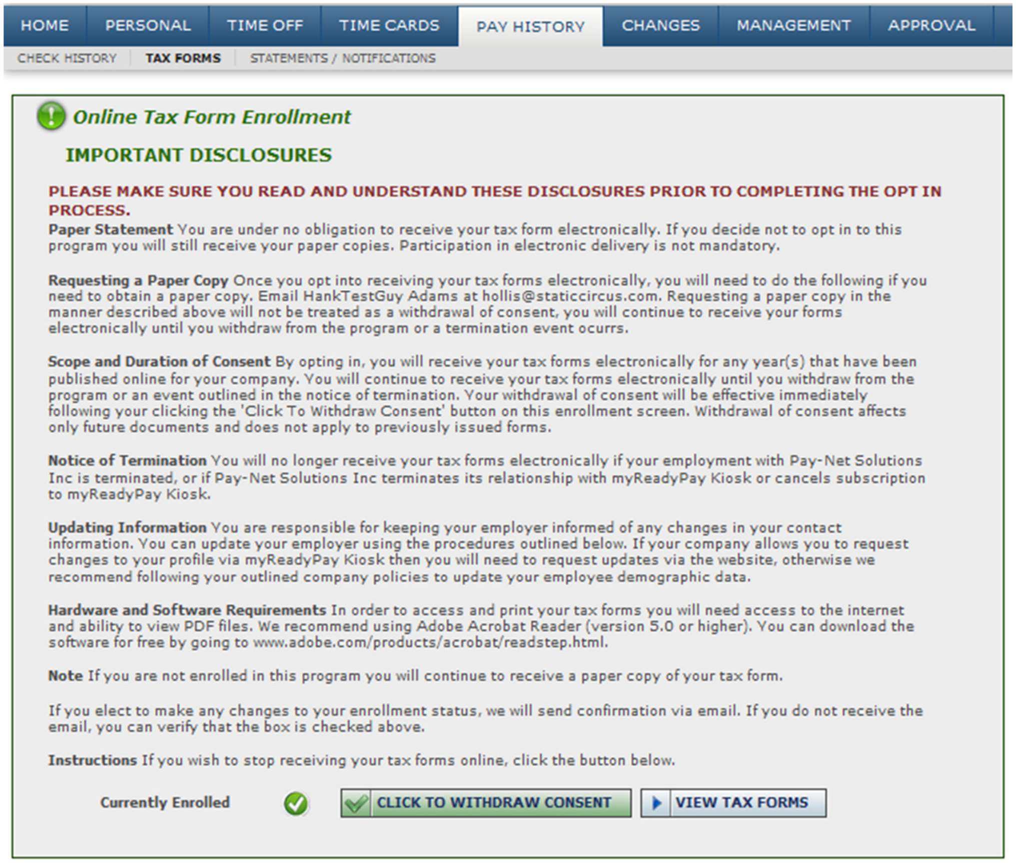
One of the key features of the system is your ability to receive your pay stubs in an electronic format. Enrolling in Electronic Direct Deposit Vouchers will stop the printing of paper stubs for you. Simply CLICK TO ENROLL. If you used an email address when registering your account on Self Service, you will also be enrolled to receive Email Notifications when your stub is available online on your check date. You can un-enroll/unsubscribe at any time. *** It is not necessary to enroll to receive your stub online. This simply turns off paper printing. ***



<Figure 9.1.A>

9.2 W-2 / 1099

Your W-2/1099 may be issued electronically and made available to you in Self Service. If available, the screen will appear in the Pay History Module and you'll need to read the Disclosure and then CLICK TO ENROLL if you agree. You can un-enroll at any time.



<Figure 9.2.A>