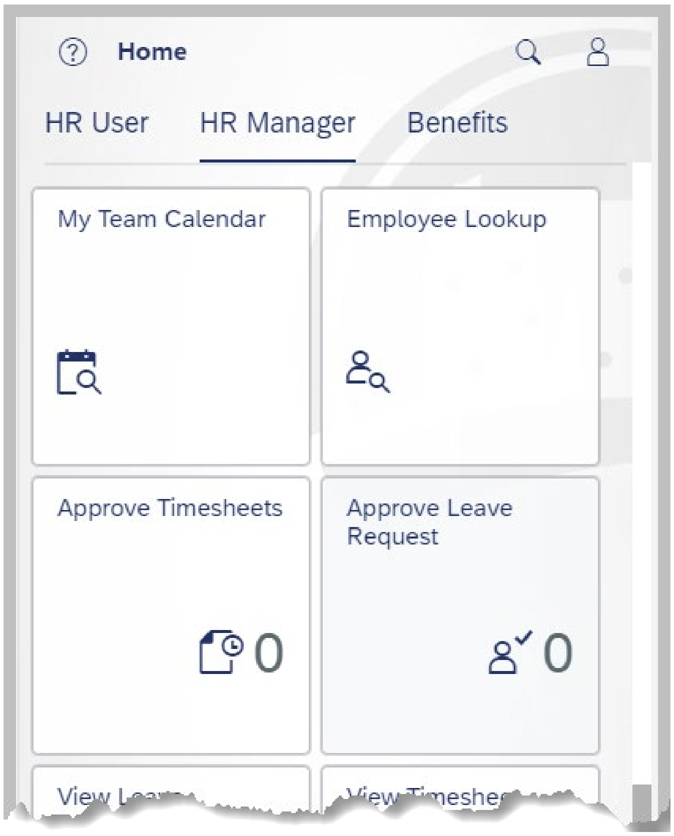
SAP Fiori

General Information for Managers

SAP Fiori will enable managers to perform the following functions in both a desktop and a mobile-friendly environment. Choose one of the following items for more detailed information:

- **My Team Calendar** – view team member calendars as well as build group calendars across departments.
- **Employee Lookup** – lookup contact information of employees within the organization. Managers can also view direct reports of colleagues.
- **Approve Timesheets** – approve/reject timesheets for direct reports.
- **Approve Leave Request** – approve/reject employee leave and leave cancellation requests.
- **View Leave Requests Processed by Me** – display a detailed listing of all leave requests that you as the approver have either approved, rejected, or approved for cancellation.
- **View Timesheet Processed by Me** – display a detailed listing of all time entries, such as overtime, that the manager has either approved or rejected for direct reports.
- **My Team** – provides general data about direct reports, such as their personnel number, position, cost center, and organizational unit. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.

- **Absence Quota (Staff)** – view the absence quotas for direct reports for the current leave calendar year. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.



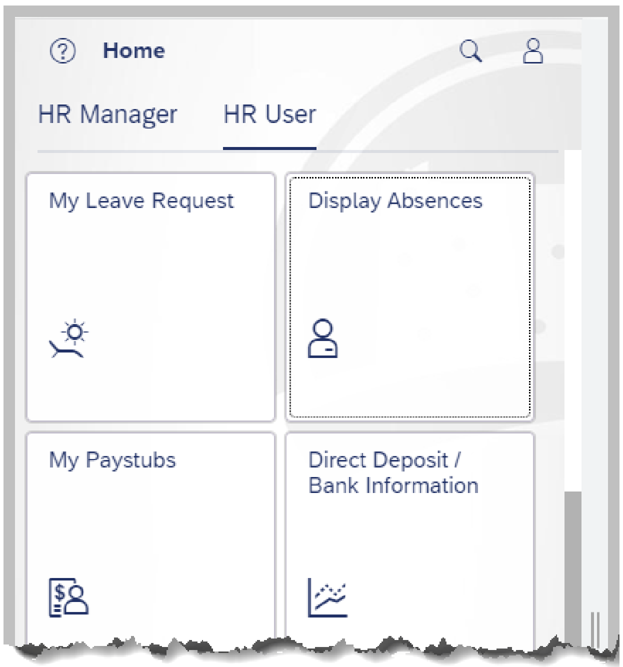
SAP Fiori

General Information for employees

SAP Fiori will enable employees to perform the following functions in both a desktop and a mobile-friendly environment. Choose one of the following items for more detailed information:

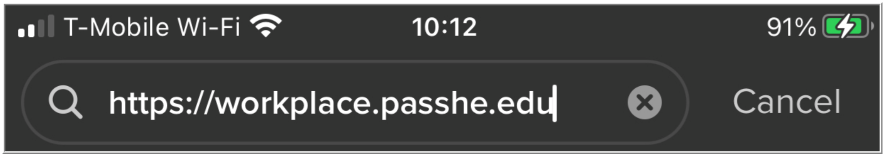
- **My Family Members –** view dependent and beneficiary information saved in the system.
- **My Benefits** – view/print a summary of currently enrolled benefits.
- **My Timesheet** – submit working time for manager approval.
- **My Communication Data** – view work email address as well as view and update personal e-mail address.
- **My Personal Data** - display basic personal and employment information. (Note: As added security, employees must enter their Date of Birth to access this application.)
- **Direct Deposit/Bank Information -** view Main Bank account and view/update/end any existing Secondary Bank account(s). (Note: As added security, employees must enter their Secondary Bank account number to make any modifications such as deposit amounts/percentages or ending deposits to an account.) (Note 2: The scrolling features on this application will behave somewhat differently from the other Fiori applications.)
- **My Leave Request** - submit new leave requests and leave cancellations as well as view the status of all leave requests.
- **My Addresses** – view permanent and mailing addresses as well as view and make updates to emergency contact information.
- **My Paystubs** – view and print paystubs.
- **SECA Enrollment** – annual enrollment screen for SECA Charities.
- **Update W-2 Election** – choose to receive an electronic or paper W-2 form.
- **W-4 Withholding** - display or update W-4 tax information.
- **Display Absences** - display absences approved by your manager.
- **Display W-2 Form** – display, download, or print your electronic W-2 form.

- **Education Information** – Add, edit, and view your educational background.
- **Ethnicity/Race** –Display or update your existing ethnicity/race.
- **Total Compensation Statement** - identifies all the compensation paid via wages to an employee, and, in addition, employer contributions made towards benefits and taxes on an employee's behalf, for a calendar year.



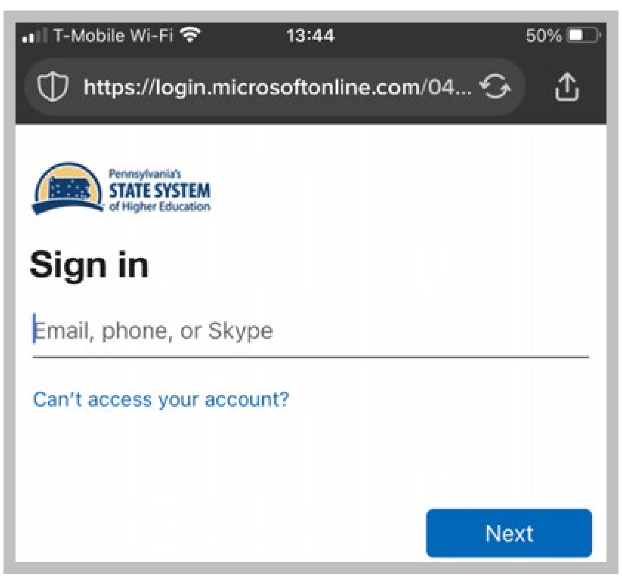
Logging into Fiori

1. Visit https://workplace.passhe.edu on your desktop or mobile browser.

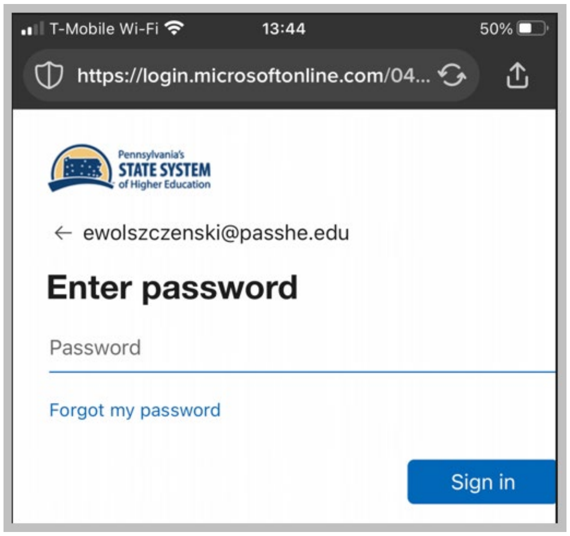


2. Select your university from the drop-down menu provided then tap Continue to begin the multi-factor authentication (MFA) process.

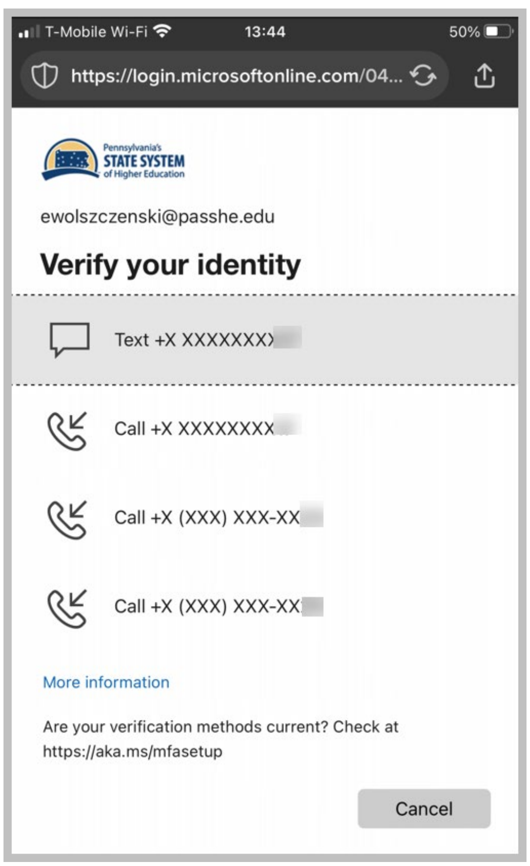
3. Enter the username and tap Next.



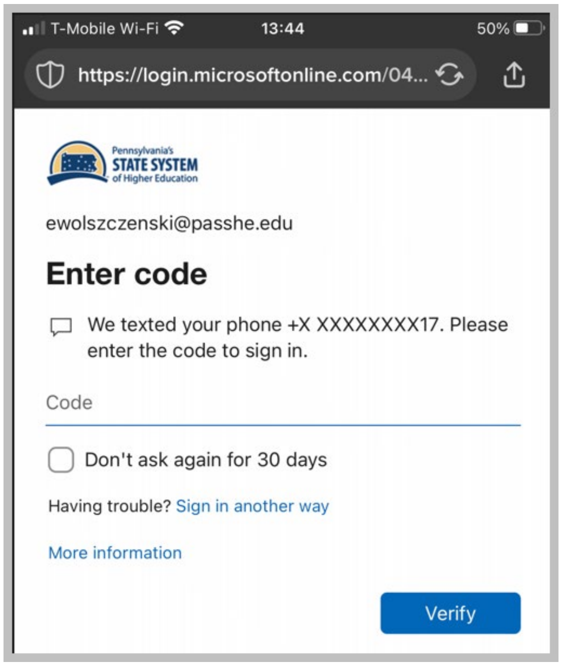
4. Enter the password and tap Sign in.



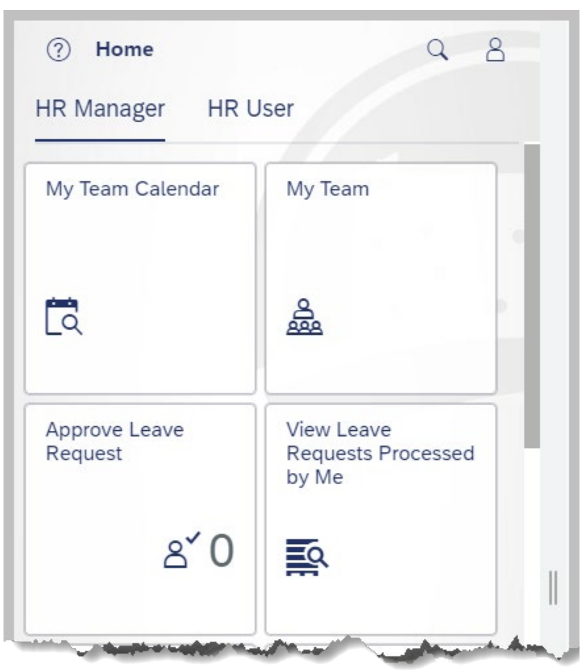
5. Choose where you wish to receive the multi-factor authentication code.



6. Locate the verification code and enter it in the Code field then tap Verify.



7. Once logged in, the Home screen below will appear where individual Fiori applications can be accessed. (Note: This screenshot illustrates a manager's access within Fiori, which will differ from non-manager employees. Non-manager employees will not see the HR Manager section.)



While using any of the following applications, tap the Home icon to return to the main Fiori screen.

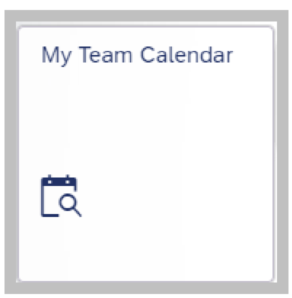
Using HR Manager Fiori Application Features

1. **My Team Calendar** – Enables managers to view calendars of direct reports as well as calendars of their own manager colleagues.

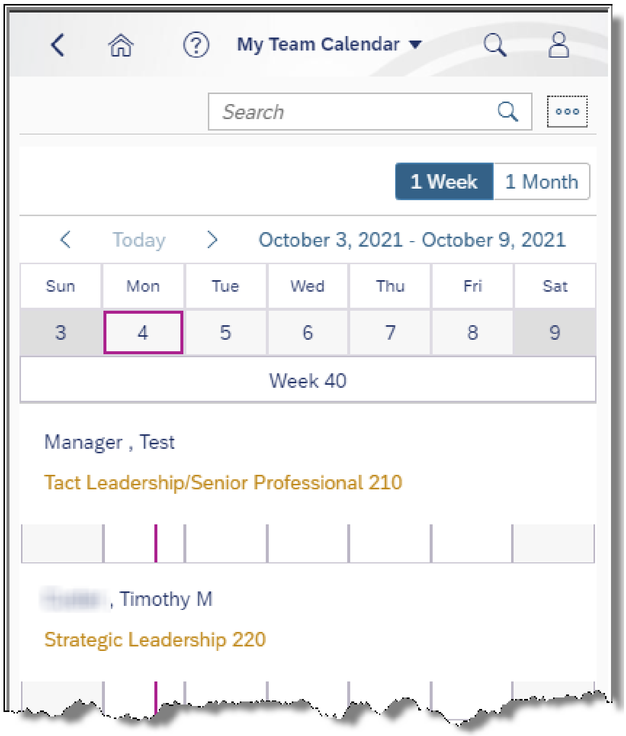
   Key Features

   - View upcoming absences/trainings of colleagues or for employees reporting directly to you.
   - Add additional customized calendar views and assign any employees to them.
   - Hide the display of employees by hiding them from the lists of colleagues, direct reports, or employees in customer views.

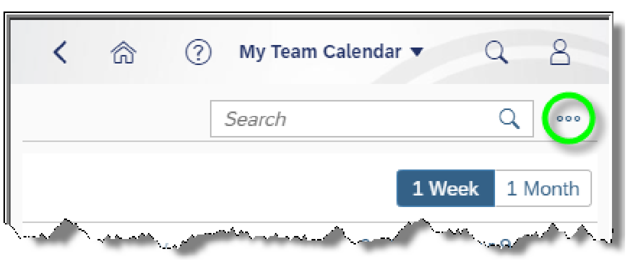
   a. Tap **My Team Calendar** to begin.



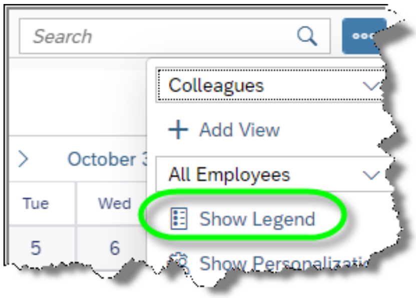
b. The default page upon opening the tile is the **Colleagues** view. This will provide calendar details for the manager as well as colleagues who are also managers within the same department.

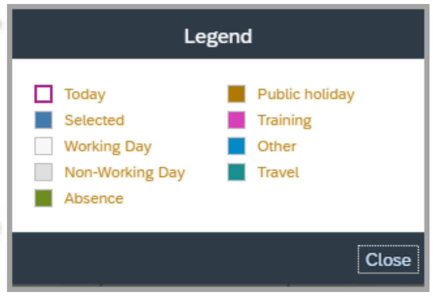


Note: To display the calendar legend, select this icon to the upper right of the screen.

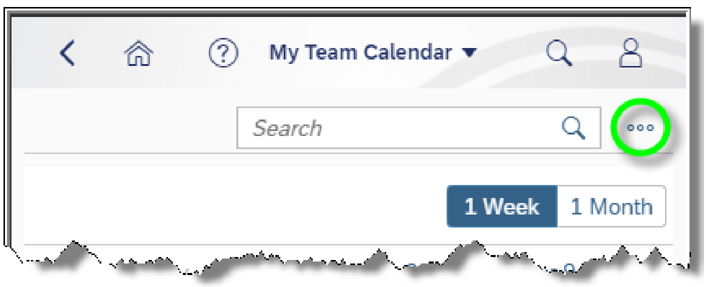


Next, select Show Legend, and the Legend will appear.

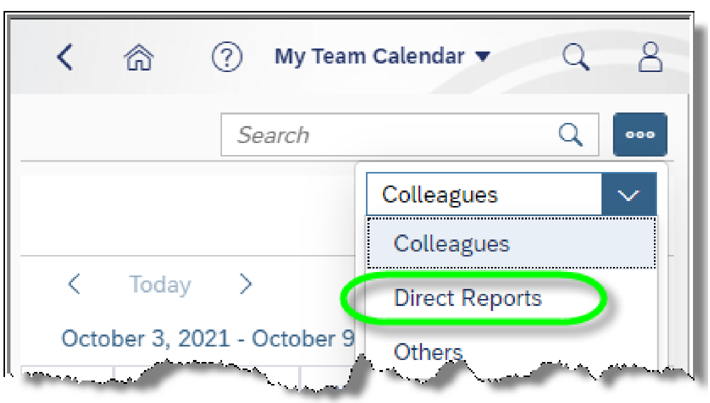




c. The second view option for managers is **Direct Reports**. To access this view, select this icon to the upper right of the screen.

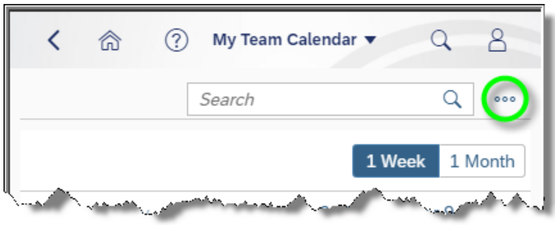


Next, select Direct Reports from the drop-down box.

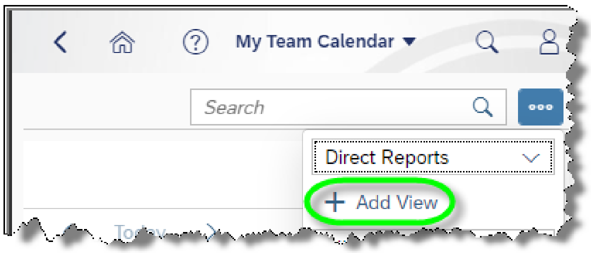


This will provide calendar details for the manager as well as the employees who are within the manager's reporting line.

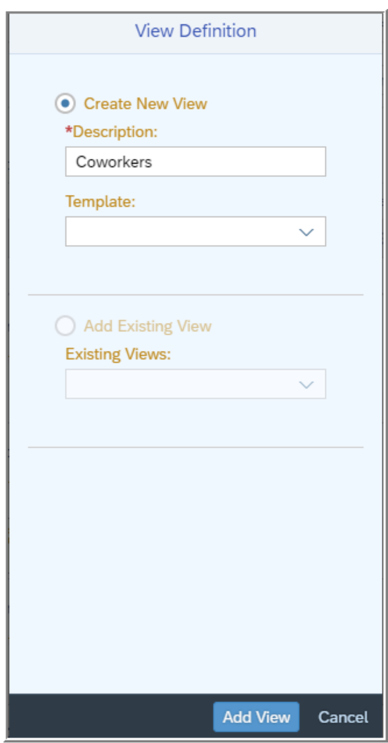
d. Users have the option of creating personalized calendars. For example, users may wish to have a calendar view that contains colleagues with whom they interact with on a regular basis. To create a customized calendar, tap the following icon.



Next, select Add View.

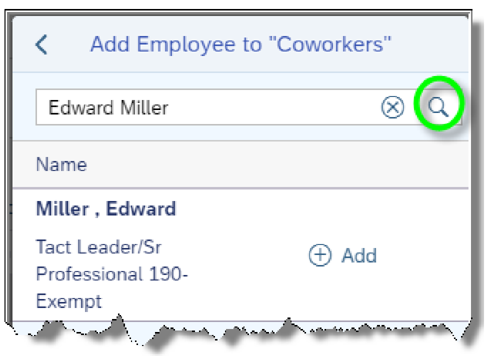


i. Enter a name for the view to be created. Optionally, the Template drop-down allows the user to make a copy of an existing calendar view that will automatically bring in employees that may also need to be on the custom view. Select Add View. (Note: The Existing Views is not applicable.)

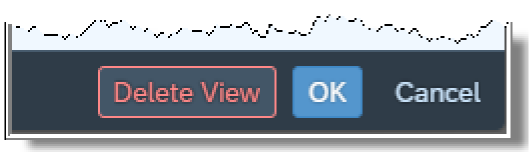


ii. Select the following icon to add employees to the custom view.

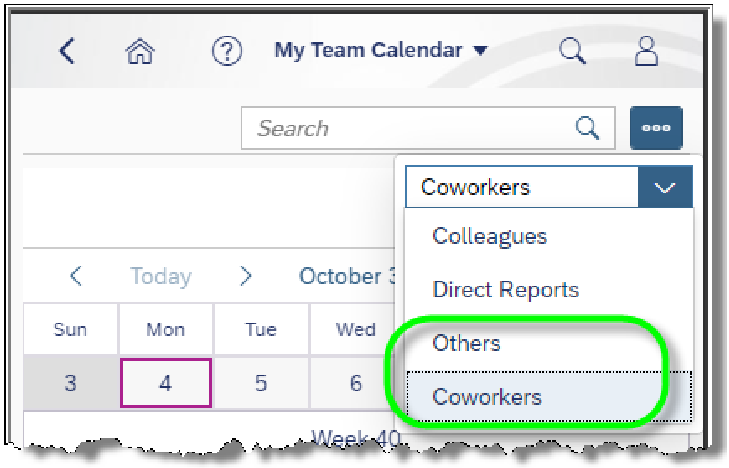
iii. Enter the employee's name to be searched and tap the magnifying glass. Find the associated employee and tap the plus sign next to Add. Continue adding as many employees as desired.



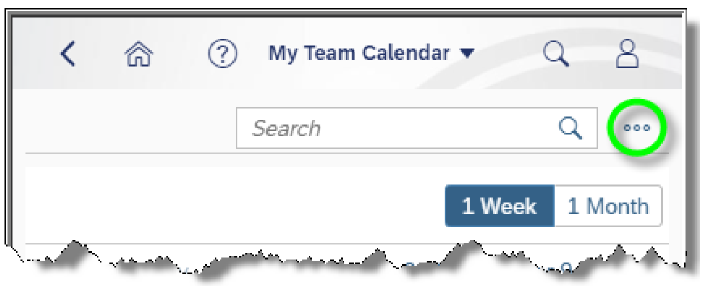
iv. When finished, select OK to finalize adding the employee to the custom calendar.



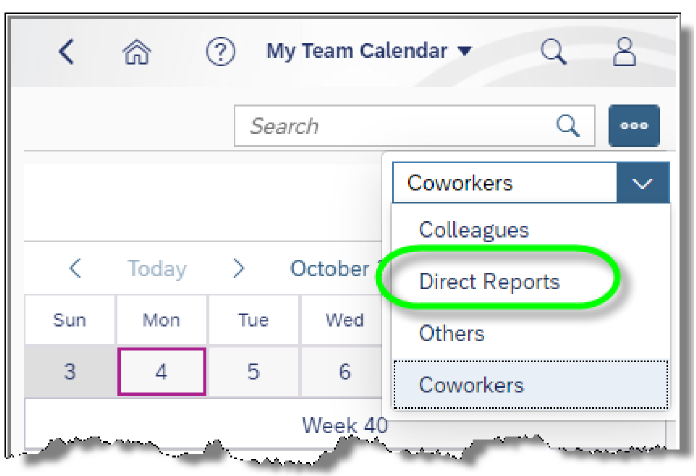
v. The custom calendar will now be available for use.



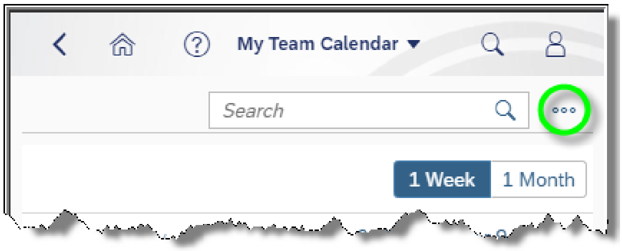
vi. To modify any calendar view, select the following icon:



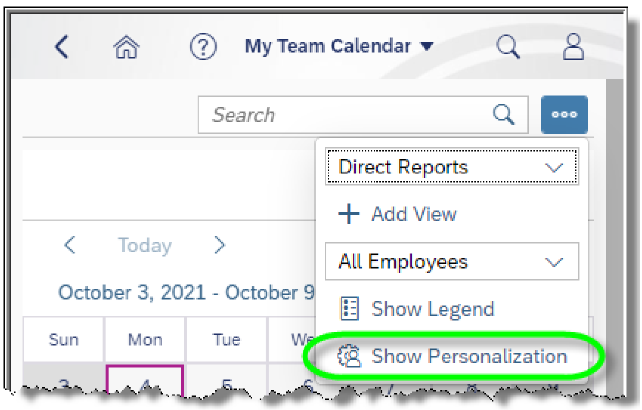
Select the calendar view to be modified.



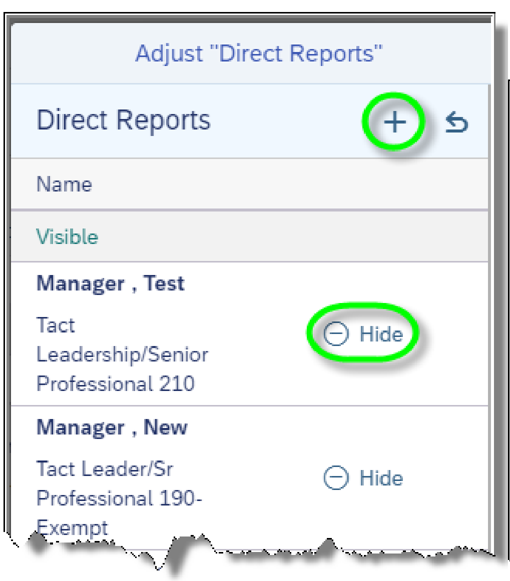
vii. Tap this icon again.

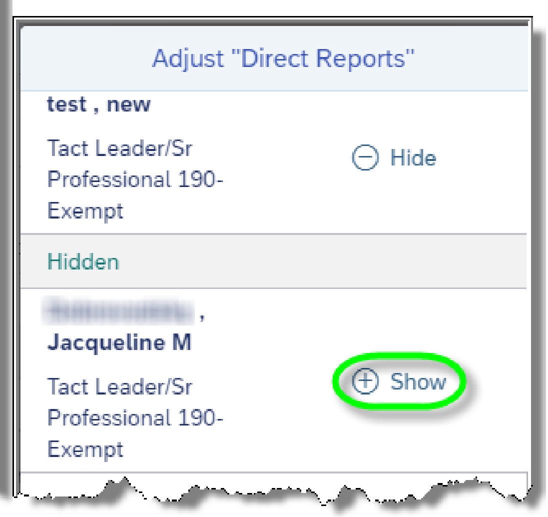


viii. Tap Show Personalization.

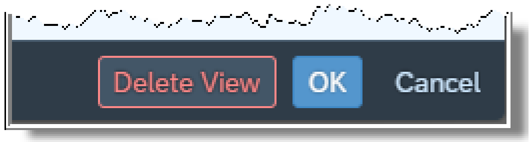


From here, additional employees can be added by tapping the plus sign, or existing employees can be hidden or removed as desired.



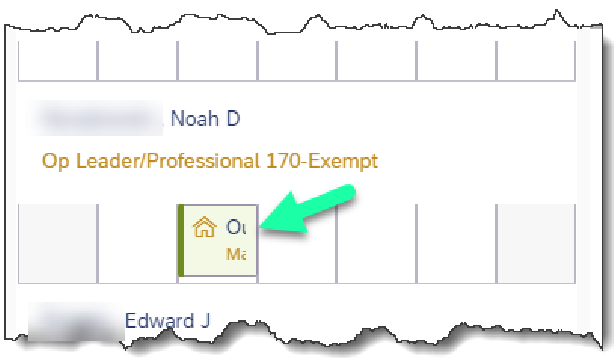


ix. When finished making changes, select OK to save updates, or to delete a customized view entirely, select Delete View.

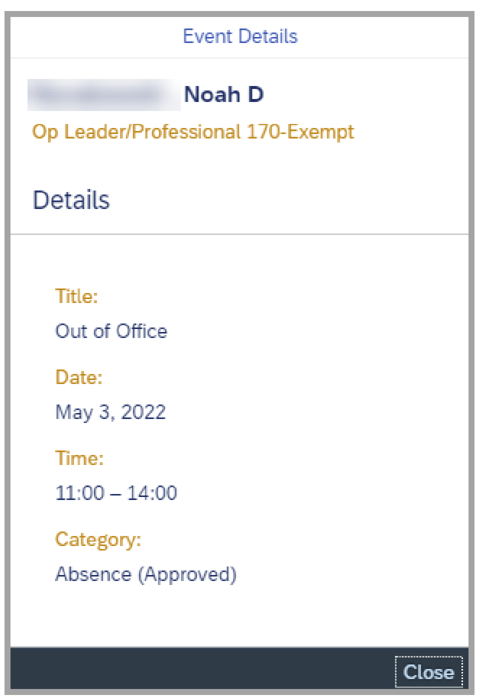


Note: The Colleagues and Direct Reports view cannot be deleted; however, employees can be hidden from view as desired.

e. To view the details of an employee event listed on the calendar, simply tap on the event.



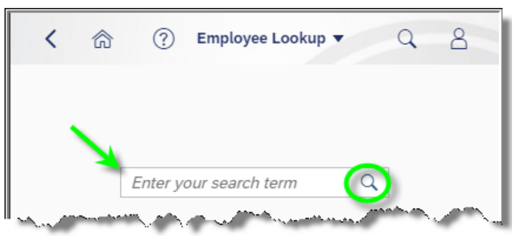
When finished viewing details for the event, tap Close.



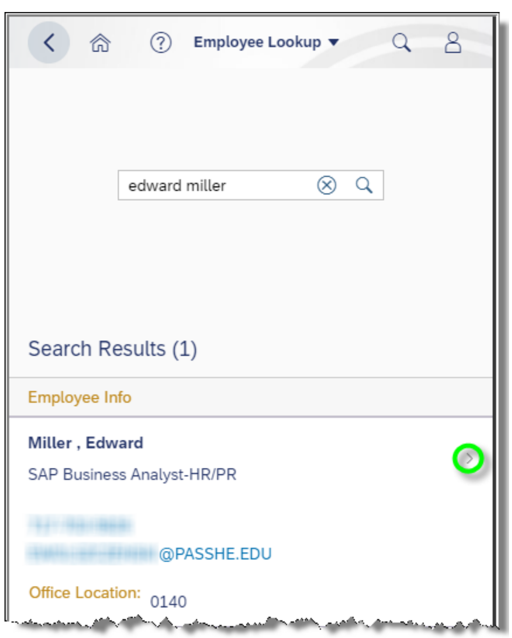
2. **Employee Lookup -** enables managers to lookup contact information of employees within the organization. Managers can also view direct reports of colleagues.

   Tap **Employee Lookup** to begin.

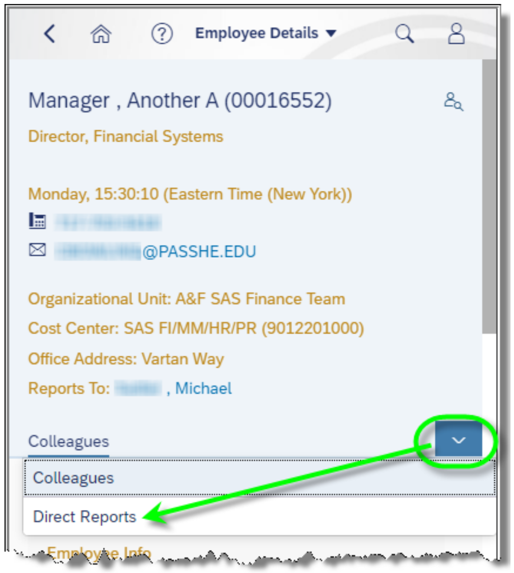
   a. Enter the name of the employee on which to search for information and tap the magnifying glass icon. A first name, last name, or a combination can be used in the search.



   b. Employees matching the search will be listed. Email, phone, and office location will be listed if available. Tapping the arrow will display any colleagues associated with the employee.

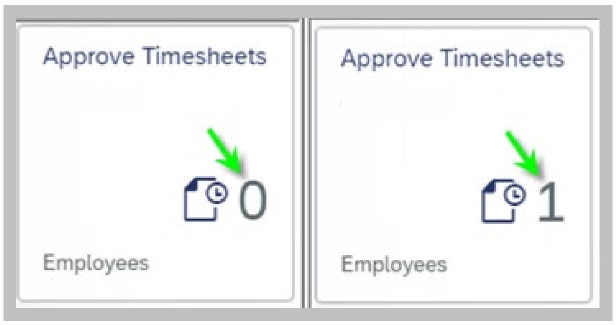


c. If the employee is a manager, the manager's colleagues will display by default. To display the manager's direct reports, tap the down arrow and choose Direct Reports.

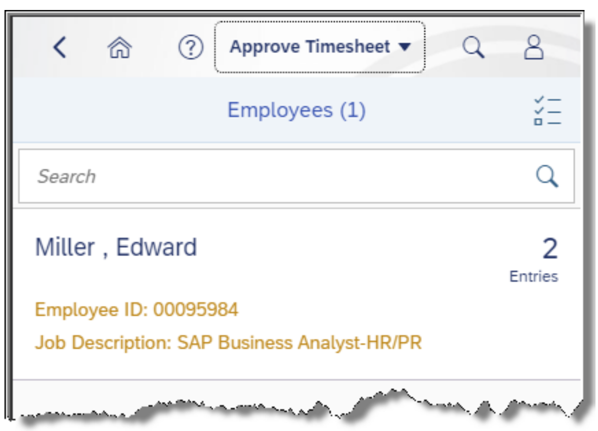


3. **Approve Timesheets** – enables managers to approve/reject employee timesheets.

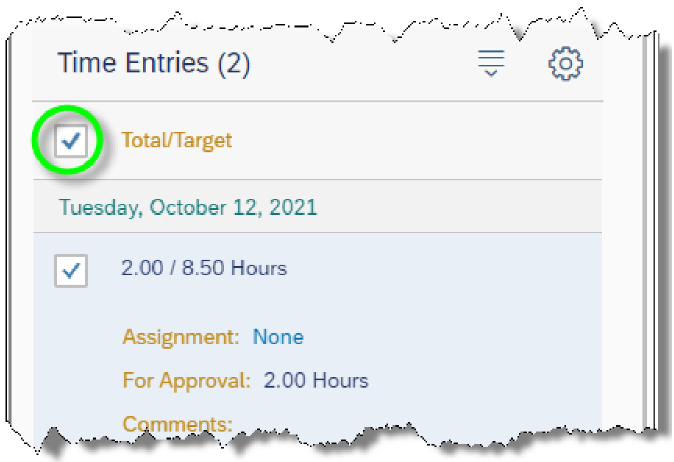
   If '0' appears in the application tile, this means there are no timesheets pending processing. Any number other than '0' indicates the number of employees with timesheets pending processing.



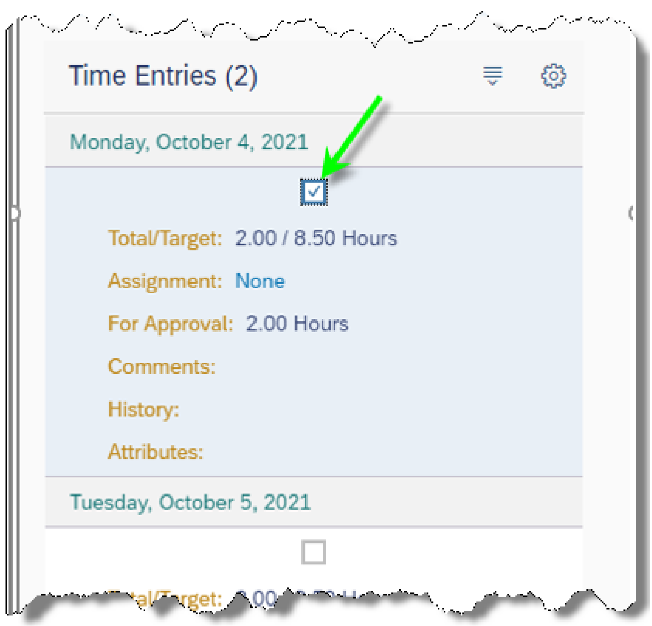
   a. Tap **Approve Timesheets** to begin processing employee timesheets. In this example, there is one employee with two timesheet entries pending processing. Tap the box to approve or reject the entries.



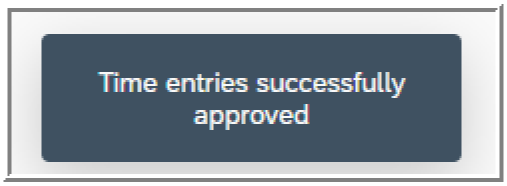
b. If processing all entries for the employee in the same manner (i.e., process all as Approve or process all as Reject), tap the checkbox for Total/Target as shown to select all entries to be processed in batch.



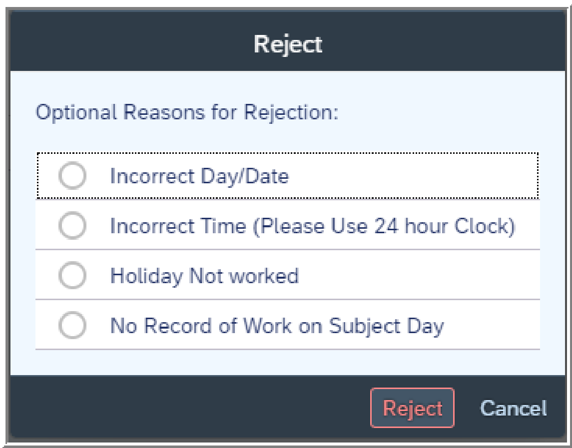
Note: Time entries can be processed independently by tapping the checkbox inside each individual time entry. This is useful when some entries need to be rejected while others will be approved.



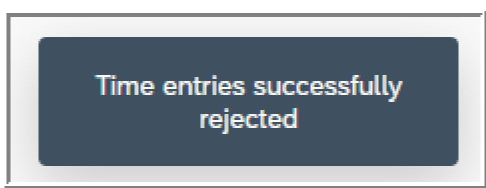
c. When approving time entries, the following message will be displayed upon tapping the Approval button.



d. When rejecting time entries, the following window will appear for optional input as to the reason for rejecting the time entries. Time can be rejected without choosing a reason.



e. The following message will be displayed upon tapping the Reject button



4. **Approve Leave Request -** enables managers to approve employee leave requests.

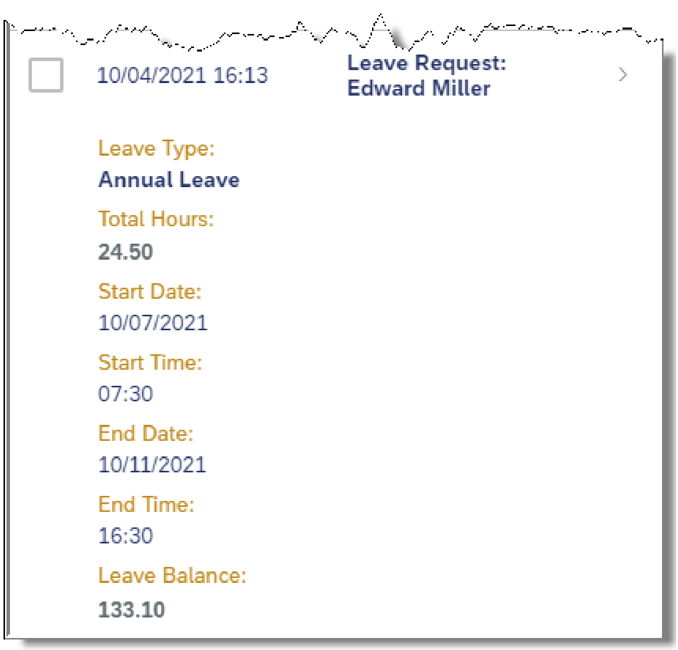
   If '0' appears, this means there are no leave requests pending processing. Any number other than '0' indicates the number of leave requests pending processing.

   a. Tap **Approve Leave Request** to begin processing employee leave requests.

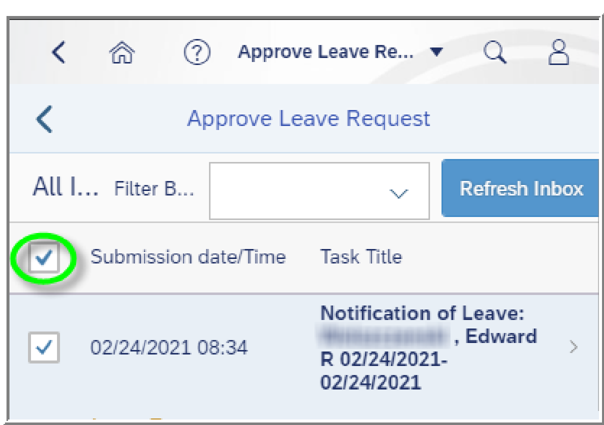
   b. To review the requests that appear in the inbox and determine whether to approve or reject requests, the following details are provided to the manager: Leave Type, Total Hours requested off, Start Date/Time and End Date/Time as well as remaining Leave Balance of the employee.

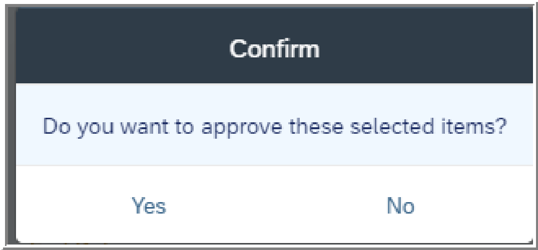
c. Additional details such as employee remarks can be found by tapping the arrow where shown.

d. To return to leave processing, tap the arrow where shown.

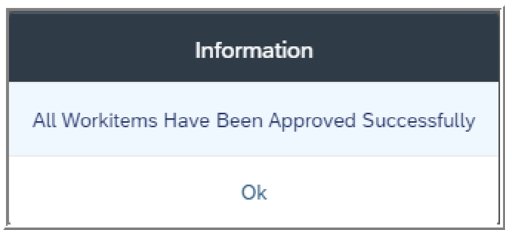
e. If processing all of the leave requests in the inbox as Approve or conversely as Reject, tap the checkbox circled. This will automatically select all leave requests to be processed. To deselect any checkbox, tap the box again to remove it from processing.



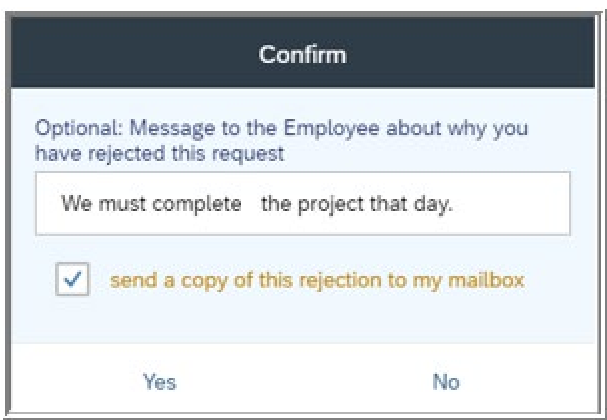
f. Tapping Approve will display the following pop-up. Tap the Yes to finalize processing.



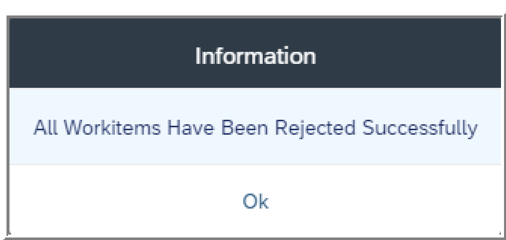
i. When Yes is chosen, the following message will appear for approvals.



g. Tapping Reject will display the following pop-up where the manager has the option to provide comments as well as send a copy of the rejection to their own email inbox.



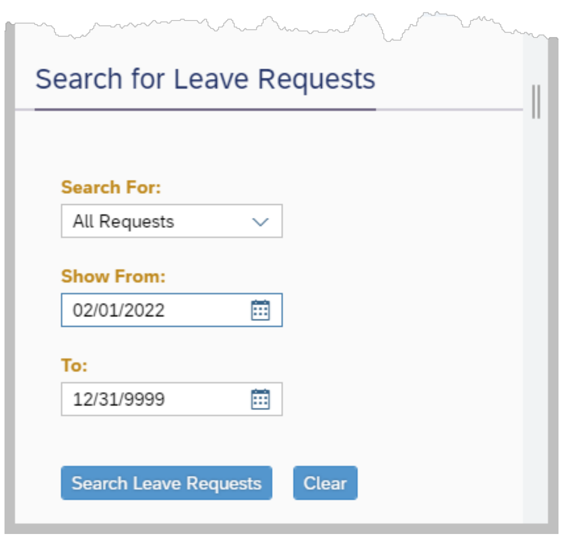
i. When Yes is chosen, the following message will appear for rejections.



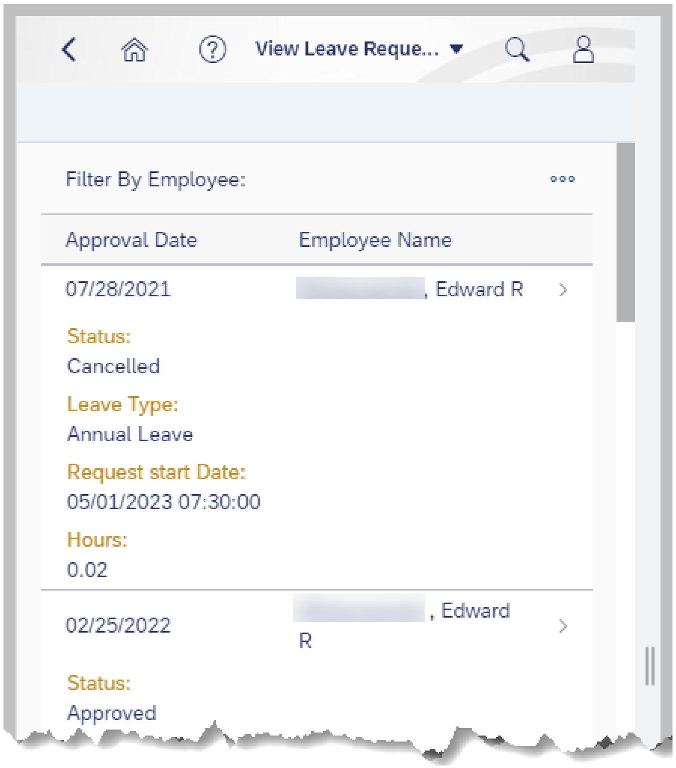
5. **View Leave Requests Processed by Me** – display a detailed listing of all leave requests that you as the approver have either approved, rejected, or approved for cancellation.

   a. Tap **View Leave Requests Processed by Me** to search for leave requests.

   b. Enter the desired search parameters then tap Search Leave Requests.



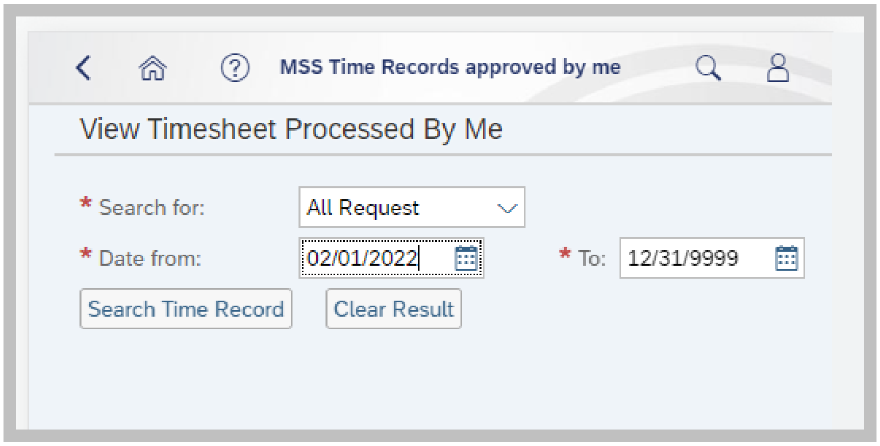
c. Results will appear that can be filtered by employee. To view more details on a processed leave request, simply tap the related request.



6. **View Timesheet Processed by Me**– display a detailed listing of all employee timesheets that you as the approver have either approved or rejected.

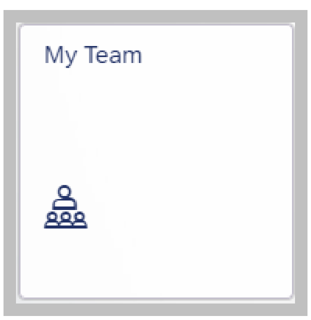
   a. Tap **View Timesheet Processed by Me** to search for processed timesheets. Enter the desired search parameters.

b. Enter search parameters as desired and select Search Time Record.

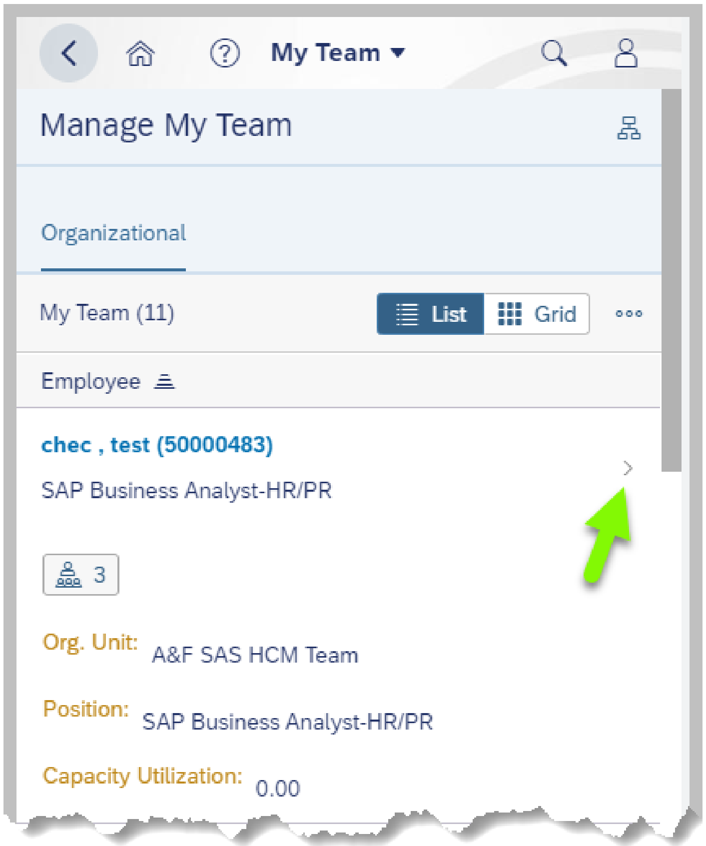


8. **My Team** – provides general data about direct reports, such as their personnel number, position, cost center, and organizational unit. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports but are in a "subordinate" department.

   a. Tap **My Team** to begin.

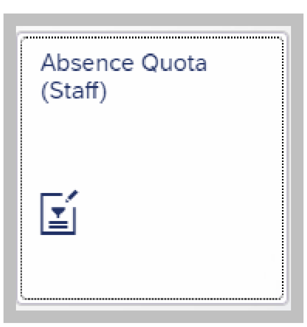


b. Employee information will appear for review. To see additional information on a specific employee, tap the right arrow where indicated.

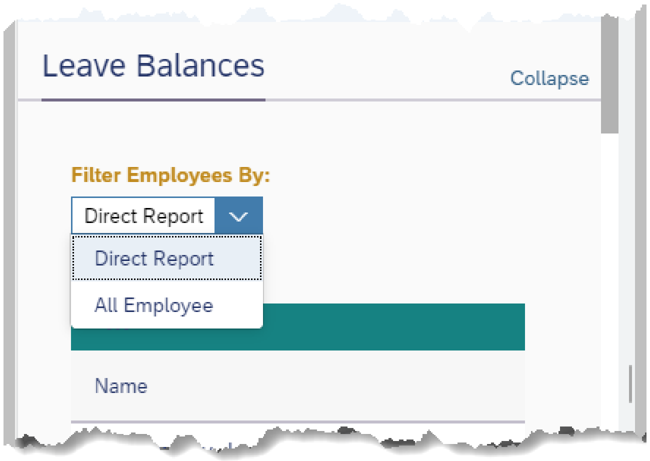


9. **Absence Quota (Staff)** – view the absence quotas for direct reports for the current leave calendar year. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.

   a. Tap **Absence Quota (Staff)** to begin.

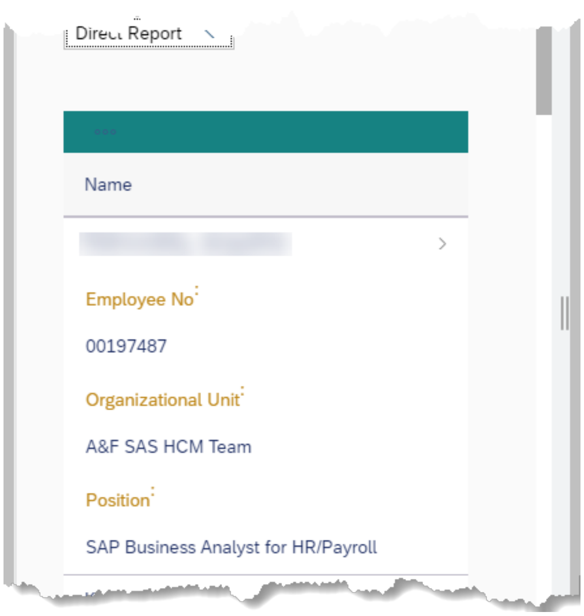


b. To only view data for direct reports, tap Direct Report. For managers who have additional organizational units within their own organizational unit and wish to see employee data in that category, tap All Employee. Tapping All Employee will list all direct reports as well as employees in subordinate departments within the same organizational structure.

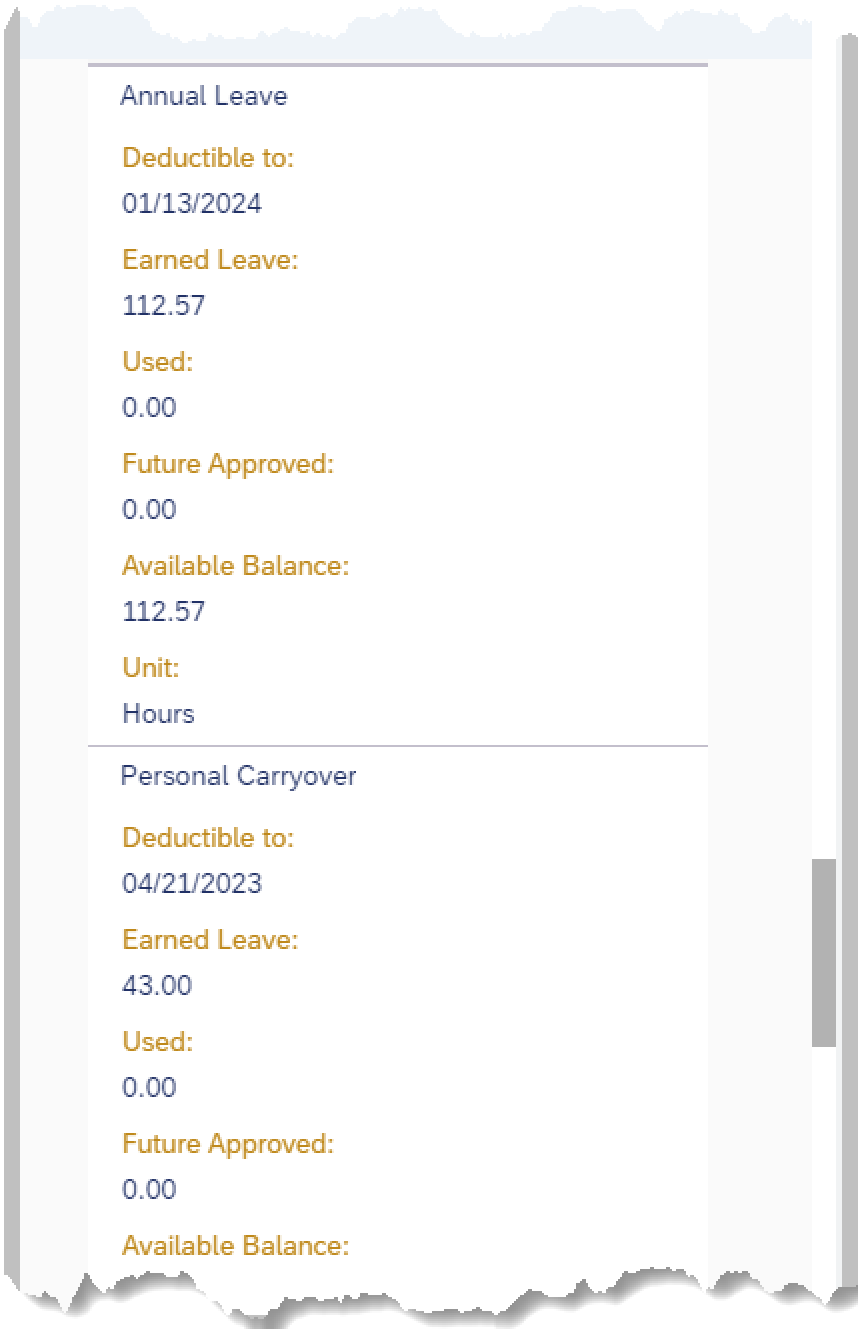


c. Choose the employee for whom to display leave balance details by tapping on the related tile. (It may be necessary to scroll to the bottom of the list to view the employee's details.)

Example: Tap this tile -



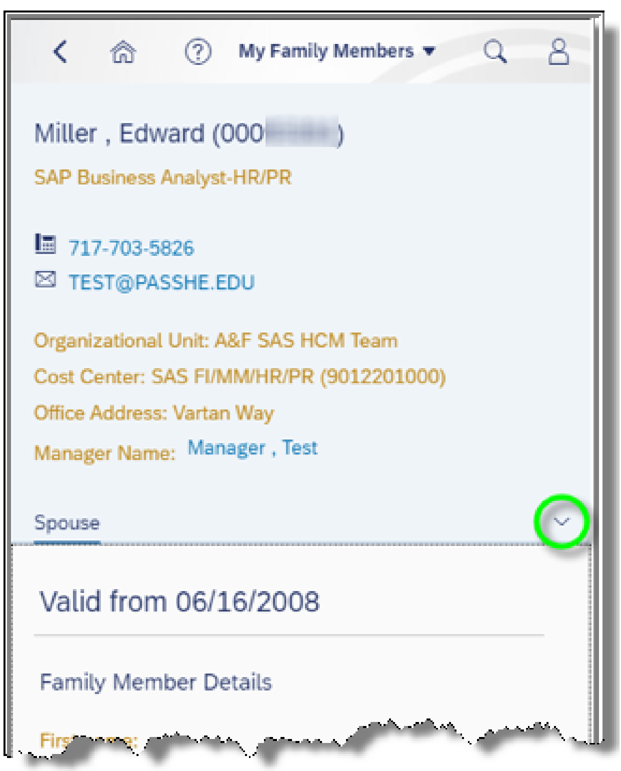
Then scroll to the bottom of the list to see the leave balance details.



Using HR User Fiori Application Features

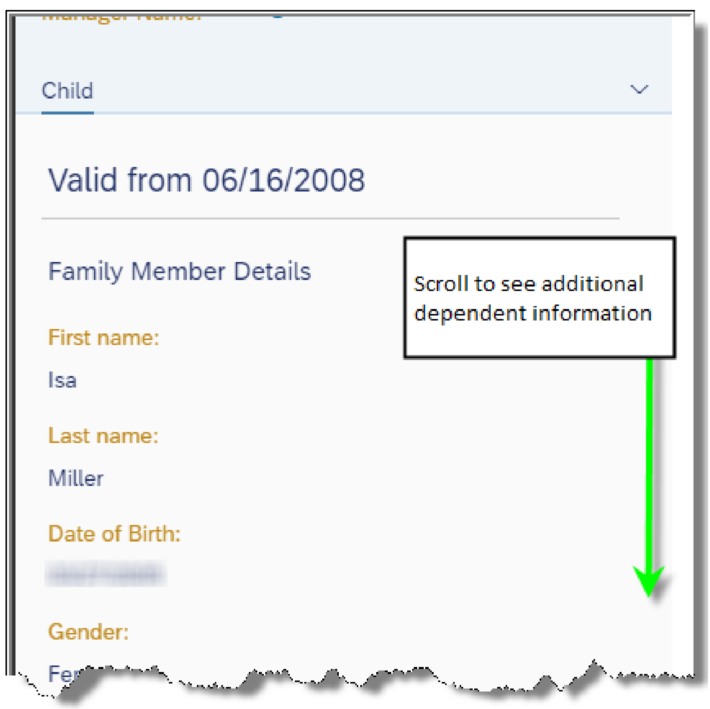
1. **My Family Members** – enables employees to view dependent and beneficiary information saved in the system. Dependents are those who can be attached to medical plans, while beneficiaries can be attached to insurance plans. Changes to dependent and beneficiary information is not permitted through this application.

   a. Tap **My Family Members** to begin. To view additional dependents/beneficiary information, tap the drop-down arrow for additional selections.



b. Tap the dependent/beneficiary type to view details.

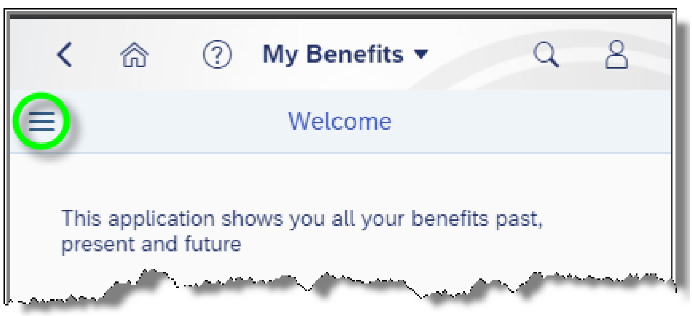
c. When a dependent/beneficiary type has multiple entries in the system, they will all appear under that type. For example, this user has multiple children, so the user will need to scroll to see details for all children dependents.



2. **My Benefits** – enables employees to view currently enrolled benefits. At this time, employees cannot make changes to their benefits using the Fiori application.

a. Tap **My Benefits** to begin**.**

b. Next, tap the following icon:

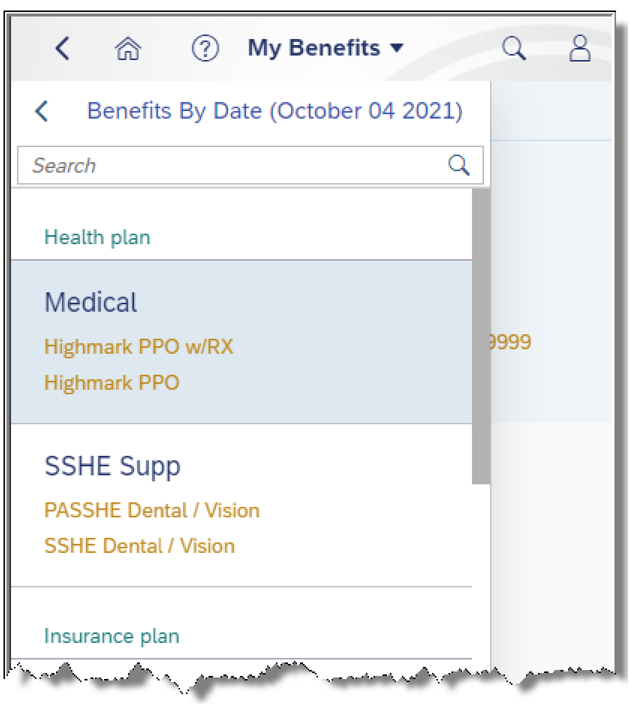


c. For the best experience, users should select Benefits By Date. (Note: The remaining delivered Fiori application features do not apply to State System use.)

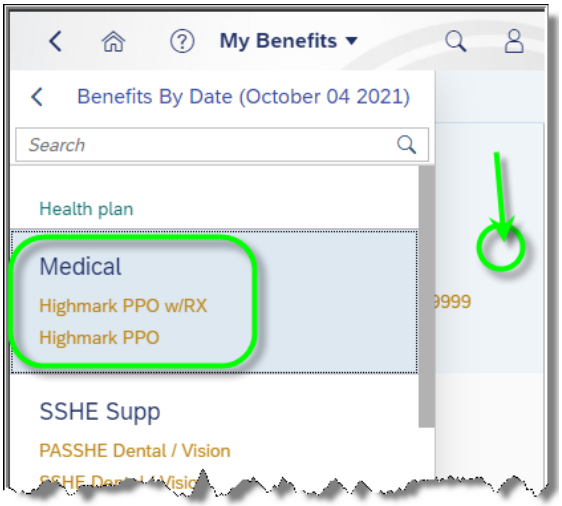
i. To change the effective date for the plans to display, tap Change Date at the bottom of the window.

ii. To download a summary of benefits in PDF format for viewing, saving or printing, tap Download Summary. This will allow users to view and print a summary of their enrolled benefits. Both the Change Date and Download Summary features are available at all times, while using the My Benefits application.

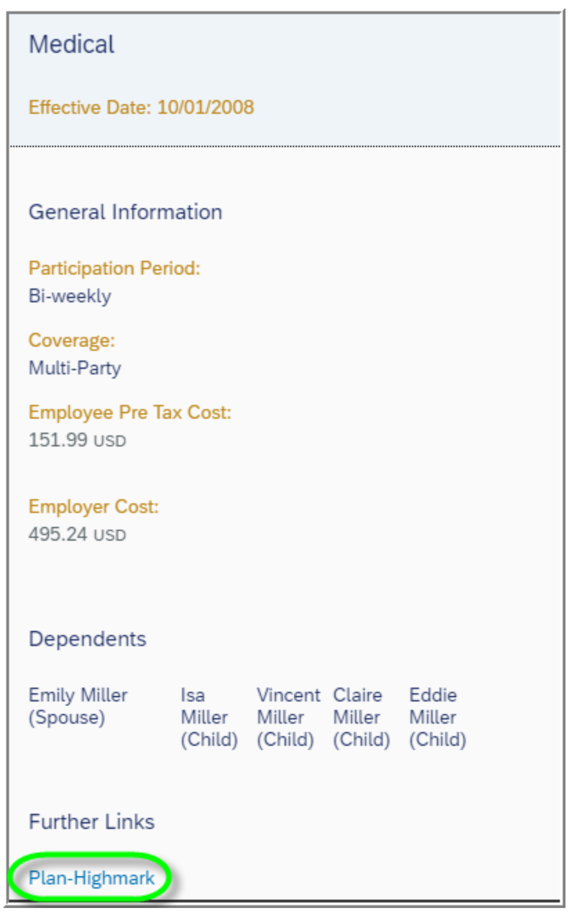
d. Once in the view of Benefits By Date, users can scroll through their enrolled benefits.



e. To see additional details related to a particular plan, tap the desired plan to highlight it. Next, tap in the window area to the right.



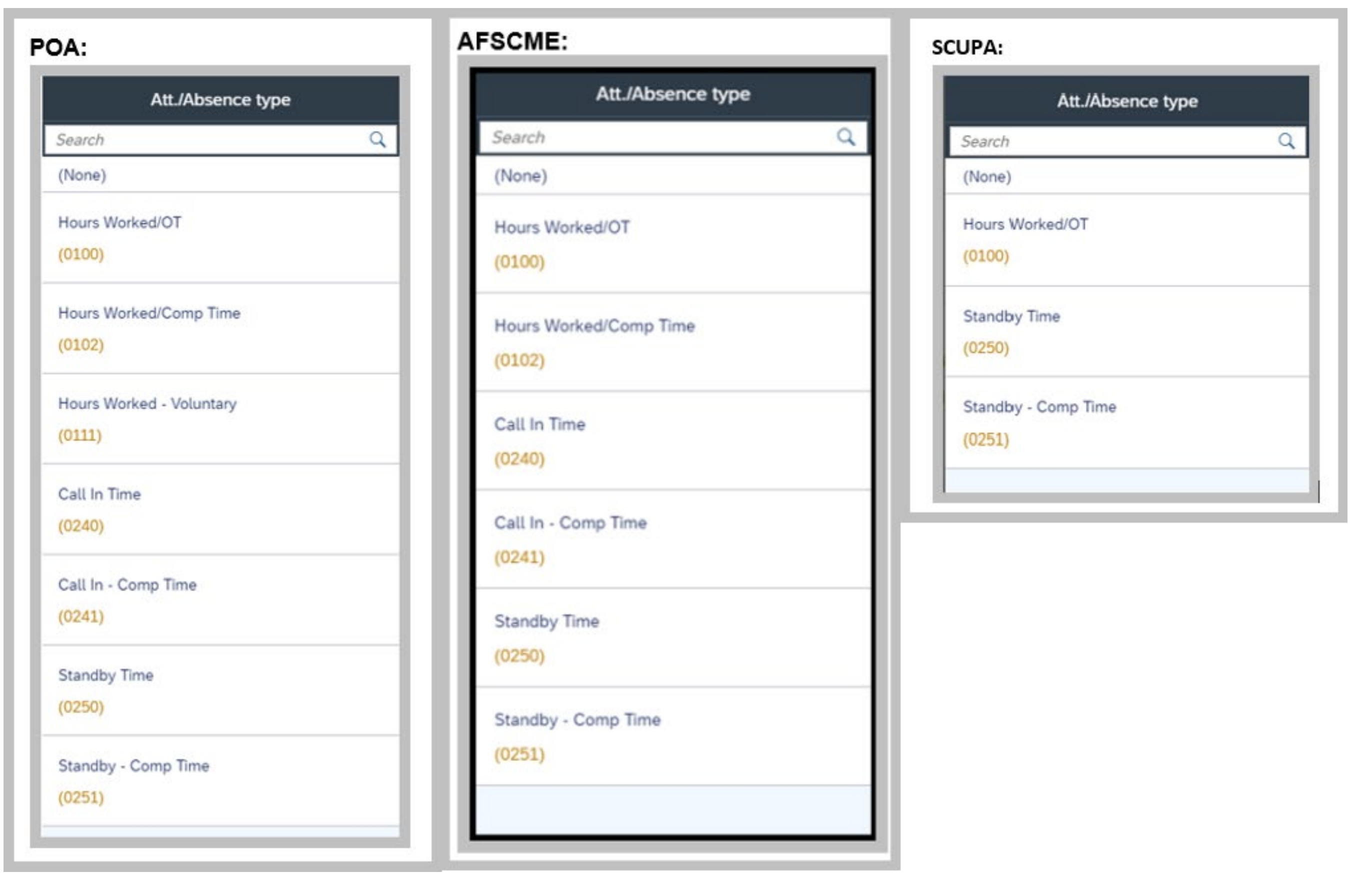
f. Additional plan information will be displayed to the user including additional links to further information regarding the plan.



g. To return to the plan selection window, tap the icon as shown and repeat this process as needed.

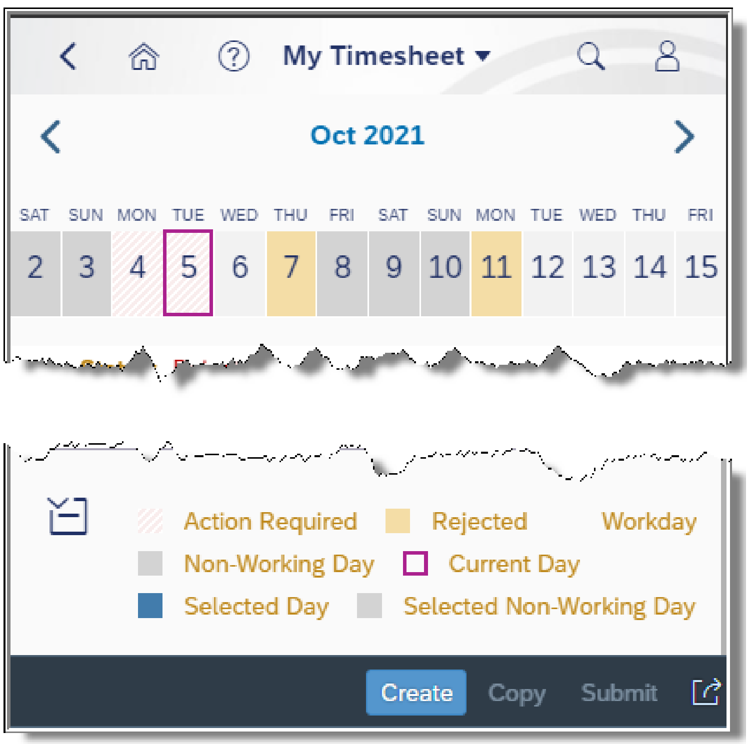
3. **My Timesheet** – enables employees to enter time worked for manager approval.

   Before getting started, it is important to recognize that different bargaining units (unions) will display different time types for utilization in My Timesheet. Below are some examples of the time type variations by bargaining unit:



a. Tap **My Timesheet** to begin entering time.

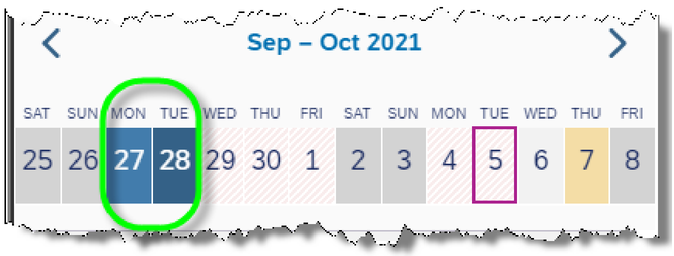
b. Employees have access to a legend at the bottom of the display, which will assist in understanding the colors used on the calendar at the top of the screen.



c. Time can be entered as a single entry on one day, or multiple time entries can be made for multiple days in one transaction as long as the hours worked are the same. In this example, the employee is submitting time worked for 9/27/2021 through 9/28/2021 from 16:30 – 21:00. (Time entries must be in military time.)

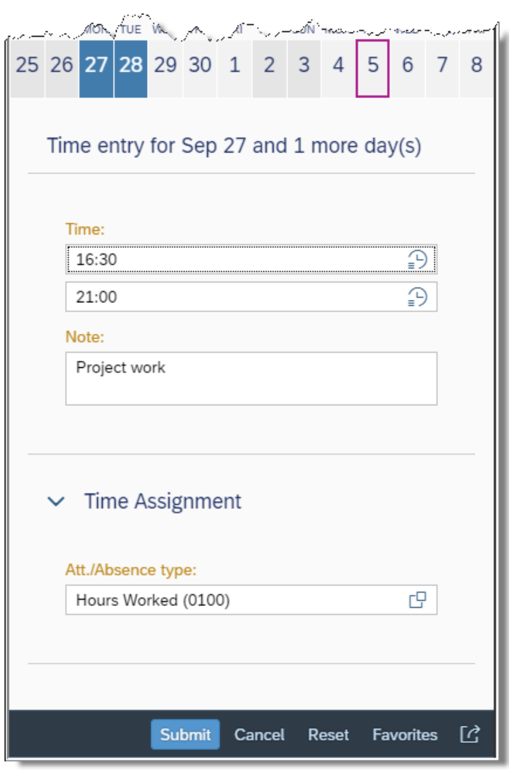
i. First, tap the date(s) for which time will be entered, which will cause the date(s) to turn dark blue.

Unselected dates versus dates selected (circled in green) for time entry:

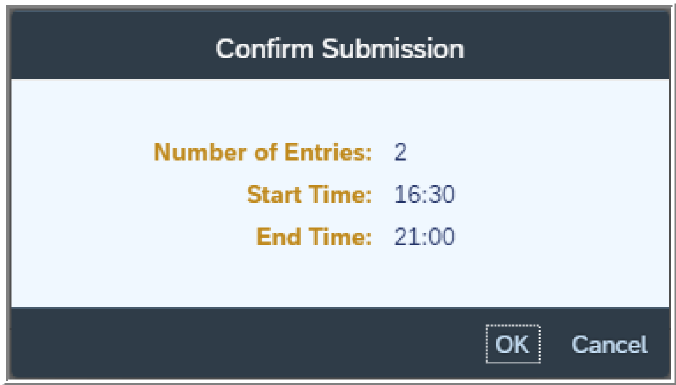


ii. Tap Create.

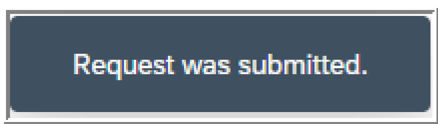
iii. Enter the start and end time and choose the time type worked by using the Att./Absence type drop-down box. An optional note to the manager can be entered if desired. When finished, tap Submit.



iv. The following pop-up will appear to confirm the submission. Tap OK.

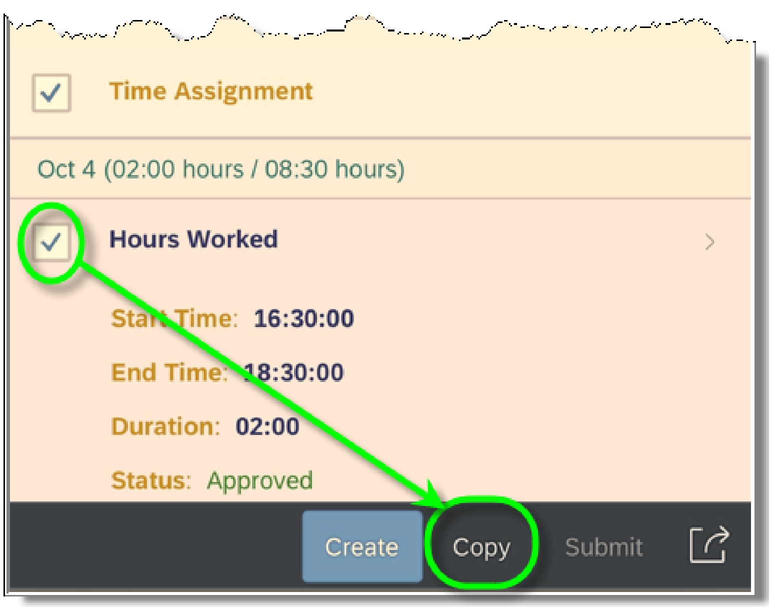


v. The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.

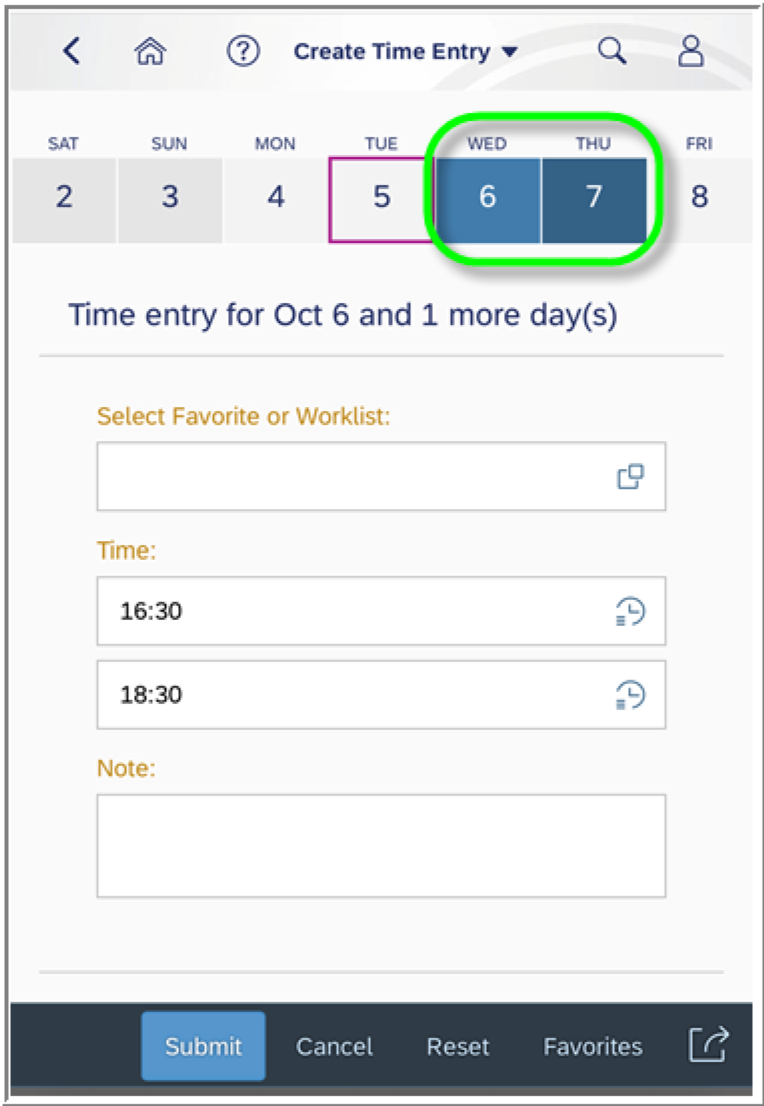


My Timesheet Tips and Tricks

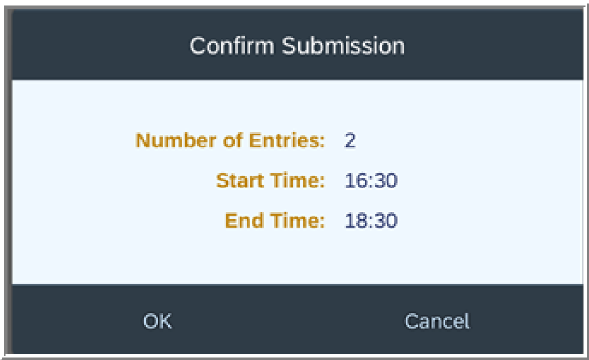
Copying time entries – This is useful for employees who want to quickly enter similar time entries already submitted. To copy a previously submitted time entry, check the box next to the time entry to be copied. Tap Copy.



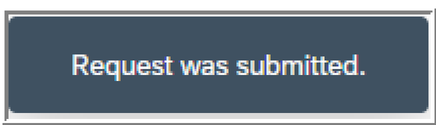
The start/end times and the Att./Absence type will default from the timesheet being copied. Simply tap the dates at the top for which the timesheet should be copied and add a note as needed. Tap Submit. (Note: Data on the screen can be modified as necessary for the situation.)



The following pop-up will appear to confirm the submission. Tap OK.

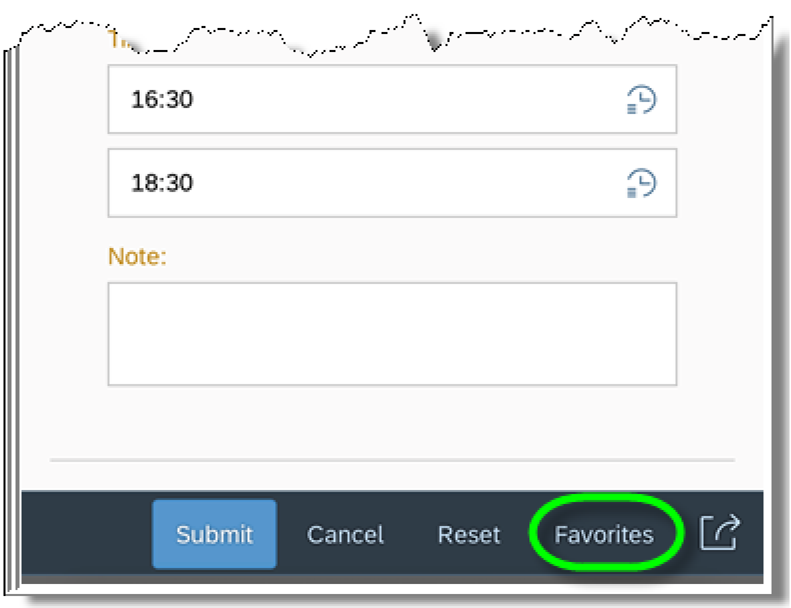


The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.

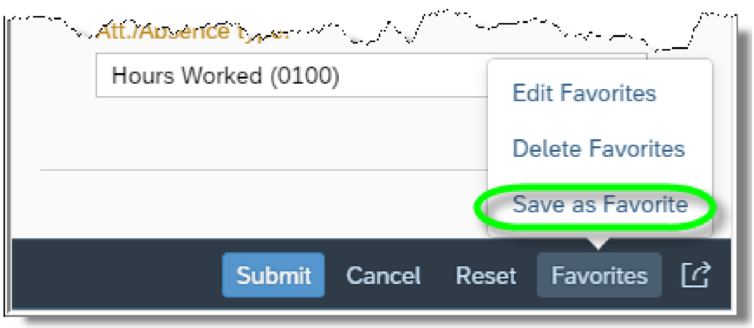


Setting up favorites – This is useful for employees who consistently work the same schedule or schedules that might be on a rotational basis.

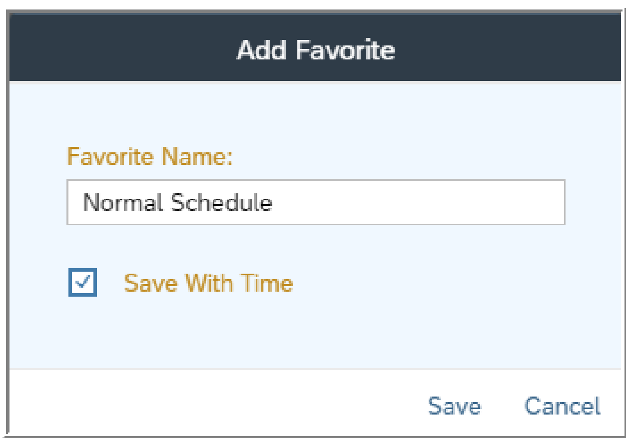
Begin the process of creating a favorite by starting the process of entering a timesheet. While adding start/end times and the Att./Absence type that will be used, tap Favorites instead of Submit.



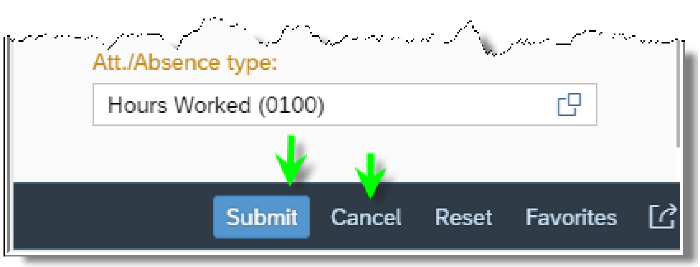
Tap Save as Favorite.



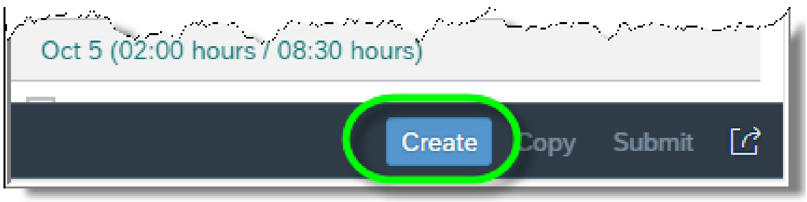
Provide a name for the favorite to be saved and indicate whether the start/end times should be saved by tapping the box Save With Time. When finished, tap Save.



The timesheet being entered can either be submitted by tapping Submit, or the user can exit the process of submitting a timesheet at this point by tapping Cancel.

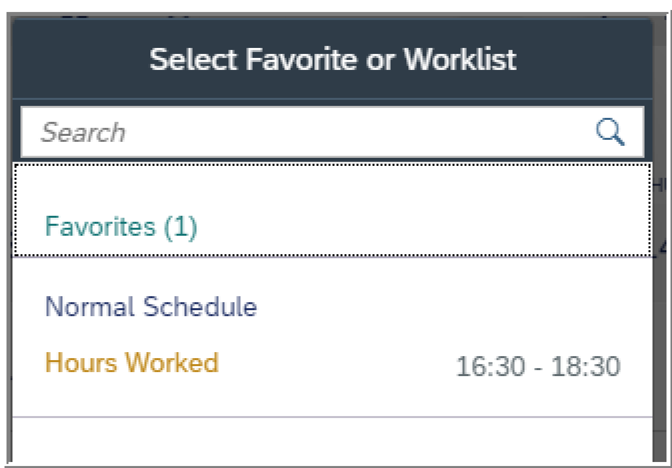


Tap Create.

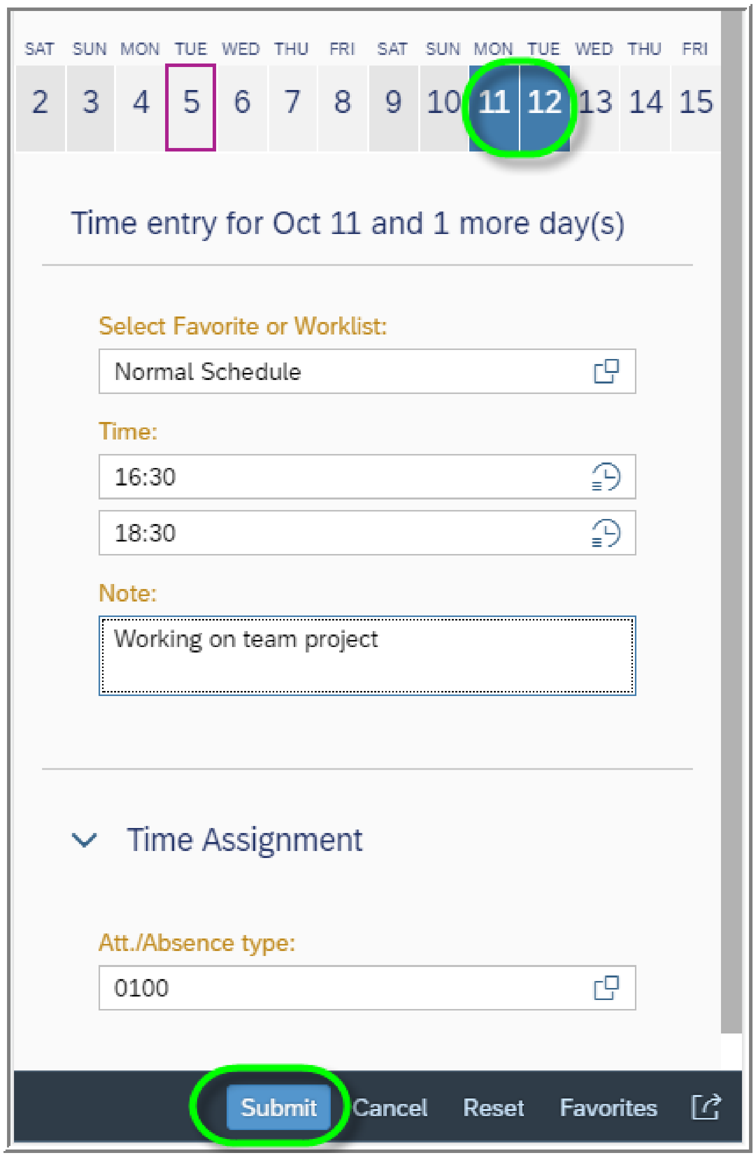


Tap in the Select Favorite or Worklist box.

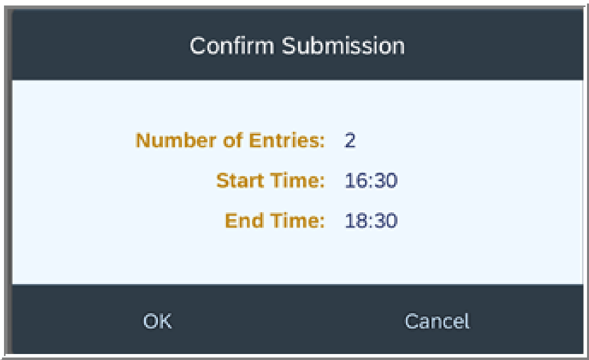
Tap the Favorite schedule to be used.



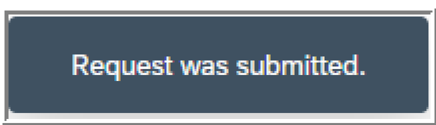
All time entry data from the Favorite will be defaulted. Users can modify as needed/add a note and then tap the days for which the time is to be applied. When finished, tap Submit.



The following pop-up will appear to confirm the submission. Tap OK.



The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.



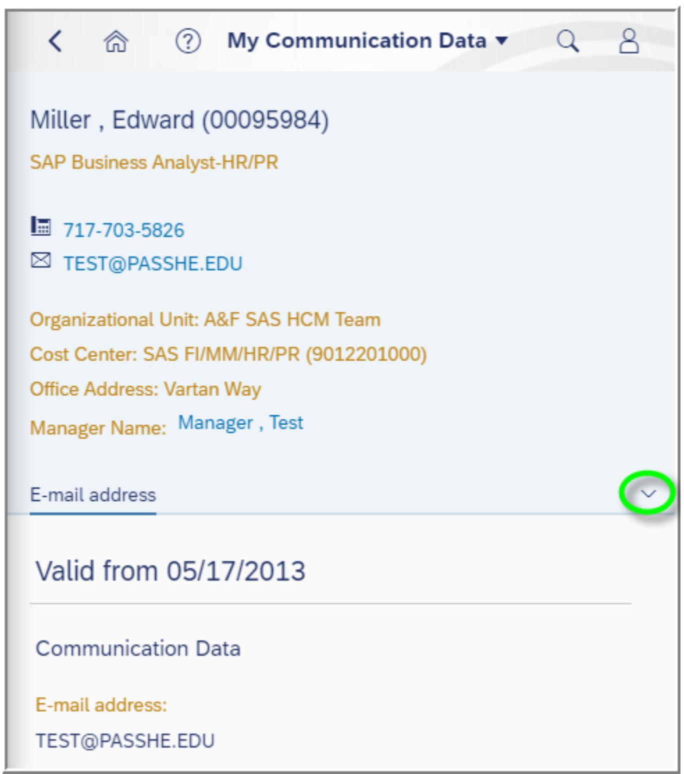
Favorites can be edited by choosing Edit Favorites, which will allow the user to rename the favorite.

Favorites can be deleted by choosing Delete Favorites, which will allow the user to delete a previously saved favorite if it is no longer needed.

4. **My Communication Data** – enables employees view work email address as well as view and update personal e-mail address.

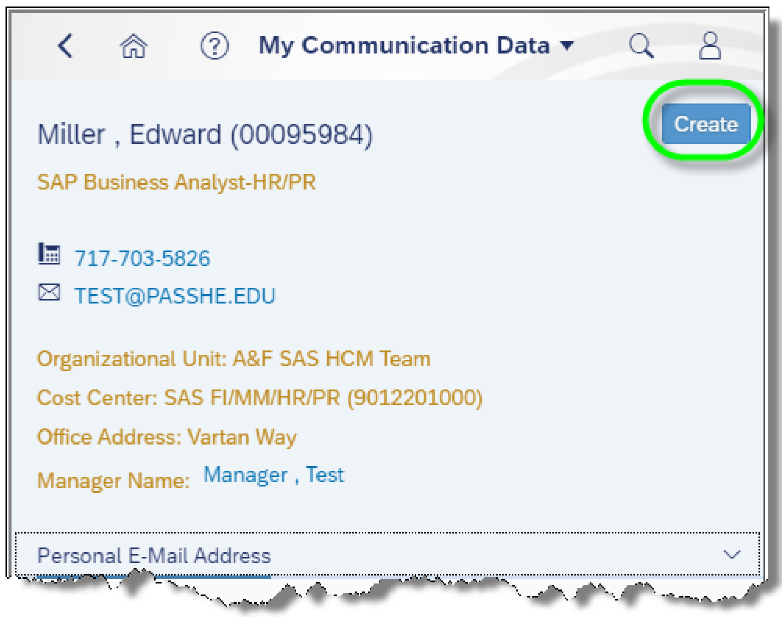
   a. Tap **My Communication Data** to begin.

   b. The default page will show employee work phone, work email, and manager name. To view/edit personal email address, tap the drop-down arrow indicated in the screenshot.



c. Tap **Personal E-Mail Address**.

i. If no personal email address exists in the system, tap Create.

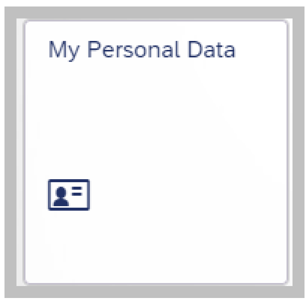


ii. If a personal email address already exists in the system, tap Edit. (Note: Delete may also be used if removing a personal email address entirely is desired.)

iii. Employees simply enter their personal email address and tap Save.

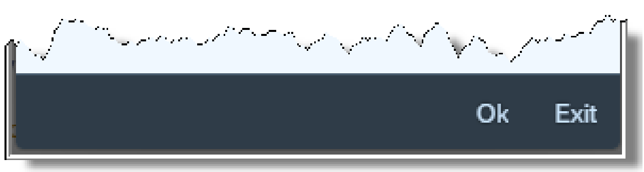
5. **My Personal Data -** display basic personal and employment information. (Note: As added security, employees must enter their Date of Birth to access this application.)

   a. Tap **My Personal Data** to begin.

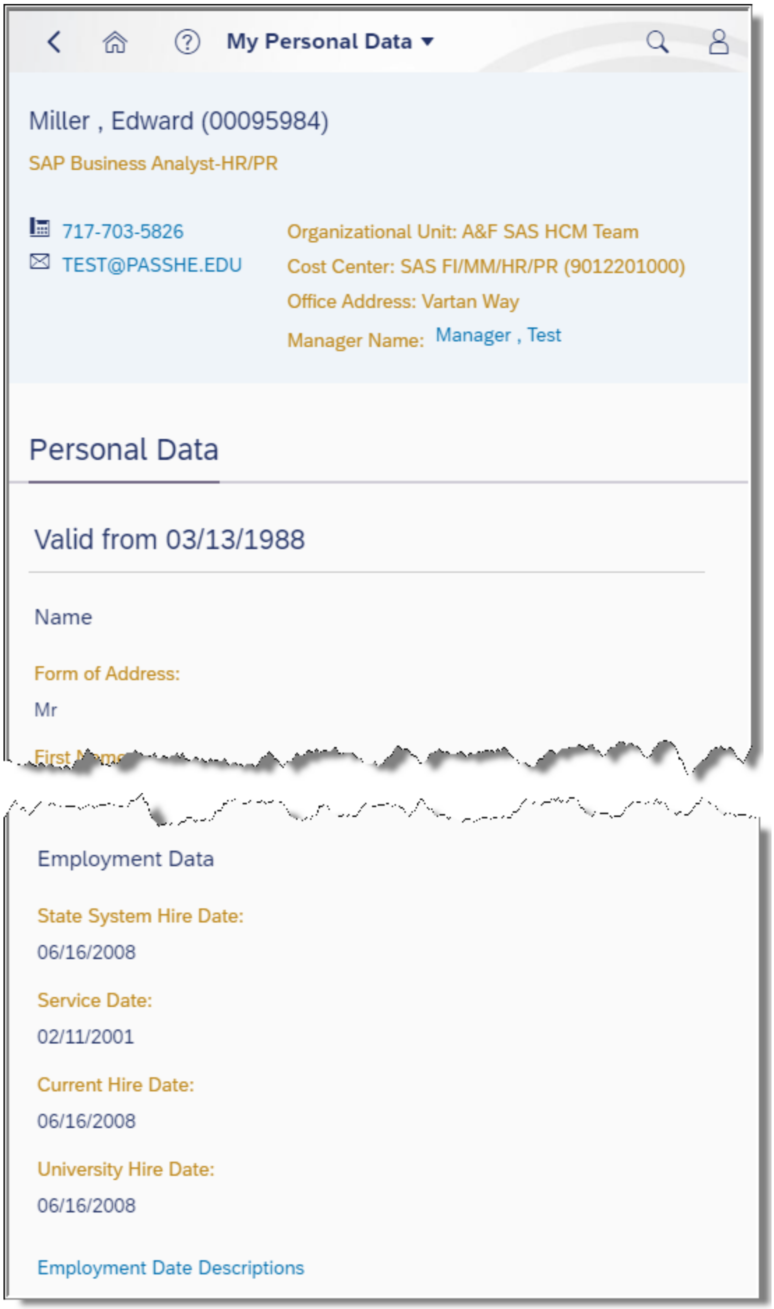


Due to the sensitivity of personal data, employees must enter their data of birth in mm/dd/ccyy format in order to gain access to this application.

   b. Once the date of birth is entered, tap OK.



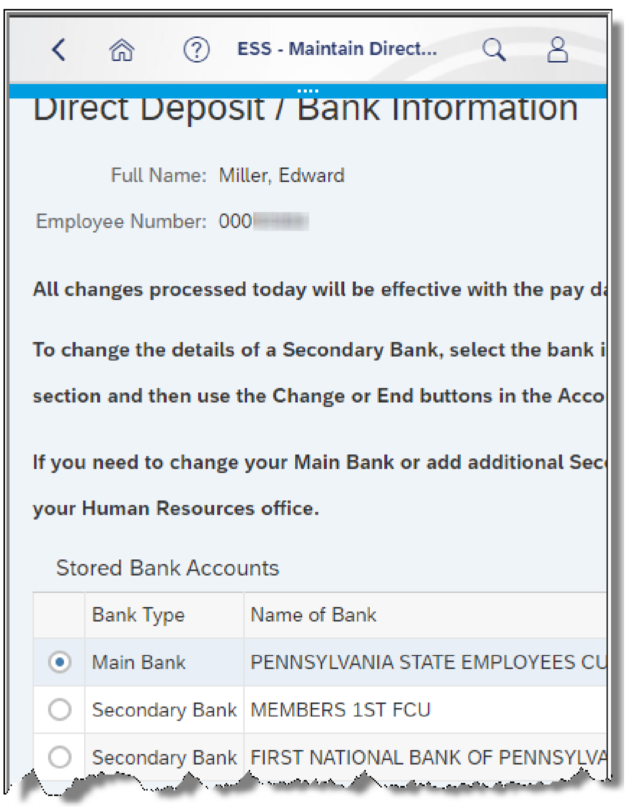
c. If the date of birth is provided successfully, employees will be able to view their personal details as saved in the system along with basic employment information.



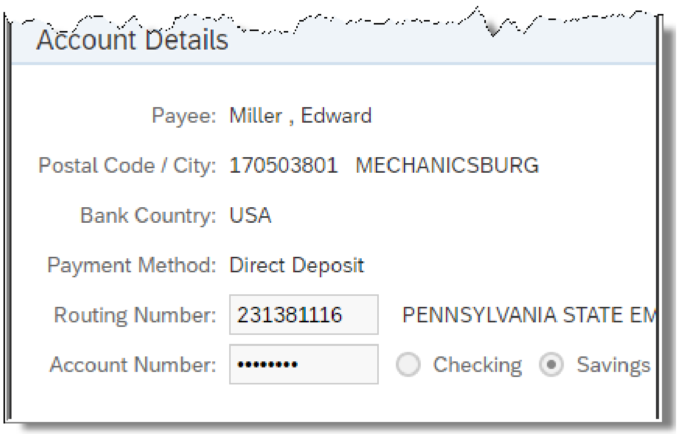
6. **Direct Deposit/Bank Information** – enables employees to view their Main Bank account if not receiving a paper check. Users cannot use this application to modify or set up a Main Bank account and must contact their HR payroll office. If any Secondary Bank(s) exist(s), this application will enable employees to modify deposit amounts or percentages with the option to entirely end the Secondary Bank. (Note: The scrolling features on this application will behave somewhat differently from the other Fiori applications.)

   a. Tap **Direct Deposit/Bank Information** to begin.

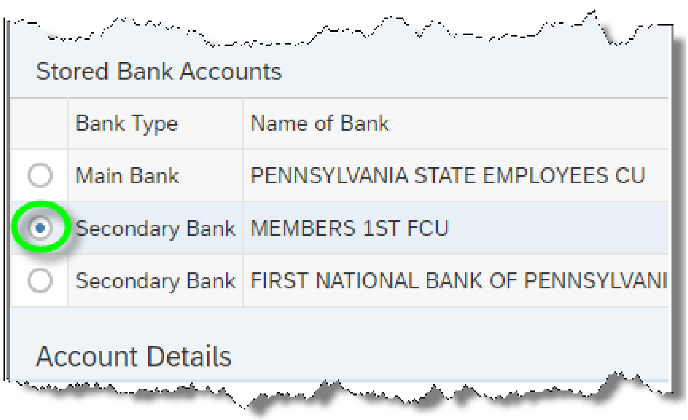
   b. Main Bank account will be displayed by default.



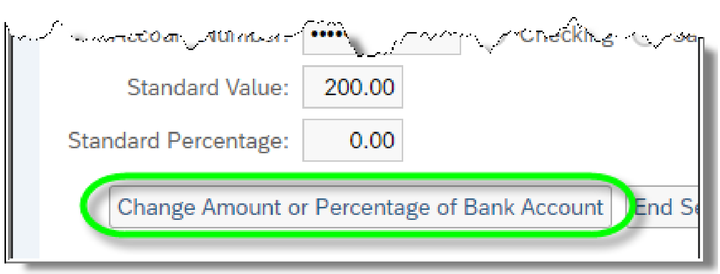
c. The Account Details sections for Main Bank will allow for display only details.



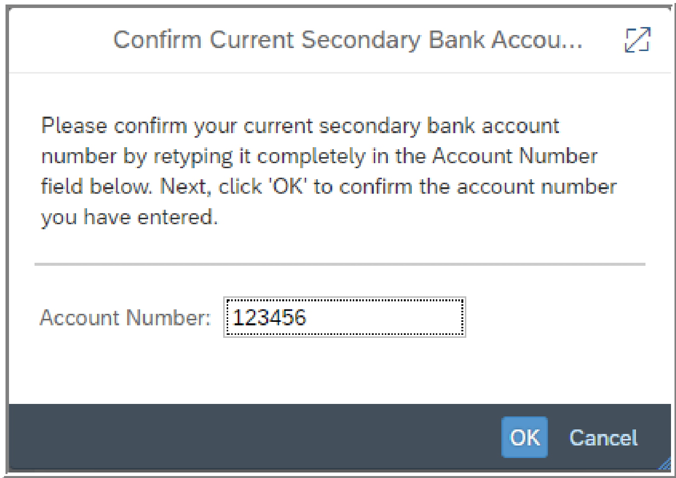
d. To view or modify a Secondary Bank, tap in the radio button next to the desired bank where shown.



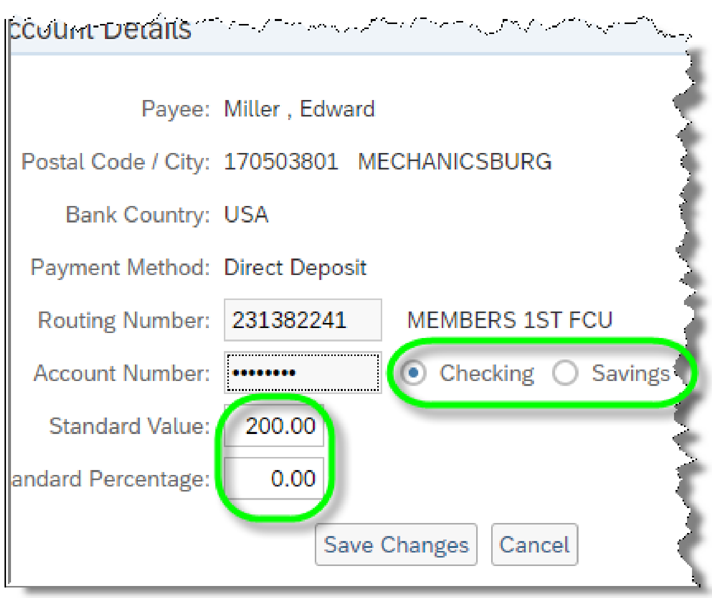
i. To begin making modifications to the Secondary Bank, tap Change Amount or Percentage of Bank Account.



ii. For security purposes, the following pop-up will appear for the user to confirm the Secondary Bank account number. Once the account number is entered, tap OK.



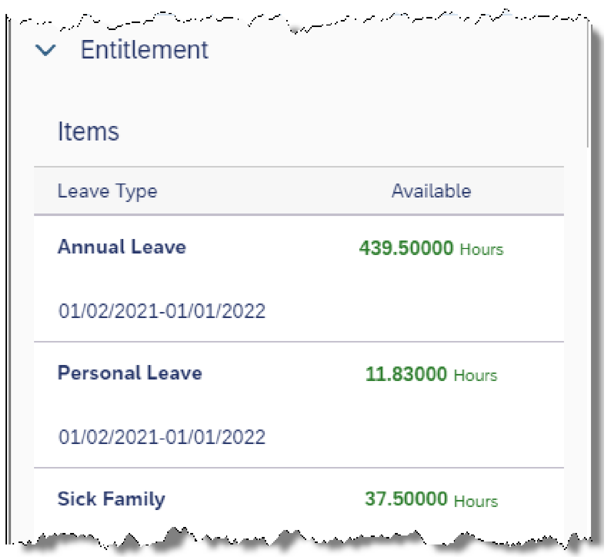
iii. Users can now make modifications to the Standard Value and Standard Percentage fields. The Standard Value field is used to designate a consistent dollar amount to be deposited to the account. The Standard Percentage field is used to designate a consistent percentage of the employee's net pay to be deposited to the account. Only one of these fields may be utilized at a time. When finished, tap Save Changes. Users can also change the account type be tapping the radio button for either Checking or Savings.



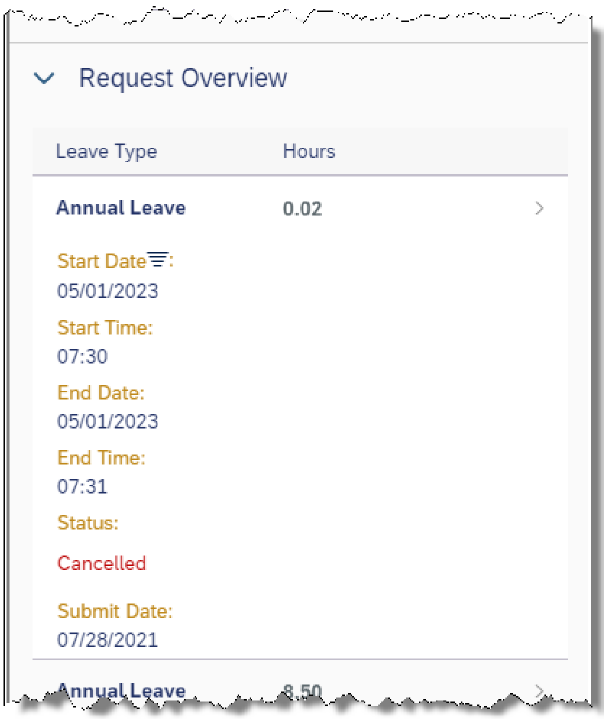
7. **My Leave Request** – enables employees to submit new leave requests and leave cancellations as well as view the status of previous requests.

   a. To begin, tap **My Leave Request**.

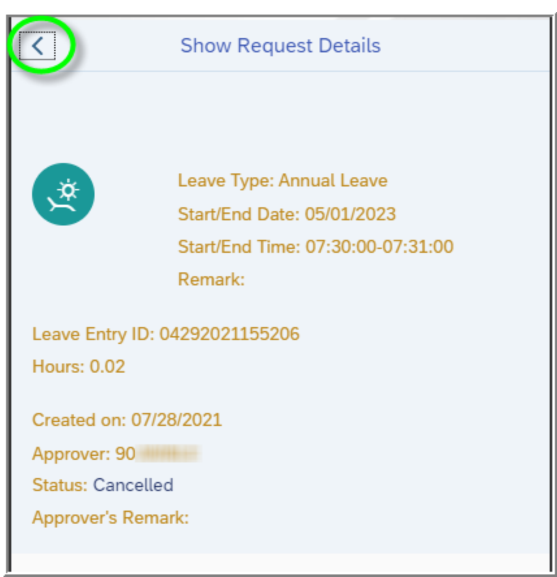
   b. At the top of the page under Entitlement, employee leave balances will display for the different leave types available as well as the start/end dates for the usage period.



c. As user's scroll down the page, the Request Overview section will appear. This section is sorted in ascending order by leave request start date and displays details for employee leave requests already submitted, including Leave Type, Hours requested off, Start Date, Start Time, End Date, End Time, Status of the request, and the Submit Date of the leave request.

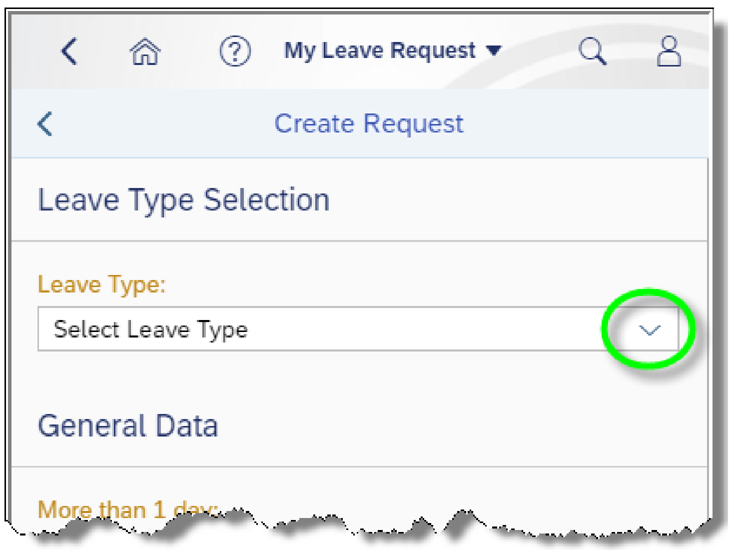


d. To view additional details about a particular leave request, simply tap the desired leave request, and the Show Request Details screen will appear. To return to the main page, tap the back arrow where shown.



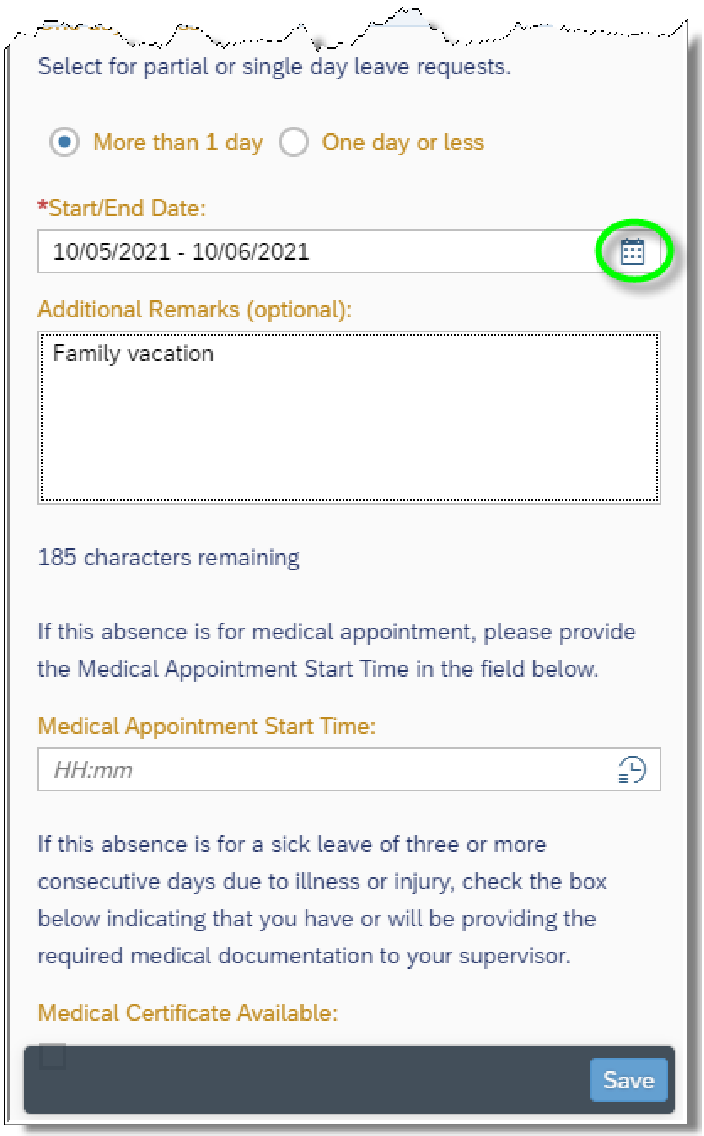
e. To submit a new leave request, tap Create Request.

f. On screen instructions will be provided for employees to assist them with submitting leave requests, but users must select a Leave Type from the drop-down box first by tapping the down arrow.

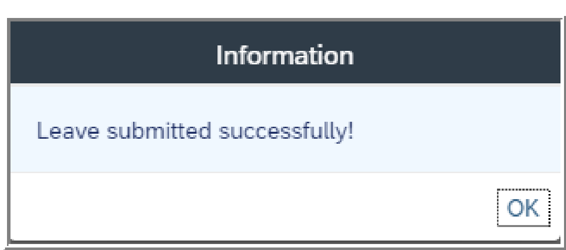


Note: Depending on the Leave Type selected, users may be required to provide more details on the screen, but guidance for these situations will be provided in real-time during the use of the application.

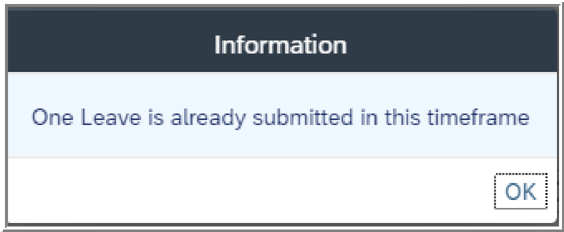
g. After selecting a Leave Type, choose whether the leave request is for more than one day or if it will be for one day or less by tapping the appropriate radio button. Next, enter the Start/End Date by either typing it in or using the calendar feature provided. Additional Remarks are optional as indicated. When finished



i. The following pop-up will appear indicating the request was submitted successfully to the manager.



ii. If a collision is found between previously submitted leave request, the following pop-up will appear, and the employee will need to resubmit the request using date(s)/time(s) that do not collide with requests already submitted.

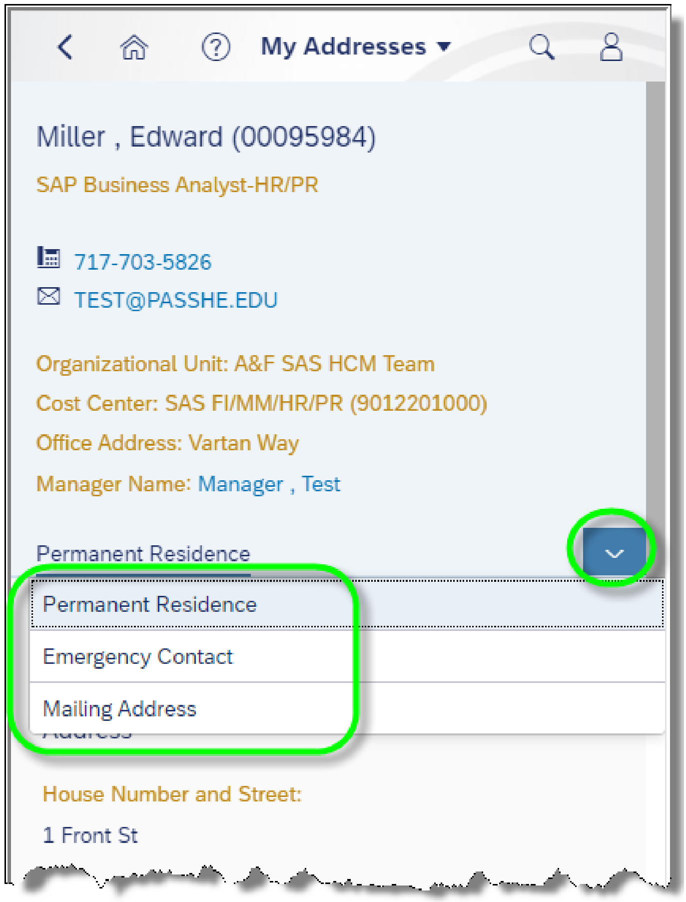


8. **My Addresses** – enables employees to view permanent and mailing addresses as well as view and make updates to emergency contact information.

   a. To begin, tap **My Addresses**.

   b. The employee's **Permanent Residence** will be displayed by default. Due to local tax requirements, employees must contact their campus HR office to make any changes to their permanent Address Information.

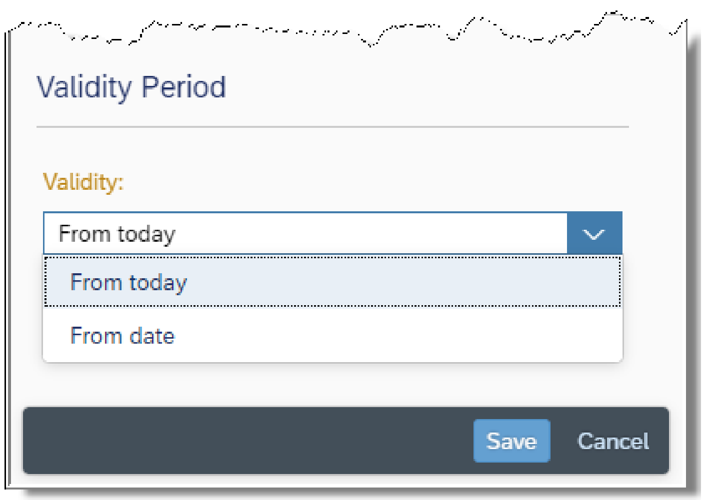
c. Tap the drop-down arrow to access additional addresses saved to the system.



d. To view/make changes to emergency contact information, tap **Emergency Contact**

e. The emergency contact information will display for review. To make changes, tap Edit as shown.

f. The employee's emergency contact data will unlock for modification as needed. At the bottom of the window, employees can elect to have the emergency contact data effective immediately/from today or choose a date to make the changes effective. When finished, tap Save.

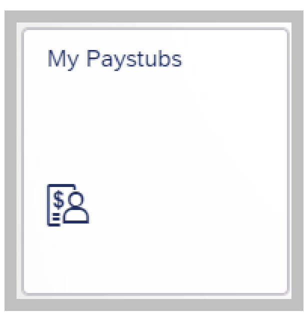


g. The following confirmation will briefly display.

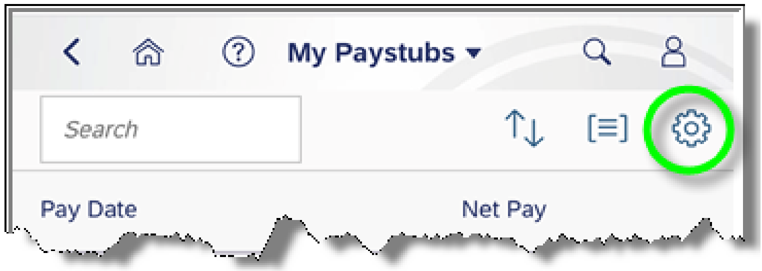
h. Mailing address will only be available in view mode for any employee who currently has an existing mailing address saved to the system. Since a mailing address is only required if the employee desires to received mail at an address that differs from their primary residence, users must visit their campus HR office to make modifications to a mailing address including deleting it from use.

9. **My Paystubs** – enables employees to view and print their paystubs.

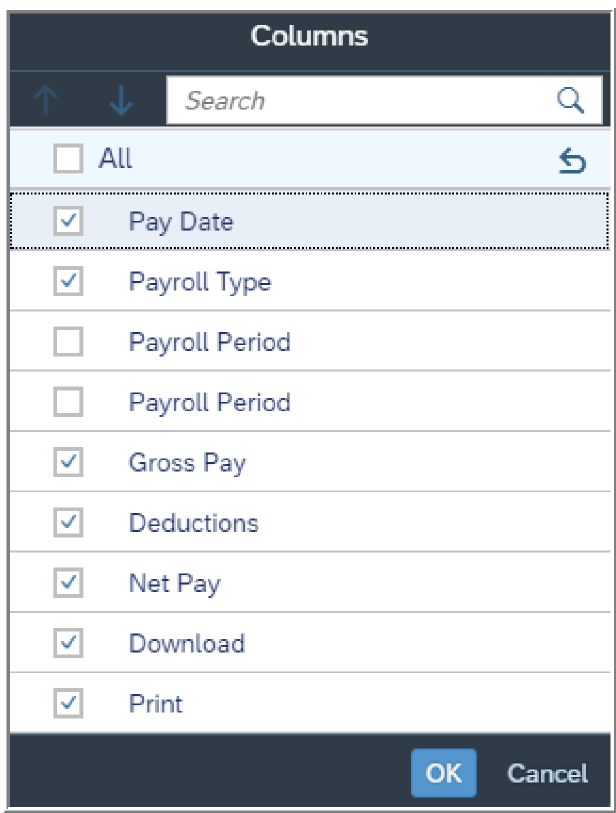
a. Tap **My Paystubs** to begin.



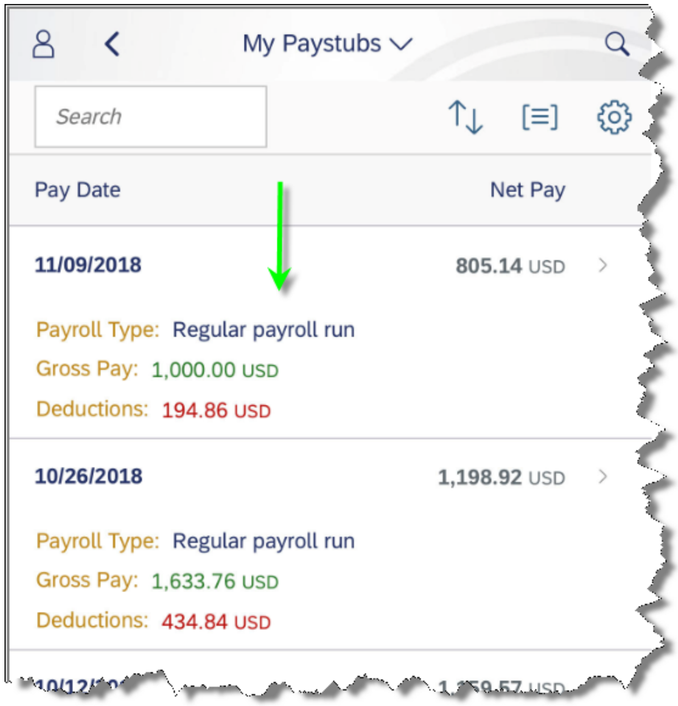
b. The employee history of paystubs will be displayed. To control the level of paystub details displayed on the overview screen, tap the following icon.



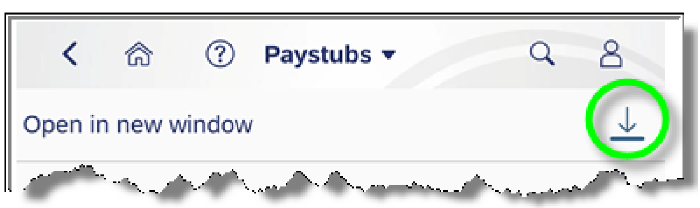
c. Choose the columns to be displayed and tap OK.



d. To view details of a paystub, tap on the desired statement.



Note: If the following window is displayed, tap the download icon as shown.

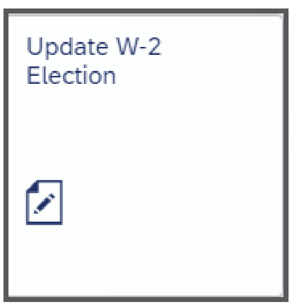


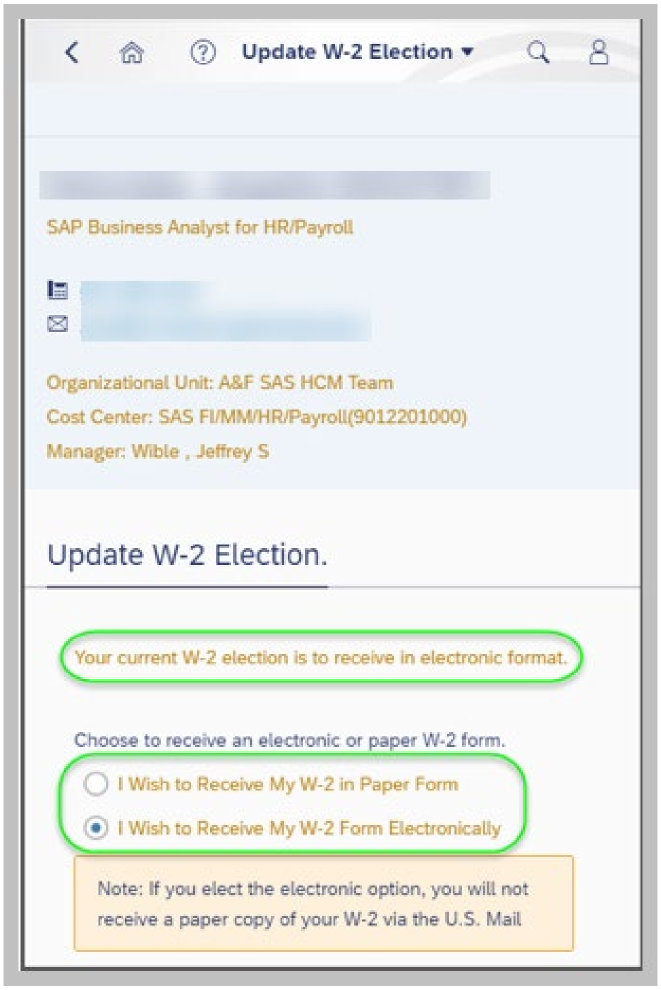
e. The statement details will be displayed. To return to the **Paystubs** screen, tap the back button from the browser. (Note: Users may need to use the back button twice.)

10. **SECA Enrollment** – allows employees access to the annual enrollment screen for SECA Charities, which can only be accessed/updated during the annual enrollment period.

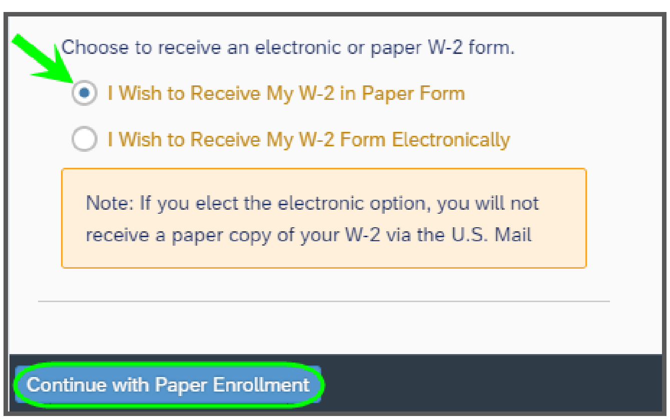
11. **Update W-2 Election** – enables employees to update their W-2. Choose to receive an electronic or paper W-2 form.

    a. Tap Update W-2 Election to begin.

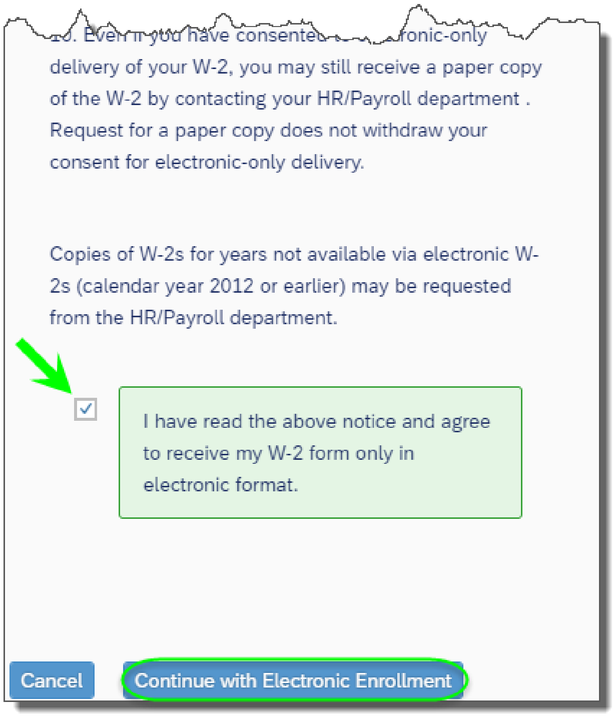




b. To change to Paper Form, select the appropriate radio button and click ‘Continue with Paper Enrollment’.



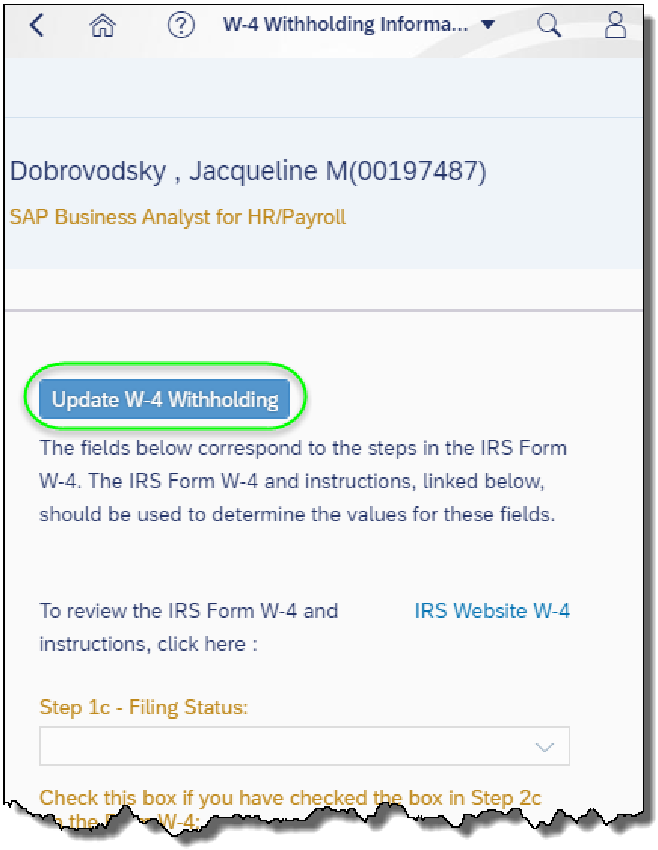
c. To change to Electronic Form, select the appropriate radio button and confirm consent with a check mark in the box at the bottom of the screen. Then click 'Continue with Electronic Enrollment'.



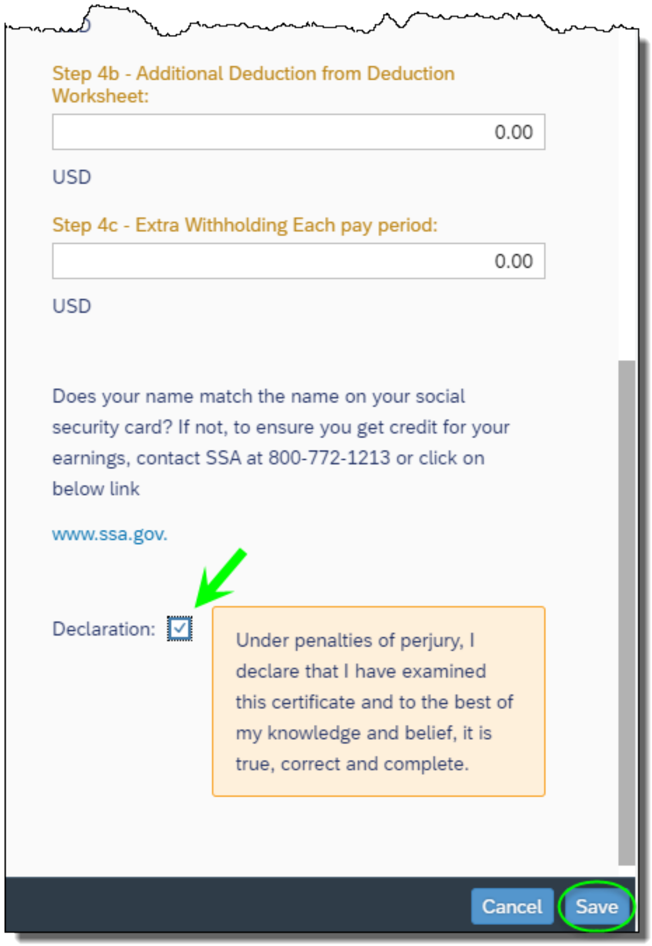
12. W-4 Withholding – enables employees to view and update their W-4 tax information.

a. Tap **W-4 Withholding** to begin.

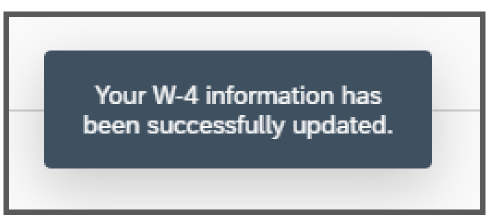
b. Next, tap on **Update W-4 Withholding** to make edits to fields.



c. Enter amounts into each field as needed, then tap the Declaration checkbox confirming acknowledgment and tap save.



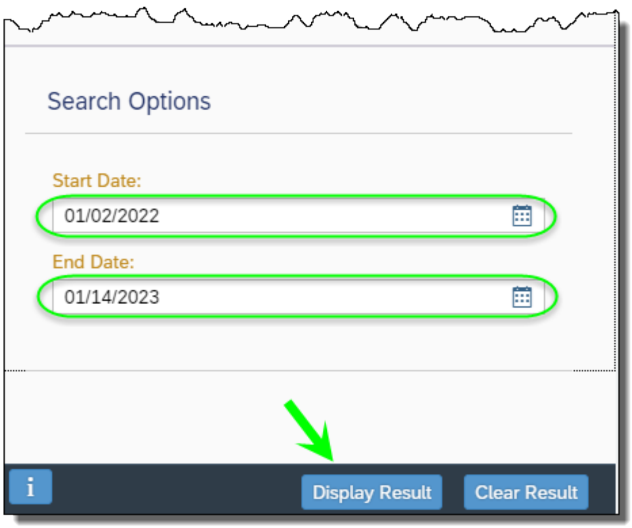
d. You will receive a message confirming your information has been updated



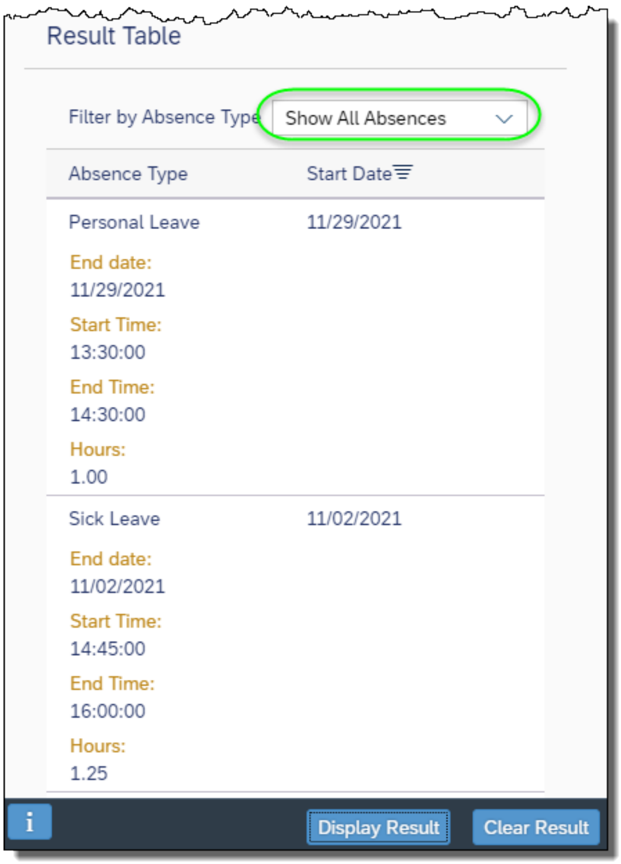
13. Display Absences – display absences approved by your manager.

a. Tap **Display Absences** to begin.

b. Enter date range and tap **Display Result**.

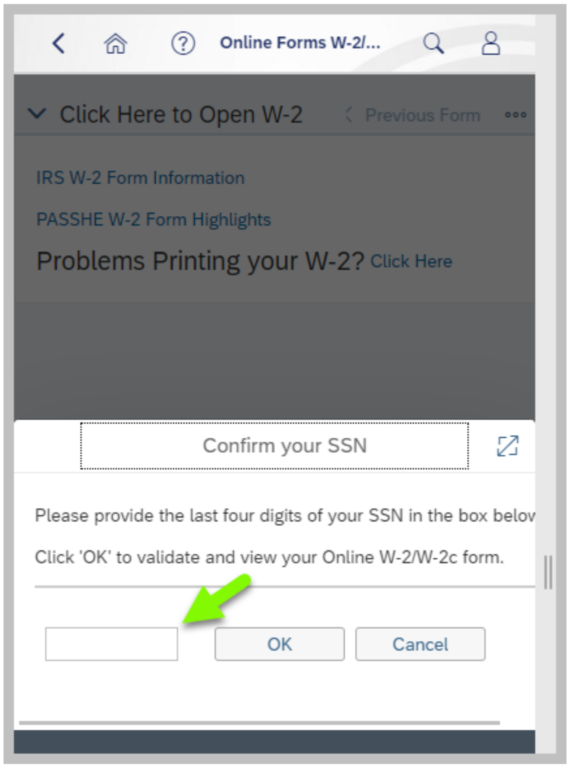


c. Scroll down to view list of Absences or use the Filter by Absence Type drop-down menu to reduce results.

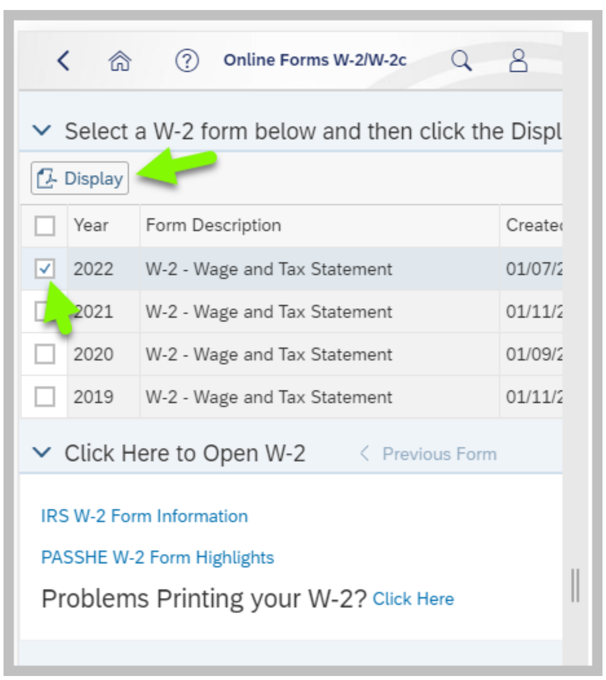


14. Display W-2 Form – display W-2 form if employed in 2021 or prior years and elected to receive your form electronically.

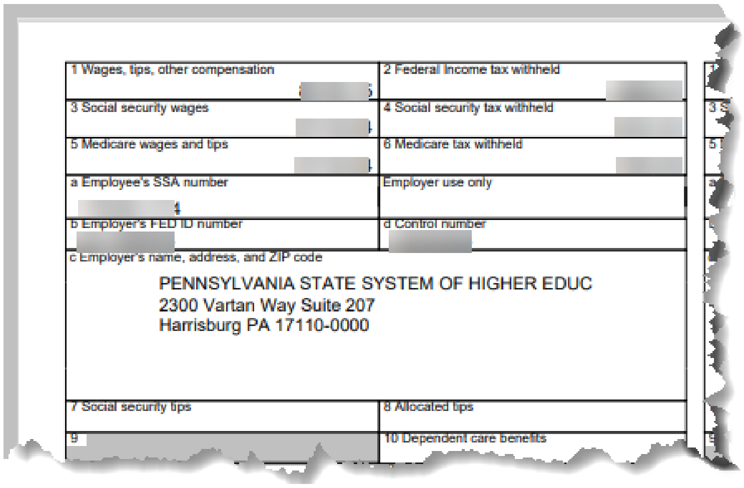
a. Enter the last four digits of your social security number and tap OK.



b. Select the year of W-2 to display, download, and/or print by tapping in the associated checkbox and then tap Display.

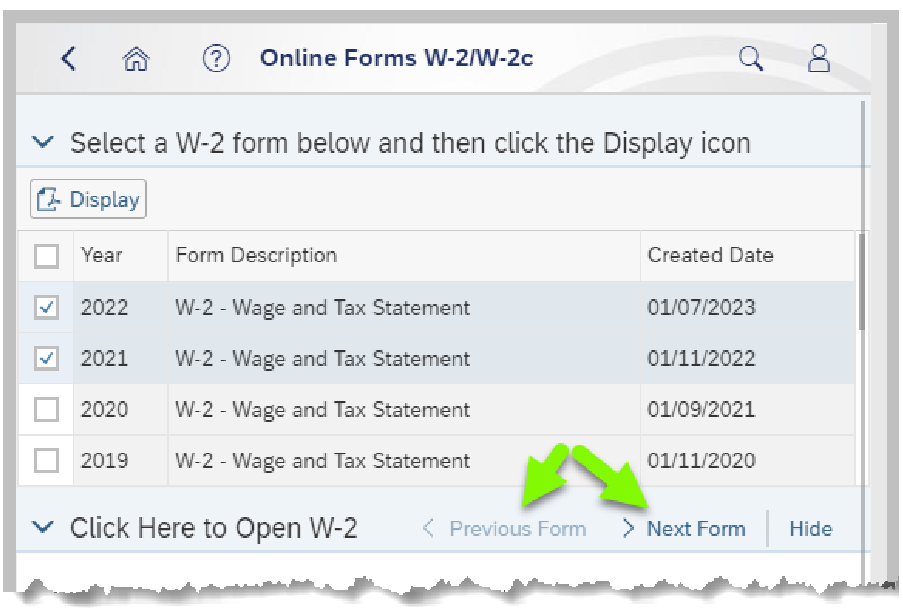


c. Tap anywhere in the area shown, and a separate tab will open displaying the W-2 PDF.



Note: To avoid confusion, it is recommended that users choose a single year at a time to display since scrolling through years of W-2 is not currently possible within the application.

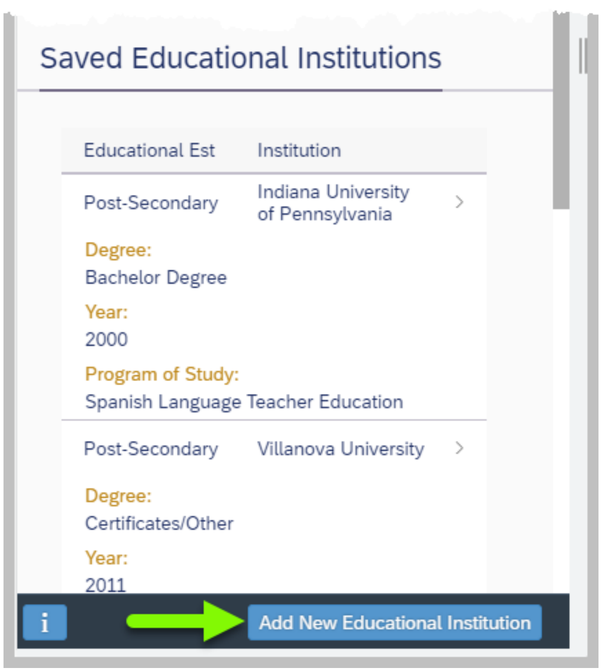
However, If displaying more than one year of W-2's at a time is desired, users will need to use the Previous Form and Next Form options to toggle between years. If there is more than one W-2 for a given year, use of this feature will also be needed.



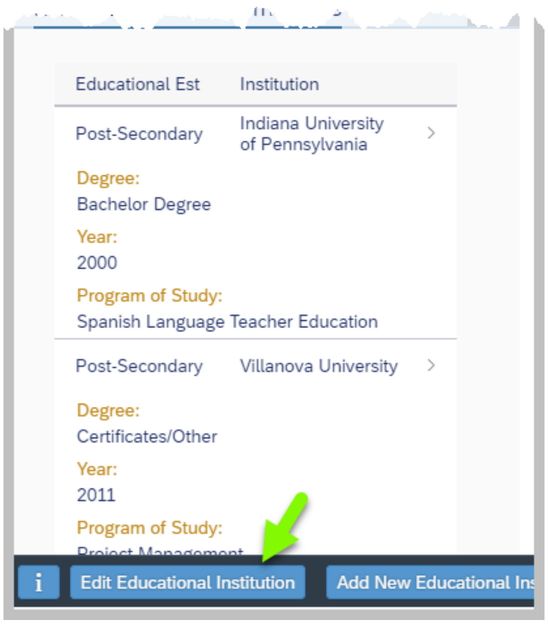
15. Education Information – add, edit, or view employee educational background.

a. To begin, tap Education Information.

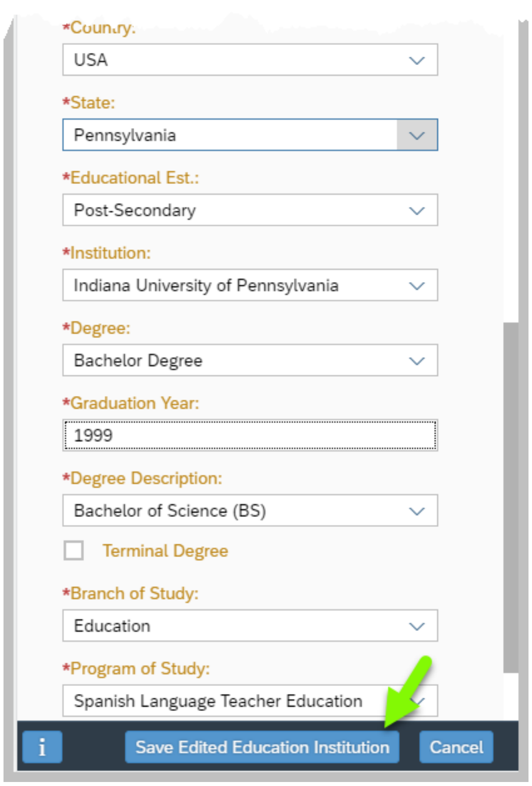
b. To add new education information, tap Add New Educational Institution and follow the prompts.



c. To update a previously saved record, tap on the associated record then tap Edit Educational Institution.



d. Users may need to scroll down to find the fields open for edit. Once updates are finished, tap Save Edited Education Institution.

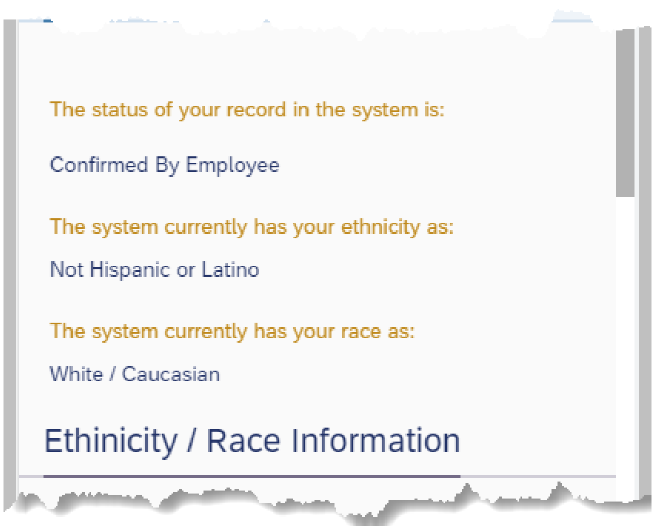


The following confirmation will display.

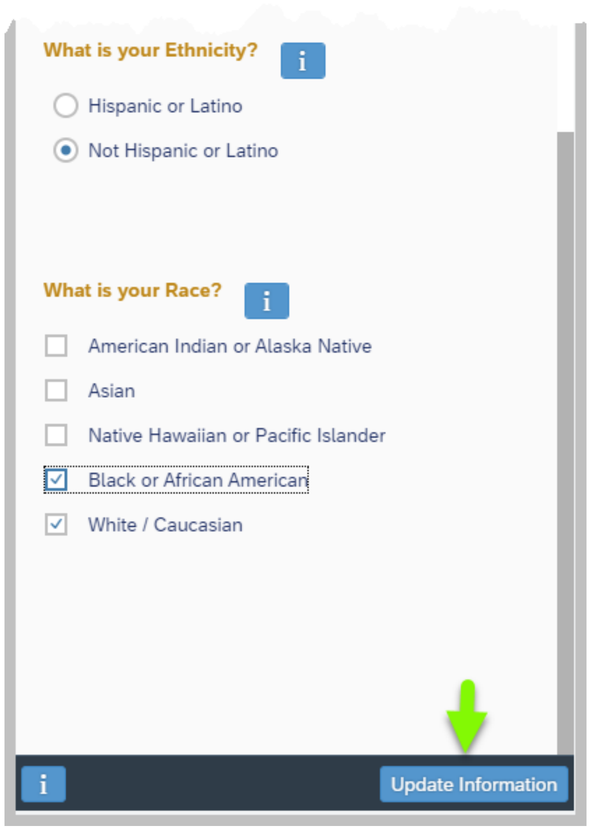
16. Ethnicity/Race – display or update existing ethnicity or race.

a. To begin, tap Ethnicity/Race.

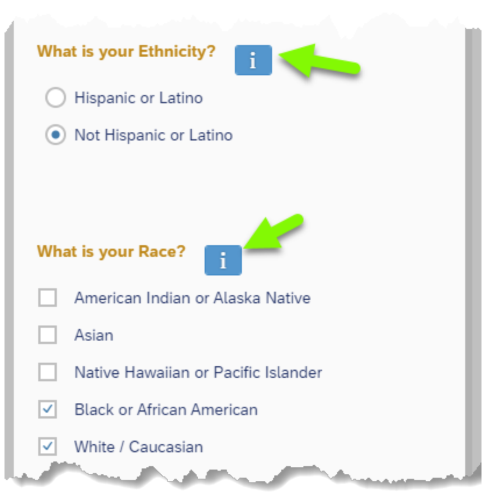
b. Any data previously provided will appear at the top as in this example.



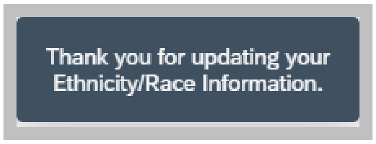
c. To make changes, scroll down to the available fields and make selections as needed. When finished, tap Update Information.



Note: Guidance for updating your ethnicity and race can be found by tapping on the "i" where indicated.



d. The following confirmation message will appear.



17. Total Compensation Statement - identifies all the compensation paid via wages to an employee, and, in addition, employer contributions made towards benefits and taxes on an employee's behalf, for a calendar year.

a. Tap Total Compensation Statement to begin.

b. To better understand the Total Compensation Statement, employees are encouraged to follow the link where indicated. This document will address all common questions related to the document.