Employee Self Service Manual

PeopleSoft Version 9.2



ACCESS. INNOVATION. EXCELLENCE.

Written by the North Dakota University System, December 2004.

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Accessing Employee Self Service

Log in to the Human Resource Management System (HRMS) using your system-issued User ID and Password. These are case sensitive. If you have a problem with your User ID and/or password, please call the NDUS help desk: 1-866-457-6387.

NORTH DAKOTA UNIVERSITY SYSTEM										
Human Resources Log In NDUS Human Resources requires authentication using your NDUS identifier. User ID	Trouble Logging In? If you are experiencing any difficulties getting logged into the system, please use the links below.									
	User ID and Password Help									
Password	Send email to Help Desk									
Log In										
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The Employee Self Service homepage will have tiles that will direct employees to specific places within PeopleSoft.



Company Directory

Use the Company Directory to view employee personal and job data within the context of your organization's hierarchical reporting structures.

The company directory has its own tile on the Employee Self Service homepage. Selecting it will take the user directly to it. It will be in front of DUO so the user will not be prompted for a second password.

Company Directory

Company Directory - Search

In the Company Directory, there are several ways to search: by name, job title, location, campus name, and building name.

Quickly view profiles by searching in the Recently Viewed or Favorites sections.

Search Company Directory	Search by name, job title, location, etc.	»	
View My Profile			Kiew My Org Chart
Recently Viewed (15)			
Favorites (2)			

Wildcards and email searches

Wildcard characters can be used to retrieve a desired search result. Elastic search does not support the '%' character as a wildcard. Supported characters are '*' and '?'. The '*' is used for matching multiple characters and the '?' is used for matching single characters.

When searching for an email address, the "@" character is considered to be a word separator. For the search keyword betty@xyzcompany.com, the results returned are matching on "betty" or "xyzcompanycom". To have the keyword string to be considered one word, put double quotes around the string: "betty@xyzcompany.com".

Company Directory - View My Profile

When viewing contact information, the person's name, business title, department name and building name will appear in the upper left corner. Their campus name, campus address, campus phone number and campus email address will appear in the main page. The profile can be added or removed from the user's favorites by selecting the link below the contact information in the upper left corner.

Karin Stinar ⊙ Senior Business Analyst Financial and HRM Systems - Multiband Tower ★ Remove from Favorite Profiles		Tiew Org Chart
📞 Contact Information	Contact Information	
L Reporting Structure		
🐣 Peers (5)	Campus	NDUS System Info Tech Services
	Address	2000 44TH ST S STE 301
Job Details		Fargo, ND 58103-7434
		Cass
	Phone	701/239-6679
	Email	Karin.Stinar@ndus.edu

Included in the View My Profile page are several links called "facets".

- a. There is a link to the employee's reporting structure which shows their "chain of command" up to the Chancellor.
- b. There are links to the employee's direct reports (if they have any) and peers.
- c. There is a link to the employee's job details. Job details include: location, campus address, business unit, regular/temporary status, company name, job family name, years of service and other info.
- d. Data in the Company Directory will be refreshed on a daily basis. Some data, such as email and phone number, will take effect immediately. Employees who are terminated will no longer be in the directory the day after their termination date.

Contact Information	
L Reporting Structure	
🕹 Directs	5
🐣 Peers	7
🐴 Job Details	

Job Details	
Location	IT Building
Address	4349 JAMES RAY DR GRAND FORKS, ND 58203-1929 Grand Forks
Business Unit	NDUS System Info Tech Services
Reg/Temp	Regular
Company	NDUS System Info Tech Services
Job Family	NDUS Administrative
Manager Level	All Other Positions
Org Relationship	Employee
Position	AssistCIO/Enterprise Solutions
Standard Hours	40
Work Period	Weekly
Years of Service	24.9

Company Directory – View My Org Chart

There is a link to the employee's org chart in the Contact Information page:

嚞 View Org Chart

When viewing the org chart of an employee, it shows up to 3 levels:

- 1. The direct supervisor of the employee (level 1);
- 2. The employee and peers, if turned on (level 2). Note: the employee displays in a slightly different format than the peers so they standout, this is call the "focus node";
- 3. The employee's reports-to (if any) (level 3).
 - a) There are icons in the frames that indicate if the employees has any direct reports and/or indirect reports along with the count.
 - b) Clicking on any of the frames will change/update the focus node of the org chart to show that particular employee's org chart.
 - c) Currently the org charts do not include vacant positions.
 - d) There is a "Show Peers" box in the upper right corner that can be turned on and off as desired to show or not show the employee's peers. The default is off.

	Darin King Vice Chanc IT/CIO Less 6 Directs				
	Corey Quirk Deputy CIO Department Office of Email corey quirk Phone 701/792-62	⊙ the CIO @ndus.eduXX 298			
Bernadette Quiggle Assist Dir PeopleSoft Dev	Chad Gratton Lead Systems Engineer	Ericka Westphal Lead Applications Analyst	John Underwood IT Services Manager		
🕹 3 Directs	2 Directs	🕹 1 Directs	🚨 2 Directs		
Kelli Heiser Assistant Dir HCM	Kelly Restad Lead Applications System A	Nicole Murphy NDUS SITS Dir/AD/Asst Dir	Nicole Strand Asst Dir Financials System		
🕹 4 Directs	2 Directs	🕹 5 Directs	🕹 5 Directs		
Randall Wald Operations Manager	Thomas McNaughton Dir of Student Info Systems				
2 Directs	2 Directs				

Company Directory – Exporting Org Charts

There are two ways to extract org chart data for importing into Excel or Visio.

One way is to select the actions list from the banner (the iii icon in the upper right corner) and select one of the following options: Export to Excel, Export to Visio, Print Organization Chart.

Company Directory Home
View My Profile
Export to Excel
Export to Visio
Print Organization Chart
My Preferences
Help
Sign Out

If using either the Export to Excel or Export to Visio options, save the file to your computer and then use the instructions in the next section of this manual to create the org chart.* If selecting Print Organization Chart, a new page opens showing a print preview of the chart. Click the

Print

button to print the chart.

*Note: The Export to Excel and Export to Visio functions available in the Action List are both delivered functionality and cannot be configured or customized. For that reason it is recommended to utilize the Export Org Chart process using the instructions that follow next. The Export Org Chart process is configurable and has been updated with field values most commonly used within the NDUS.

The other way to extract the data is by going to the following navigation: *Workforce Administration>Export Org Chart*.

1. Enter a Run Control ID and click Search.

Export Org Chart								
Enter any information you have and click Search. Leave fields blank for a list of all values.								
Find an Existing Value Add a New Value								
Search Criteria								
Search by: Run Control ID begins with Correct History Case Sensitive								
Search Advanced Search								

- 2. Select the following parameters:
 - a. Effective Date
 - b. Org View Type: Select **Company Directory**. The NDUS does not use Direct-Line Reports or Matrix Reports.
 - c. Content Type: Select Org Chart. The NDUS does not use Profile.
 - d. File Type: Select either MS Office Excel or MS Office Visio. *Note: Campuses may charge a fee to download Visio software to an employee's computer. Visio produces a high-quality org chart.*
 - e. Tree Name will auto-populate.
 - f. Tree Node: Click on the lookup, change the Search to Name and then enter the name of the employee desired for the chart. Select the name and the Tree Node will populate with the data.

Export Org Chart	
Run Control ID SITS_1 Language English •	Report Manager Process Monitor Run
Parameters	
*Effective Date 07/01/2018	
*Org View Type Company Directory	T
*Content Type Org Chart	Ŧ
*File Type MS Office Visio	T
Tree Name NDU_HRCD	Effective Date of Tree 06/25/2018
Tree Node 0316892XXXX002000000	Jody French

This is a screen shot of the Tree Node lookup.

Look Up 1	Tree Node																×
Search by: Name begins with Jody French Help Help																	
Look Up Cancel Advanced Lookup																	
Searchitte	Suits																0
View 100	View 100 First 🕚 1 of 1 🕑 Last																
Name	Tree Node	Empl ID	Empl Record	Effective Date	Job Indicator	Business Unit	Company	Department Set ID	Department	Job Code Set ID	Job Code	Position Number	HR Status	Organizational Relationship	Supervisor ID	Reports Position	To Number
Jody French	0316892XXXX002000000	0316892	2	07/01/2017	Primary	SITS1	SIT	SITS1	0050	SITS1	019501	00100346	Active	Emp	(blank)	001003	40

- 3. The data in the export includes the following:
 - a. The direct supervisor of the employee selected in the Tree Node.
 - b. The employee selected in the Tree Node.
 - c. Any and all direct reports and indirect reports of the employee selected in the Tree Node.
- 4. The data fields included in the export are:
 - a. Identifier used for importing the data into Visio.
 - b. ReportsTo Used for building the chart(s) and connectors (arrows) in the correct sequence in Visio.
 - c. Name will be displayed in each shape in the chart.
 - d. Position will be displayed in each shape in the chart.
 - e. Department will be displayed in each shape in the chart.
 - f. Reg/Temp used for filtering and deleting data in the csv file prior to importing it into Visio.
 - i. By default, all active regular and temporary employees are in the company directory. However, for organization charts, it is typically not necessary to include temporary personnel. There is a step in the next section to delete temporary employees from the file prior to the importing process.
- 5. The process to download the file from PS into Visio is a user-friendly process. Visio provides many tools to customize the org chart based on user specifications.

Creating an organization chart using Visio

Open Visio and use the Organization Chart Wizard to create your organization chart automatically.

Note #1: These instructions are for Visio 2016. Go to YouTube for tutorials for Visio.

Note #2: Current functionality in PeopleSoft requires the data be exported to either Excel or Visio. Campuses will need to work with their desktop support staff to obtain a download of Visio. There could be a fee charged for this because the campuses vary in what software is available for download.

To run the Organization Chart Wizard:

In Visio, select File, New, Organization Chart (if an icon isn't showing in the Featured Templates, enter Organization Chart in the search box and select it), Organization Chart Wizard. Select US Units and click Create.

- 1. On the next window, select the option *Information that's already stored in a file or database* and click Next.
- 2. On the next window, select the option A text, Org Plus (*.txt), or Excel file and click Next.
- 3. On the next window, enter (or browse) the location on the client that contains your organization information (where you saved the orgchart file) and click Next.
- 4. Select *Identifier* for the Name field, *ReportsTo* for the Reports To field and *<none>* for the First name (optional) field and click Next.
- 5. Select the fields from your data file that you want to display (you can move the fields up/down as desired) and click Next.
- 6. If desired, select fields from the Data file columns list and click Add to add them to the Shape Data fields list and click Next.
- 7. Select Don't include pictures in my organization chart and click Next.
- 8. Select *I* want to specify how much of my organization to display on each page and click Next.
- 9. Add, modify or delete pages based on the employee selected to be at the top of the chart.
 - a. Tip: It might be helpful to have a list of the names and EmpIID's available to refer to so it's easier to find and select each employee desired to be at the top of each page.
- 10. Select 'No' for the question "Your organizational data contains 3 entries that are not in the organization. Do you want to include them in your drawing?"

The following is an example of the Visio page that you see when the organization chart is complete.



Here are some suggestions to edit the chart:

- 1. In the Org Chart tab, select Cntl+A on the keyboard to highlight the entire chart. Then select *Show/Hide* in the Picture option. This will delete the silhouette from each shape.
- In the Org Chart tab you can select different shapes by clicking on them in the Shapes option. You can also increase and decrease the height and width of the shape by clicking on the + or – signs.
- 3. The data is organized in alphabetical order by first name. The boxes and arrows can be moved and edited.
 - a. Click on a box to highlight it and then right click and use the options to edit the text or change the background color of the box.
 - b. Click on a box and drag it to another location. It might be helpful to be in the View tab and have the grid selected so the boxes can be moved and positioned within equal distance of each other.
 - c. If the boxes are moved, then the connectors (arrows) connecting the boxes will likely need to be edited as well. Use the Pointer Tool and Connector options in the Home tab to do this.

- d. Any boxes can be deleted by selecting them and pressing the delete button on the keyboard.
- e. To add a Title, select one of the Title options in the tools window on the left and drag it into the document. Right click in the title window, select Edit Title and enter a desired title.
- f. A header and footer can be added by going to Print and then selecting the link for Edit Header & Footer located on the bottom of the Settings options.
- 4. Importing large amounts of data into Visio will take more time and effort. Here are some facts and suggestions:
 - a. The export out of PeopleSoft into Excel or Visio is limited to 1000 rows of data.
 - b. Use Excel to delete temporary rows in the spreadsheet. This can be done quickly by filtering on the Reg/Temp column, select Temp and then highlight and delete the rows. Save the changes as a .csv (comma delimited) file.
 - c. Go into Visio and do the same steps as shown in the 'Creating an Organization Chart using Visio' section.
 - i. When choosing the columns to display, select only Name, Title and Department.
 - ii. When choosing the columns to add as shape data fields, Identifier can be included in addition to Name, Title and Department.
 - d. It may take some experimenting with the page break options to decide what works best for the org chart being created. Start with 'I want to use the wizard to automatically break my organization chart across pages'.
 - e. Depending on the size of the file, the wizard may create multiple pages of charts. Click on the page tabs along the bottom to go to a different page. Clicking on the 'All' tab on the bottom right will display pages in a scroll area on the right.
 - f. At this point, it's a matter of selecting each page and editing the charts.
 - g. There are also different options to try when selecting Print and using Page Setup and adjusting the zoom and fit-to tools.

Payroll



Select the Payroll tile to access the following links along the left navigation collection:

💐 Pay	/checks	
避 Dire	ect Deposit	
<u>w</u> W-2	2/W-2c ~	
🕒 Tax	Withholding	
🏛 Vie	w Form 1095-C	
[For	m 1095-C Consent	

Paychecks

The Paychecks link opens to a list of your paychecks. To view a paycheck click on the check date and it will open that paycheck in a PDF for viewing. Use the funnel icon to select a different range of dates to view past paychecks.

Paychecks					
T					îΨ
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
09/14/2018	North Dakota State University	08/16/2018 08/31/2018	\$1102.32	1455024	>
08/31/2018	North Dakota State University	08/01/2018 08/15/2018	\$1318.40	1450885	>

Tax Withholding

Select the Tax Withholding link to open a page showing the Company name, Status, Form Types, Jurisdiction and Withholding Details for the employee.

Form Type	Jurisdiction		Withholding Details		
Federal	Federal	Tax Status Single	Withholding Allowances 4		
		Additional Amount 0.00	Additional Allowances		
		Additional Percentage	Other		
State	North Dakota	Tax Status Single	Withholding Allowances 4		
		Additional Amount 10.00	Additional Allowances		
		Additional Percentage	Other		

To update the Federal withholding status, select the arrow on the right:

Federal	Federal	Tax Status Single	Withholding Allowances 0	
		Additional Amount 0.00	Additional Allowances	>
		Additional Percentage	Other	1

 A window will open with special instructions that the user should read before continuing. It is important to know that when an employee is updating their federal tax withholding status, it will NOT automatically update their state tax withholding status. This is included in the first paragraph of the instructions. If the employee wants to update their state tax withholding status, they can do it separately starting in the Tax Withholding page. The central payroll office should run the query NDU_PY_TAX_FEDST_MISMATCH on a regular basis to monitor the W-4 statuses for federal and state.

It is also important to note that it is a requirement to use Adobe Reader to download the updateable PDF form. The user might need to change their browser settings so that the default for PDF forms is Adobe Reader. This technology is only available on a personal computer. It is not currently available using a mobile device.

Federal Tax Withholding Forms	
Company NDUS System lafa Tash Saniroa	
Company indices system into feel services	
You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes. Also remember to update your state tax withholding status because the change you make for Federal withholding does NOT automatically update your state tax withholding status.	
Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. You employer may be required to send a copy of this form to the IRS.	
You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Download the PDF to Adobe Acrobat (you may need to update your browser settings). Be sure to print or save a copy of the completed form for your records.	
Updateable Forms	
Form Description	
Federal Withholding Allowance Certificate	

• Select the arrow on the right and the following message will appear. Selecting OK will open the updateable form in PDF format. Selecting Cancel will cancel the transaction and the employee can go to their Payroll department to compete the necessary forms to update their tax withholding status.

	WARNING		
The You should not continue if you are using a	The system will download to your computer a copy of the tax form which contains personal information. You should only continue if you are using a trusted and secure computer. You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.		
OK Cancel			

• When OK is selected the PDF form will open in a separate window. The user's Name, SSN, Address, Employee's Signature, Date, Employer's name, Employer's Address and EIN will all be prepopulated. The SSN is masked and only shows the last 4 digits. Steps 1 through 4 will be editable. The employee completes the form and then selects the green Submit button located in the bottom right corner of the form.

Form W-4	Employee's Complete Form W-4 so that your employee	Withholding Certifier can withhold the correct feder	cate al income tax from your	OMB No. 1545-0074		
Department of the T Internal Revenue Se	Oppartment of the Treasury Give Form W-4 to your employer. 2023 Internal Revenue Service Your withholding is subject to review by the IRS. 2023					
Step 1:	(a) First name and middle initial	Last name		(b) Social security number XXX-XX-7511		
Enter Personal Information	Address City or town, state, and ZIP code			Does your name match the name on your social security card? If not, to ensure you get credit for your earnings,		
	Fargo, ND 58104			or go to www.ssa.gov.		
	(c) Single or Married filing separately Married filing jointly or Qualifying surviving a point of household (Check only if you're unma	spouse rried and pay more than haif the costs	of keeping up a home for yo	urself and a qualifying individual.)		
Complete Ste claim exempti	ps 2–4 ONLY if they apply to you; otherwi on from withholding, other details, and priva	se, skip to Step 5. See page cy.	2 for more information	n on each step, who can		
Step 2: Multiple Job	Complete this step if you (1) hold mo also works. The correct amount of wi	re than one job at a time, or (thholding depends on income	2) are married filing join e earned from all of the	ntly and your spouse ese jobs.		
or Spouse Works	(a) Reserved for future use.					
	(b) Use the Multiple Jobs Worksheet	on page 3 and enter the resu	It in Step 4(c) below; c	or		
	(c) If there are only two jobs total, yo option is generally more accurate higher paying job. Otherwise, (b) i	than (b) if pay at the lower pays more accurate	aying job is more than	half of the pay at the		
	TIP: If you have self-employment inc	ome, see page 2.				
Complete Ste be most accur	ps 34(b) on Form W-4 for only ONE of the ate if you complete Steps 34(b) on the Form	ese jobs. Leave those steps to Norman and the steps to Norman and the steps to the highest paying j	blank for the other job job.)	s. (Your withholding will		
Step 3:	If your total income will be \$200,000	or less (\$400,000 or less if ma	arried filing jointly):			
Claim Dependent	Multiply the number of qualifying	children under age 17 by \$2,0	00 \$			
and Other	Multiply the number of other depe	endents by \$500	. <u>\$</u>			
Credits	Add the amounts above for qualifyin this the amount of any other credits.	g children and other depende Enter the total here	ents. You may add to	3 \$		
Step 4 (optional):	(a) Other income (not from jobs). expect this year that won't have v This may include interest, dividen	. If you want tax withheld f vithholding, enter the amount ds, and retirement income .	or other income you of other income here.	4(a) \$		
Adjustment	(b) Deductions. If you expect to claim	n deductions other than the st	andard deduction and			
	want to reduce your withholding,	use the Deductions Workshee	t on page 3 and enter	405		
				+(0) \$		
Exemption from w expect to owe no	(c) Extra withholding. Enter any add thholding. By claiming exemption from withholding, you o rederal income tax in 2023. If you claim exemption from	itional tax you want withheld e pertify that you owed no Federal Incom withholding, no income tax will be with	each pay period he tax in 2022, and that you held from your paycheck.	4(c) \$ Not Applicable		
Step 5:	Under penalties of perjury, I declare that this cert	tificate, to the best of my knowled	dge and belief, is true, co	rrect, and complete.		
Sign Here			20	23-04-18		
	Employee's signature (This form is not va	alid unless you sign it.)	Dat	te		
Employers Only	Employer's name and address		First date of employment r	Employer identification number (EIN)		
	Bismarck State College 1500 Edwards Avenue B	ismarck, ND 585065587	4	50343495		
For Privacy Ac	For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2023)					
				Submit		

• The user is then prompted to enter their User name and Password:

Windows Security		\times	
Acrobat			
The server adminsys.ndus.edu is asking for your user name and password. The server reports that it is from PeopleSoft Enterprise PeopleTools.			
User name			
Password			
Remember my credentials			
ОК	Cancel		

• The data is then uploaded to the HR system to update the employee's federal tax withholding status. The employee can save or print a copy of the W-4 for their records. The employee will also receive an email notification of the update:

Your tax withholding request on 2018-08-21-09.27.28.000000 for the following Company and Jurisdiction has been successfully submitted:
Company: NDUS System Info Tech Services Jurisdiction: Federal
However, due to the timing, your tax withholding change may not be reflected on the next paycheck.
If you did not change your tax withholding data, please contact your payroll administrator immediately.
This is a system-generated email message that cannot accept incoming-email. Please do not reply to this message.

The employee can then go back to the Tax Withholding page and complete the process for their state tax withholding. They will not be prompted again to enter their User Name and Password if they kept the PDF page open.

State tax withholding forms are available for every state that has state tax withholding and they accept the Federal W-4 and/or the state's own W-4.

The SSN is masked in the state forms and only shows the last for digits.

The following example is for North Dakota:

State	Tax	Withholding Forms
State	Тал	withinologing Forms

Company North Dakota State University

The State of North Dakota withholding allowances should be the same as what you claimed on your Federal W-4 withholding form but will allow you to claim additional withholding if needed.

Whether you are entitled to claim a certain number of allowances is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

You can make changes to your withholding allowances by using the Update Tax Withholding Form online process. A copy of the Federal W-4 will be presented to you to use for State purposes. Be sure to print or save a copy of the completed form for your records.

Updateable Forms

Form Description

North Dakota Withholding Allowance Certificate

For North Dakota P	irposec Only				
Form W-4	Employee's Withholding Certificate	OMB No. 1545-0074			
	Complete Form W-4 so that your employer can withhold the correct federal income ta	ax from your pay.			
Department of the T Internal Revenue Se	Your withholding is subject to review by the IRS.	~0 ~ 3			
Step 1:	(a) First name and middle initial Last name	(b) Social security number XXX-XX-7511			
Enter Address Does your name m					
Information card? If not, us social					
	City or town, state, and ZIP code Fargo, ND 58104	contact SSA at 800-772-1213 or go to www.ssa.gov.			
	(c) Single or Married filing separately	· · · ·			
	Married filing jointly or Qualifying surviving spouse				
	Head of household (Check only if you're unmarried and pay more than half the costs of keeping up	o a home for yourself and a qualifying individual.)			
Complete Ste claim exempti	ps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more on from withholding, other details, and privacy.	e information on each step, who can			
Step 2:	Complete this step if you (1) hold more than one job at a time, or (2) are marr	ied filing jointly and your spouse			
Multiple Job	s also works. The correct amount of withholding depends on income earned fr	rom all of these jobs.			
or Spouse	Do only one of the following.				
Works	(a) Reserved for future use.				
	(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4	4(c) below; or			
	(c) If there are only two jobs total, you may check this box. Do the same on f action is accountly the same on f	Form W-4 for the other job. This			
	higher paying job. Otherwise. (b) is more accurate	more than hair of the pay at the			
	TIP: If you have self-employment income, see page 2.				
Complete Sta	ns 2_4(b) on Form W_4 for only ONE of these jobs I have those steps blank for th	e other jobs. Nour withholding will			
be most accur	ate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)	le outer jobs. (Tour withholding with			
Step 3:	If your total income will be \$200,000 or less (\$400,000 or less if married filing	jointly):			
Claim	Multiply the number of qualifying children under age 17 by \$2,000 \$				
Dependent and Other	Multiply the number of other dependents by \$500				
Credits	Add the amounts above for qualifying children and other dependents. You this the amount of any other credits. Enter the total here	may add to 3\$			
Step 4	(a) Other income (not from jobs). If you want tax withheld for other in	ncome you			
(optional):	expect this year that won't have withholding, enter the amount of other in This may include interest, dividends, and retirement income	come here.			
Other	This may include interest, dividends, and retirement income	· · · · · · · · · · · · · · · · · · ·			
Adjustment	(b) Deductions. If you expect to claim deductions other than the standard deductions.	duction and			
	want to reduce your withholding, use the Deductions Worksheet on page the result here	3 and enter			
		· · · · · · · · · · · · · · · · · · ·			
	(c) Extra withholding. Enter any additional tax you want withheld each pay p	eriod 4(c) \$			
Exemption from w will be withheld fro	thholding. I claim exemption from North Dakota withholding tax. (If you claim exemption from withholding, n m your paycheck.)	Not Applicable			
Step 5:	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and beli	ief, is true, correct, and complete.			
Sign Here		2023-04-18			
	Employee's signature (This form is not valid unless you sign it.)	Date			
Employers	Employer's name and address First date	of Employer identification			
Only	employme	ent number (EIN)			
	Bismarck State College 1500 Edwards Avenue Bismarck, ND 585065587	450343495			
For Privacy Act	For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form W-4 (2023)				
		Submit			

• For North Dakota, steps 1 through 4 default as blank and are editable.

×

~

The following example is for Minnesota:

State Tax Withholdir	ng Forms ×			
Company NDUS System Info Tech Services				
You may complete Minnesota Form W-4MN so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Minnesota income tax is withheld from your wages based on what you claim on the Minnesota Employee Withholding Allowance/Exemption Certificate (form W-4MN) You can file a new W-4MN form anytime your tax situation changes				
Whether you are entitled to claim a certain number of allowances or exempti Your employer may be required to send a copy of this form to the Agency.	ons from withholding is subject to review by the State.			
You can make changes to your withholding allowances online using the downloaded updateable PDF form and submit the changes for processing by your payroll department. Download the PDF to Adobe Acrobat (you may need to update your browser settings). Be sure to print or save a copy of the completed form for your records.				
Updateable Forms				
Form Description				
Minnesota Withholding Allowance Certificate	× ×			
DEPARTMENT OF REVENUE 2023 W-4MN, Minnesota Withholding Allowar	nce/Exemption Certificate			
Employees Complete Form W-4MN so your employer can withhold the correct Minnesota inco	me tax from your pay. Consider completing a new Form W-4MN eac			
year and when your personal or financial situation changes. If no Form W-4MN is in	effect, the number of withholding allowances claimed will be zero.			
First Name and Initial Last Name	Social Security Number XXX-XX-2255			
Permanent Address	Marital Status (Check one): Single: Married, but legally separated; or Socium in a noncasident aban			
City State ZIP Code	Married			
Complete Section 1 OR Section 2, then sign the bottom and give the	e completed form to your employer.			
Section 1 — Determining Minnesota Allowances				
A Enter "1" if no one else can claim you as a dependent				
Finer I in any of the following apply. You are single and have only one job You are married, have only one job, and your spouse does not work Your wages from a second job or your spouse's wages are \$1500 or less	B			
C Enter "1" if you are married. Or choose to enter "0" if you are married and has spouse or more than one job. (Entering "0" may help you avoid having too littl D Enter the number of dependents (other than your spouse or yourself) you will claim on your tax return.	e either a working le tax withheld.) . C D			
 E Enter "1" if you will use the filing status Head of Household (see instructions). F Add steps A through E. If you plan to itemize deductions on your 2023 Minnes return, you may also complete the Itemized Deductions and Additional Incom 	ota income tax e WorksheetF0			
 Minnesota Allowances. Enter Step F from Section 1 above or Step 10 of the Item Additional Minnesota withholding you want deducted for each pay period (see in 	ized Deductions Worksheet			
Section 2 — Exemption From Minnesota Withholding Complete Section 2 if you claim to be exempt from Minnesota income tax withh check one box below to indicate why you believe you are exempt: a limeter the requirements and claim exempt from both federal and Minnesota and Minnesota and Minnesota	olding (see Section 2 instructions for qualifications). If applicable,			
 B Even though I did not claim exempt from federal withholding, I claim exem I had no Minnesota income tax liability last year I received a refund of all Minnesota income tax withheld I event to have a Minnesota income tax liability this wear 	pt from Minnesota withholding, because:			
 I expect to have no minnesota income tax itability this year C All of these apply: My spouse is a military service member assigned to a military location i My empirile (near) seridence) is in a mother state. 	n Minnesota			
I am in Minnesota solely to be with my spouse. My state of domicile is D I am an American Indian that resides and works on a reservation for which	I am enrolled (see instructions).			
Enter the reservation name: Enter your Certificate of Degree of Indian Blood (CDIB)/Enrollment numbe	r:			
 E I am a member of the Minnesota National Guard or an active-duty U.S. military member and claim exempt from Minnesota withholding on my military pay F I receive a military pension or other military retirement pay as calculated under U.S. Code, title 10, sections 1401 through 1414, 1447 				
I certify that all information provided in Section 1 OR Section 2 is correct. I understa	nd there is a \$500 penalty for filing a false Form W-4MN.			
Employee's Signature Date 2022_04.40	Døytime Phone Number			
Employees: Give the completed form to your employer.	Submit			
Employers See the employer instructions to determine if you must send a conv of this form to	the Minnesota Department of Revenue. If required enter your			
information below and mail this form to the address in the instructions. (incomplete each required Form W-4MN not filed with us. Keep a copy for your records. Name of Remover	Forms are considered invalid.) We may assess a 550 penalty for Minnsota Tax ID Number Federal Employer ID Number (FEM)			
NDUS System Info Tech Services	2743787 461100936			
10th Floor, State Capitol Bismarok, ND 58505-0230	avere ZIF Code			

• For Minnesota, the user MUST select the box for either Section 1 or Section 2 to enter data.

W-2/W-2c

Select the down arrow to open the W-2/W-2c section. Two options are available: View W-2/W-2c Forms and W-2/W-2c Consent.

Select View W-2/W-2c Forms to view and print the W-2 form. The Tax Year defaults to the most current year. Select the down arrow to select a different tax year. Clicking on View Form will open the form in PDF format.

View W-2/W-2c Forr	ns	Ten Vera 2040	
NDUS System Info Tech	Services	IdA Tedi 2010 V	
Tax Form	Issue Date	Year End Form	Filing Instructions
W-2	01/17/2019	View Form	0

Select the W-2/W-2c Consent link to open a page showing the current status of the W-2 consent. This will either be "You currently receive W-2 or W-2c forms electronically" or "You will receive W-2 or W-2c paper forms by mail". The user can change their consent status by selecting the check box and then the Submit button. The user will be prompted to enter their user ID and password.

W-2/W-2c Consent
You currently receive W-2 or W-2c forms electronically
You have consented to receive Form W-2 electronically. If you prefer to receive a paper Form W-2, you must submit a withdrawal of consent form. After you submit the withdrawal of consent form, it is valid until you submit a new consent form. To withdraw consent, after logging into HRMS, go to Self Service by selecting the compass icon in the upper right corner, then selecting the Navigator icon, then select: Self Service>Payroll and Compensation>W-2/W-2c Consent. If you terminate employment, your access to view and print Form W-2 will remain active until May 1st of the calendar year following the date your last paycheck was issued.
I withdraw my consent to receive W-2 or W-2c forms electronically
Submit

Direct Deposit

Select the Direct Deposit link to open a page showing the bank accounts that are setup currently for the employee. To update the Direct Deposit with a new account, select the plus sign on the left side of the page:

Direct Depo	sit					
Accounts						
+						
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Test1	Direct Deposit	091300010	XX2233	Savings	Full Balance >

Add a New Account

The Add Account will appear for the user to enter their new banking information. The user enters a Nickname for the account they are adding, then under Bank enter the bank's routing number and account number. Retype the account number. Under Pay Distribution, click on the dropdown to select an account type which can be either Checking or Savings. Select a Deposit Type of either Amount or Percent. Enter the value for the amount or percent that will be associated with this account. Click on the blue save button.

Cancel	Add Account	Save
		* Indicates required field
When this second account is saved, the Balance and the account order will be up	deposit type of the first account will be idated to last in the list.	updated from Full Balance to Remaining
Nickname		
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number		0
Account Number		
Retype Account Number		
Pay Distribution		
*Account Type	~	
*Deposit Type	~	
Amount or Percent		

Once the data is saved, the user will return to the Direct Deposit page where they can verify their account information is correct.

Direct Depo	sit						٦
Accounts							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Test2	Direct Deposit	091300010	XX8877	Checking	\$25.00	>
Last	Test1	Direct Deposit	091300010	XX2233	Savings	Remaining Balance	>

Change or Delete an Account

To remove or make changes to an existing account, click on the arrow on the right side:

Direct Depos	sit						
Accounts							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Test2	Direct Deposit	091300010	XX8877	Checking	\$25.00	*
Last	Test1	Direct Deposit	091300010	XX2233	Savings	Remaining Balance	>

The Edit Account will appear. Update the information and then click the green save button. The account can also be removed by simply clicking Remove which will prompt a message "Are you sure you want to remove the account". Click yes and it will remove the account.

Cancel	Edit Account	Save
		* Indicates required field
Nickname	Test2	
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	091300010	0
Account Number	XX8877	
Retype Account Number		
Pay Distribution		
*Account Type	Checking ~	
*Deposit Type	Amount 🗸	
Amount	25.00	
	Remove	

Reorder the Accounts

If an employee sets up three or more accounts for direct deposit, there will be an option to reorder the priority of the accounts. Click on the Reorder button in the lower left corner of the page.

Direct De	posit						
Accounts							
Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent	
1	Checking1	Direct Deposit	291370918	XXXXXXX1941	Checking	\$500.00	>
2	Savings1	Direct Deposit	291370918	XXXXXXXX3179	Savings	\$100.00	>
Last	Checking999	Direct Deposit	291370918	XXXXXXXX9008	Checking	Remaining Balance	>
Reorder	 						

A window will open. Change the order by dragging and dropping a row with the = icon to the desired positio and click on the blue save button. Notice the account designated as Remaining Balance is always last in the order.

Cancel	cel Reorder Accounts Sav					
Update the pr the desired po When a Rema be reordered.	rocessing order of your acc osition. The account on ro aining Balance account ex To reassign the remaining	counts by dragging and dropping th w 1 will be processed first. ists, it will be the last account proc g balance account, use the Edit Acc	ne row with the = icon on the Reorder column to essed to pay out any remaining funds and cannot count page to update the distribution details.			
Reorder	Nick Name	Account Number	Amount or Percent			
=	Test2	XX8877	\$25.00			
=	Test3	XX3344	\$100.00			
	Test1	XX2233	Remaining Balance			

Change or Delete the Balance Account

If an employee only has one bank account, designated as the Balance account, it cannot be deleted. If the employee has more than one bank account, the Balance account can be changed to be the other account by selecting the Balance account and changing the Deposit Type from Remaining Balance to either Amount or Percent. Two fields will then be open to enter the amount or percent and select a new remaining balance account.

Cancel	Edit Account	Save
		* Indicates required field
Nickname	Test1	
*Payment Method	Direct Deposit 🗸	
Bank		
Routing Number	091300010	0
Account Number	XX2233	<i>i</i>
Retype Account Number		
Pay Distribution		
*Account Type	Savings ~	
*Deposit Type	Amount ~	
Amount	25.00	
*New Remaining Balance Account	Test2 v	
	Remove	

View Form 1095-C

In the Employee Self Service homepage, select the Benefit Details tile, then select View Form 1095-C to view and print the 1095-C form. (Note: not all employees are issued a Form 1095-C.) Select the link desired and the form will open in PDF format.

Benefit Details	View Form 1095-C				
Jane Doe 📀 NDUS SITS Professional					
Year / Employer	IRS Instructions	Issue Date / Sequence	Tax Form		
2022		02/10/2023			
NDUS System Info Tech Services	Instructions	0	1095-C Original		

Form 1095-C Consent

Select the Form 1095-C Consent link to open a page showing the current status of the Form 1095-C consent. This will either be "You currently receive Form 1095-C statements electronically" or "You will receive Form 1095-C forms by mail". The user can change their consent status by selecting the check box and then the Submit button. The user will be prompted to enter their user ID and password.

Form 1095-C Consent
ည You currently receive Form 1095-C statements electronically
You have consented to receive an electronic Form 1095-C. If you prefer to receive a paper Form 1095-C, you must submit a Withdrawal of Consent Form. After you submit the Withdrawal of Consent Form, it is valid until you submit a new Consent Form. To withdraw consent, log into HRMS Self Service and go to the Employee Self Service homepage, select the Payroll tile, then select Form 1095-C Consent. If you terminate employment, your access to view and print Form 1095-C will remain active until May 1st of the calendar year following the date your last paycheck was issued.
If you have any questions, please contact your Benefits Administrator.
I withdraw my consent to receive Form 1095-C electronically
Submit

Personal Details



Select the Personal Details tile to access the following links along the left navigation collection:



Addresses

The employee's Home and Mailing addresses are available to view and update. Select either address to update by clicking in the box.

Addresses		
Home Address		
3579 Pine St		
Fargo, ND 58104	Current	>
Cass		
Mailing Address		
3579 Pine St		
Fargo, ND 58104	Current	>
Cass		

After updating the address, click on the Address Validation button to verify the address. When finished, click on the green Save button.

Cancel	Address	ave
		^
	Address Validation	
Employee Instruction		
To save United States addresses at least one of the foll	lowing fields must get populated: Address 1, Address 2, Address 3	
Change As Of	07/25/2019	
Address Type	Home	
Country	United States Q	
Address 1		
Address 2		
Address 3		
City		
State	٩	
Postal		
County		
		~

Contact Details

Select the Contact Details link to view and update your phone number and email address. Selecting a phone number or email address will open a new window to update the data or delete it. Click on the 1 sign in the upper left corner to add a new phone or email type.

Contact Details				
Phone				
+				
Number	Extension	Туре	Preferred	
701/231-0000		Campus		>
701/361-0000		Personal Cellular	~	>
Email +				
Email Address		Туре	Preferred	
@ndsu.edu		Campus	~	>
Instant Message				
No data exists.				
Add IM				

Marital Status

Select the Marital Status link to update your marital status. A notification will be sent to the campus HR/Payroll office and they will contact you to obtain more information if needed.

/arital Status	
Current I	Married
Change Marital Status	
Employee	
○ I got married	
○ I got divorced/legally separated	
*As Of	
	Start Life Event

Name

Select the Name link to update your preferred name. Click on the arrow on the right.

Name		
Curre	nt >	

Another window will open to allow updates to be entered for Change Date, Prefix, First Name, Middle Name, Last Name and Suffix. Click Cancel to back out without saving. Click Save to keep the changes.

Cancel	Nam	e Sav	
Change As Of	07/22/2019		
Name Format	English ~		
Name Prefix	~		
*First Name			
Middle Name			
*Last Name		\triangleright	
Name Suffix	~		
Display Name	Karin Stinar		
Formal Name	Karin Stinar		
Name	Stinar,Karin Marie		

Ethnic Groups

Select the Ethnic Groups link to view and update your ethnic group. Click on the pencil icon to enter any updates.

1) Are you Hispanic or Latino?	Explain	-
O Yes		
No No		
2) What is your race? Select one or more.	Explain	
American Indian or Alaska Native		
Asian		
Black or African American		
Native Hawaiian or Pacific Islander		
✓ White		
oluntary Self-Identification		
he employer is subject to certain governmental recordkeeping and reporting requese laws, the employer invites employees to voluntarily self-identify their race or ou to any adverse treatment. The information obtained will be kept confidential and regulations, including those that require the information to be summarized and lentify any specific individual	uirements for the administration of civil rights laws and regulations. In order to ethnicity. Submission of this information is voluntary and refusal to provide it w nd may only be used in accordance with the provisions of applicable laws, exe reported to the federal government for civil rights enforcement. When reported	o comply w vill not subje cutive orde I, data will r

Emergency Contacts

Select the Emergency Contacts link to view and update your emergency contact. Selecting the current information will open a window to enter updates or delete the information. Select the

• icon to add a new contact.

Emergency Contacts			
+			
Contact Name	Relationship	Preferred	
Jeff	Spouse	~	>

Additional Information

Select the Additional Information link to view more information about yourself.

Additional Information	
Gender	Female
Date of Birth	02/22/19
Birth Country	United States
Birth State	
Social Security Number	502
Smoker	
Date Entitled to Medicare	
Original Start Date	02/01/1999
Last Start Date	02/01/1999
Highest Education Level	A-Not Indicated
Employee Information	
Contact the Human Resources department if any of you	ur Employee Information is incorrect.

Disability

Select the Disability link to view or update your disability status. If desired, select the correct status and then click the green Submit button to update the status.

Voluntary Self-Identification	of Disability	
		Form CC-305 OMB Control Number 1250-0005 Expires 1/31/2020
Why are you being asked to compl	ete this form?	
Because we do business with the government, are asking you to tell us if you have a disability answer you give will be kept private and will not	we must reach out to, hire, and provide equal oppor or if you ever had a disability. Completing this form i be used against you in any way.	tunity to qualified people with disabilities. ¹ To help us measure how well we are doing, we s voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any
If you already work for us, your answer will not their information every five years. You may volu earlier.	be used against you in any way. Because a person intarily self-identify as having a disability on this forn	may become disabled at any time, we are required to ask all of our employees to update n without fear of any punishment because you did not identify as having a disability
How do I know if I have a disability	?	
You are considered to have a disability if you has an impairment or medical condition.	ave a physical or mental impairment or medical cond	lition that substantially limits a major life activity, or if you have a history or record of such
Disabilities include, but are not limited to:		
Blindness Autism Deafness Cerebral palsy Cancer HIV/AIDS Diabetes Schizophrenia Epilepsy Muscular dystrophy	Bipolar disorder Major depression Multiple sclerosis (MS) Missing limbs or partially missing limbs	 Post-traumatic stress disorder (PTSD) Obsessive compulsive disorder Impairments requiring the use of a wheelchair Intellectual disability (previously called mental retardation)
Please select one of the options be	ow:	
YES, I HAVE A DISABILITY (or previo	ously had a disability)	
NO, I DON'T HAVE A DISABILITY		
□ I DON'T WISH TO ANSWER		
Your Name	Today's Date	
Reasonable Accommodation Notic	e	
Federal law requires employers to provide reas or to perform your job. Examples of reasonable a sign language interpreter, or using specialize	onable accommodation to qualified individuals with accommodation include making a change to the ap d equipment.	disabilities. Please tell us if you require a reasonable accommodation to apply for a job plication process or work procedures, providing documents in an alternate format, using
Section 503 of the Rehabilitation Act of 1973, a Labor's Office of Federal Contract Compliance	s amended. For more information about this form or Programs (OFCCP) website at <u>www.dol.gov/ofccp</u> .	the equal employment obligations of Federal contractors, visit the U.S. Department of
PUBLIC BURDEN STATEMENT: According to OMB control number. This survey should take a	he Paperwork Reduction Act of 1995 no persons ar bout 5 minutes to complete.	e required to respond to a collection of information unless such collection displays a valid

Veteran Status

Select the Veteran Status link to view and update your Veteran status.

Perinters Product set of the U.S. relation of the U.S. relatio	eteran Status	
The enployer is a Government contractor subject to the Vetenam Eng Vetenam Residuented Assistance Act of 1974, as amended by the Jobs Env Vetenams Act of 2002, 28 U.S.C. 26 Vetename Act of 1974 as amended by the Jobs Env Vetename Act of 2002, 28 U.S.C. 26 Vetename Act of 1974 as amended by the Jobs Env Vetename Act of 2002, 28 U.S.C. 26 Vetename Act of 1974 as amended by the Jobs Env Vetename Act of 2002, 28 U.S.C. 26 Vetename Act of 1974 as amended by the Jobs Env Vetename Act of 2002, 28 U.S.C. 26 Vetename Act of 1974 as amended by the Jobs Env Vetename Act of 2002, 28 U.S.C. 27 Vetename Act of 2002, 28 U.S.C. 28 Vetename Act of 2002, 28 U.S.C. 29 Vetename Act of 2002, 28 U.S.C. 20 Vetename Act of 2002,	- Definitions	
A 'dashed veteram' is one of the following: a veteran of the U.S. military, ground or all service who is antified to compensation (or who but for the receipt of military retired pay would be entitled to compensation) unde laws administered group the Scretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability. A 'accent's generation wheram' means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or all service during a war, or in a campaign or expedient for which a comparing thadge veteran' means a veteran who served on active duty in the U.S. military, ground, naval or all service, participated in a United States military operation through a mean Service medial veteran' means a veteran who served on active duty in the U.S. military, ground, naval or all service, participated in a United States military operation for which a comparing the save acadel parameter to Exolution Defer 12680. A "Armed Forces service medial veteran" means a veteran who served on active duty in the U.S. military, ground, naval or all service, participated in a United States military operation for which an Amed Forces service. For more information, call the U.S. Department of Labor's Veterans Employment Rights Act. In particular, if you were absent from the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), tol-free, at 1-960-4-USA. Out the following classifications of protected veterans (choose all that apply): Descing to the optic veterans insted above, please indicate by selecting the service Mathating the classifications to which I belong. Active Duty Wartime or Companying Btadge Veteran Military Discharge Date Military Discharge Da	This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment. (1) disabled veterans; (2) recently separated veterans; active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:	.C. (3)
e veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the neceipt of military retired pay would be entitled to compensation under lows administered by the Secreman Affairs; or a parson who was discharged or release from active duty because of a service-connected disability. e a parson who was discharged or release from active duty because of a service-connected disability. a horizently separated veteran "means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service, participated in a United States military or expedition for who has a metrica purpose of the lows administered by the Department of Defanse. Andree Parces service medial veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service, participated in a United States military or period weterans may have additional infits under USERRA. The Unformed Services Employment and Reemployment from you would have obtained with reasonable of the off-10886. Work to be apprecision by the information, call the U.S. Department of Labor Sector Military returned participated in a United States military or employeer in the position function of the sector service. For more information, call the U.S. Department of Labor Sector Alexies and Sector (VETS), to lifese, at 1-8664-USA-OC.	A "disabled veteran" is one of the following:	
 a person who was discharged or released from active duty because of a service-connected disability. A "coentry separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military. ground, naval or air service, participated in a United States military despectation for which a campaign badge has been authorized under the laws administered by the Department of Defense. An "Armed Forces service medial veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military despection for which an Armed Forces service medial veteran" means a veteran who, while serving on active duty in the U.S. military. Ground, naval or air service, participated in a United States military despection for which an Armed Forces service medial veteran" means a veteran who, while serving on active duty in the U.S. military. Ground, naval or air service, participated in a United States military despection for which an Armed Forces service medial veteran" means a veteran who, while service Department of Labor's Veteran Employment and Training Service (VETS), toil-free, at 1-806-4-USA-OCL. Self-Identification As a Government optractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor sech year leantifying the number of our employees the participation below. I belong to the following classifications of protected veterans (choose all that apply): Disabled Veteran Armed Forces Service Medial Veteran I am a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a veteran: Military Discharge Date 	 a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation under laws administered by the Secretary of Veterans Affairs; or 	1)
A "neerity separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active dury in the U.S. military, ground, havai or air service. A "needition for which a campaign badge veteran" means a veteran who served on active dury in the U.S. military, ground, havai or air service, participated in a United States military. The Department of Defense. An "Amed Forces service medial veteran" means a veteran who used budy in the U.S. military, ground, havai or air service, participated in a United States military. Protected veterans may have additional rights under USERRA the United States Employment and Reemployment Rights Act. In particular, if you were absent from menyingment in order to perform service in the unformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable default veterans may have additional rights under USERRA the United States Department of Labors Act particular, if you were absent from menyingment in order to perform service in the unformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable default veterans a dovernment contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veterans" a frame Groces Service Medial Veteran a frame Groces Service Medial Veteran a ment or protected veteran, but I choose not to self-identify the classifications to which I belong. I and NOT a protected veteran, but I choose not to self-identify the classifications to which I belong. I am NOT a veteran: were a disabled veteran it would assist us if you tell us whether there are accommodations to volicit have by to porform the essential functions of the job. Submission of the information is vulcina and to	 a person who was discharged or released from active duty because of a service-connected disability. 	
A "active duty wardine or campaign badge veteran" manas a veteran who served on active duty in the U.S. military, ground, naval or air service, participated in a United States military are approxed. The Cost service medial veteran" manas a veteran who, while serving on a cubre duty in the U.S. military, ground, naval or air service, participated in a United States military. Provend, naval or air service, participated in a United States military are approxed. The participate of the U.S. military, ground, naval or air service, participated in a United States military are approxed. The participate of the uniformed Sarvice, you may be entitled to be resemployeed by your employeer in the position you would have obtained with reasonable activation of the the absence due to service. For more information, call the U.S. Department of Labor sech year identifying the number of our employees by our employees by position or the position of the uniformed Sarvice, you may be entitled to be resemployeed by your employees and the service (VETS), tell-free, at 1-806-4-USA-	 A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. militar ground, naval, or air service. 	у.
 A 'med Forces service medal veteran' means a veteran who, while service pon active duty in the U.S. military, ground, naval or air service, participated in a United States military. The observice of veterans may have additional rights under USERRA - the Uniformed Services Employment of Univor employment Rights Act. In particular, if you were absent from every interview of the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-8664-USA-OC. Schledhertfication As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor service, veterans listed above, please indicate by selecting the number of our employees belong to ear of the categories of protected veterans listed above, please indicate by selecting the selecting the number of our employees belong to ear of the categories of protected veterans listed above, please indicate by selecting the number of our employees belong to ear of the categories of protected veterans listed above, please indicate by selecting the selecting the number of our employees belong to ear of the categories of protected veterans listed above, please indicate by selecting the output of the JUSU Wartime or Campaign Badge Veteran end of the absence of the output of the data service. Note the data veteran end of the selecting the categories of protected veteran. I are noted veteran. Military Discharge Date 	 An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaig expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 	n or
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Self-Identification As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees appropriate option below. Image: Delonging to each specified protected veteran* category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below. Image: Delonging to each specified protected veteran* category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below. Image: Delonging to the following classifications of protected veterans (choose all that apply): Image: Delonging to the following classifications of protected veterans (choose all that apply): Image: Delonging to the following classifications of protected veterans (choose all that apply): Image: Delonging to the following classifications of protected veterans (choose all that apply): Image: Delonging to the following classifications of protected veterans (choose all that apply): Image: Delonging to the following classifications to which I belong. Image: I	Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-886-4- DOL.) USA-
As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.	Self-Identification	
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Form I-9

Only select the Go to Form I-9 link and complete an I-9 if instructed to do so.

Form I-9
Employment Eligibility Verification
Read instructions carefully before completing this form <u>I-9 Instructions for Employee</u>
You have not submitted the Form I-9 yet.
Go to Form I-9

Total Rewards



Select the Total Rewards tile to view a summary of compensation, benefits, retirement and federal/state taxes. The Rewards Period at the top can be changed to view data for previous years. Total Rewards statements are only generated for benefited employees.

