



Payroll Website Changes at a Glance

The Payroll website has been reorganized to make it easier to find frequently used information, resources and training. The resources you use are still available, they may just have a new name or location.

Navigating the Updated Website

The Payroll website has been reorganized to provide clearer navigation and easier access to frequently used information and resources.

If a familiar resource is no longer in its previous location, use the four main sections below to identify where that information is now located.

- **Managing My Payroll** - Your starting point for information about your pay, pay schedules, direct deposit and deductions.
- **Payroll Taxes** - Your starting point for tax withholding and international payroll tax information.
- **HCM Training and Access** - Training, guidance and access information for employees, managers, Business Managers, Approvers and Time and Labor users.
- **Payroll Toolbox** - Frequently used forms, FAQs, policies and procedures, employment verification information and Payroll Office contacts.

If you previously looked for . . .	Look here on the new website
My Payroll	Managing My Payroll
Pay Dates	Managing My Payroll → Pay Dates and Schedules
Direct Deposit	Managing My Payroll → Direct Deposit
Payroll deduction information	Managing My Payroll → Payroll Deductions
Tax information within payroll resources	Payroll Taxes
International Payroll	Payroll Taxes → International Payroll Taxes
Tax withholding information	Payroll Taxes → Tax Withholding
Employee Self Service resources	HCM Training and Access → Employee Self Service
Manager Self Service resources	HCM Training and Access → Manager Self Service
Business Manager resources	HCM Training and Access → Business Managers
Approver resources	HCM Training and Access → Approvers
Time and Labor resources	HCM Training and Access → Time and Labor Management
HCM access information	HCM Training and Access → Request HCM Access
Payroll forms	Payroll Toolbox → Forms
Payroll policies and procedures	Payroll Toolbox → Policy and Procedure
Frequently asked questions	Payroll Toolbox → FAQs
Employment verification	Payroll Toolbox → Employment Verification
Payroll contacts	Payroll Toolbox → Payroll Office Contacts