**Student Employee Self Service Quick Reference**

If you are a student employee, this one-pager is important reading. It highlights key functions you will use in the new HR/Payroll system to view and manage pay information.

When you log in to the system as a Student Employee, you will arrive at a web page that displays a Payroll tile. Click on the tile to pull up menu options.

**PAYROLL**

**Paychecks**

- **View your current paycheck.** This will be available approximately 2 days before the check date. Click on “Paychecks” to display each paycheck by row, then click further for detail.

- **View previous paychecks** – and view, save, and print a paycheck stub. The paycheck stub with the new system will provide more information. Click for a sample.

- **Note:** Paycheck info from pay dates prior to April 2019 will remain accessible to you in VIP.

**Tax Withholding**

- **View and update your tax withholdings.** You can view your withholding details at any time, but the option to change your W-4 online is temporarily unavailable. To make a change at this time, print Form W-4, complete it, and return a signed copy to the Payroll Department.

  Payroll Department, 1600 Hampton Street (7th Floor), University of South Carolina, Columbia SC 29208 • 803-777-4227

**W-2/W-2c Consent and View W-2/W-2c Forms**

- **Please note:** The “Consent” function, where you consent to receive your W-2 or W-2c in electronic format, will become available later in 2019. The “View” function will be operational at the start of 2020. If consent is not selected, a paper W-2/W-2c will available at the Payroll Office.

**Direct Deposit**

- **Important:** The direct deposit account information that is on file for you in VIP will carry over into the new system. No action is needed, but we recommend that you access the Direct Deposit page in early April to verify your information.

- **Change your direct deposit elections.** With the new system, you will be able to have your pay direct-deposited into up to three bank and/or credit union accounts. If you set up 2-3 accounts, you will indicate the amounts/percentages to be deposited into each, with one account marked as “Balance of Net Pay.” Edits to this information can be made once per day.

- **April 5 deadline:** If you want to add or edit your Direct Deposit elections for the first paycheck with the new system (pay date April 15), please do so by 5 p.m. Friday, April 5, to ensure that the changes take effect. Note that all changes are subject to validation.

- **7 days in advance:** For all paychecks beginning with the April 30 pay date, make additions/edits to your Direct Deposit elections by 5 p.m. at least 7 days prior to the pay date. Pay dates are online.

**Paycheck Modeler**

- **Perform your own on-screen “what if” net-pay analysis** to see the implications of receiving a pay increase and/or bonus, changing your benefits elections, changing your W-4 withholding details, etc.