

Welcome to the Employee Self-Service System! With this tool you will be able to:

- View your employee profile
- Change your address
- Add/Change Dependent Information
- Add/Change Emergency Contacts
- Change your Marital Status
- View your paychecks on-line
- Change your Direct Deposit information
- Change your Federal W4 information

To access the system, please use this URL: <https://sss2.ceridian.com/imagine>

Username: Clock Number

Default Password: Date of Birth (8 digits only)

You will immediately be prompted to change your password to a *minimum 6 position alpha-numeric* password of your choice.

In the future, if you forget your password. Follow these instructions to receive a new password:

- From the log-on page, key your username into the username field.
- Click the "Forget your Password" link. A system generated password will be emailed to you.

If you try to log on to the system with an erroneous username and/or password, you will have 5 tries to correct it before you are locked out of the system. If you are locked out of the system, the System Administrator will contact you to reset your account.

Personal Information

Employee Profile

Home > My Profile

Use the Employee Profile page to review your personal, employment, job, and compensation information. This page displays your information as of today. To display historical information, change the date at the top of this page and click **Refresh**.

Change of Address

Self Service allows you to change your address and phone number information on file.

To change your address or phone information

1. Click on the Change of Address Link from the main page.
2. Enter or select the effective date for the change of address.
3. Enter or select your home address information.
4. Enter your home, cell, and pager phone numbers.
5. To change the address and phone information for your dependents or emergency contacts, click the appropriate box or boxes.
6. Click **Save**.
7. When your information is complete and accurate, click **Save** again.

Your request is then forwarded to the appropriate person or department for approval. Use the Requests in Process page to review the status of your request.

Dependents

Use the Dependents page to review a list of your dependents and delete dependents. To change information about a dependent, click the dependent's name.

To edit a dependent' information

1. Open the Dependents page.
2. Click the link associated with the dependent that you want to edit.
3. Make your changes
4. Click **Save**

To add a dependent

1. Open the Dependents page.
2. Click the **Add** button.
3. Add the dependent's information
4. Click **Save**

After you edit or add your dependent information your request is then forwarded to the appropriate person or department for approval. Use the Requests in Process page to review the status of your request.

To delete a dependent

1. Open the Dependents page.
2. Click the **delete check box** associated with the dependent that you want to remove.
3. Click Save.

Deleting a dependent in Self-Service doesn't delete the dependent in your company's HR/payroll system. After you complete this page, your request is forwarded to the appropriate person or department to ensure the dependent is deleted in both Self-Service and your company's HR/payroll system.

Emergency Contacts

Allows you to add, change or delete information about your emergency contacts.

Please do this as no emergency contacts are in the system right now.

Use the Emergency Contacts page to review a list of your emergency contacts and delete emergency contacts. To change information for an existing emergency contact, click the contact's name. To add a new emergency contact, click **Add**.

To add a new emergency contact

1. Click Add from the Emergency Contacts page.
2. Enter the first, middle, and last names for your new emergency contact.
3. Enter the complete address for your new emergency contact.
4. Enter as many telephone numbers as possible for your new emergency contact.
5. Select your emergency contact's relationship to you.
6. If this emergency contact is also a primary contact, click **Primary Contact for Employee**.
7. Click **Save**.
8. When the information is complete and accurate, click **Save** again.

Your request is then complete.

To change emergency contact information

1. Click on the Emergency Contact Link from the main page.
2. Click the contact's name that you want to edit information on.
3. Enter changes to the name, address, telephone, or other information for your emergency contact.
4. Click **Save**.

5. When the information is complete and accurate, click **Save** again.

Your request is complete.

To delete an emergency contact

1. Open the Emergency Contacts page.
2. Click **Home** on the Ceridian Self-Service page to return to the home page.
3. Click **Delete** for the emergency contact you want to remove.
4. Click **Save**.

After you complete this page, your request is forwarded to the appropriate person or department to ensure the dependent is deleted in both Self-Service and your company's HR/payroll system.

Change of Marital Status

Use the Change of Marital Status page to change your current marital status. If you change your marital status, you also need to change your tax filing status on the Employee Withholding Allowance Certificate (W-4) page.

To change your marital status

1. Open the Change of Marital Status page.
2. Enter or select an effective date for the marital status change.
3. Enter your prefix, middle name, and last name.
4. Select a marital status.
5. Click **Save**.
6. When your information is complete and accurate, click **Save** again.

Your request is forwarded to the appropriate person or department. Use the Requests in Process page to review the status of your request.

Password Change

Allows you to change your system password at any time.

E-mail Address

Allows you to add or change your e-mail address. NOTE: this can also be done by using the "change your email" link at the top of the page).

Contact for HR Questions

Allows you to send an email with questions to the appropriate HR resource.

Payroll & Tax Information

Earnings Statements

When clicking this link, you will see a list of your current earnings statements. You can then click on a check number to display the earnings statement.

You won't see anything here yet, but will as soon as your first paycheck is cut from the new system.

Direct Deposits

Allows you to change, add and/or delete your direct deposit bank account information. NOTE: When cancelling a direct deposit bank account, click the "Cancel" checkbox. DO NOT change any other information on accounts you are "Cancelling".

Changes to Direct Deposits

Use the Changes to Direct Deposits page to add new direct deposits or to change or cancel your current electronic funds transfer (EFT) information.

After you save your new direct deposit or any changes, your request is forwarded to the appropriate person or department. Use the Requests in Process page to review the status of your request.

To add new direct deposits

1. Click on the Direct Deposit Link.
2. Select a priority for the new amount to deposit and an account type.
NOTE: If you enter information for more than one account, use the priorities in sequence. For example, if you enter information for the first account using priority 1, don't skip to priority 3 to enter the second account's information.
3. Enter the account number of the account where you want to deposit the direct deposit.
NOTE: To see the location of the routing number, account number, and check numbers open the check sample.
4. Enter the routing number from a check, not a deposit slip.
5. Enter the amount you want deposited into the specified account, with or without commas.
6. If you want the remainder of the check to be deposited in another account, click **Yes** for in the Deposit Remainder column for that account. For example, if the new hire wants to set up two accounts with \$1000 deposited in a savings account and any remainder deposited in a checking account, then click Yes in the Deposit Remainder column for the checking account. Only one account can be a remainder account.
7. Click **Save**.
8. When your information is complete and accurate, click **Save** again.

NOTE: The pre-notification process begins once your direct deposit request is processed. Since it takes a minimum of 6 days to process your request, the pre-note process may not begin until after the next pay period. Once pre-note begins, you will receive a live check for the following pay period and the direct deposit of your pay into your account the next pay period.

To change direct deposit information

1. Open the Changes to Direct Deposits page.
2. Make the appropriate changes to the fields.
3. Be sure to use the priorities in sequence and don't skip any numbers. If you want to deposit the remainder of your check in an account, leave the amount blank for that account.
4. Click **Save**.
5. When your information is complete and accurate, click **Save** again.

NOTE: The pre-notification process begins once your direct deposit request is processed. The pre-note process may not begin until after the next pay period. Once pre-note begins, you will receive a live check for the following pay period and the direct deposit of your pay into your account the next pay period.

To cancel a direct deposit

1. Open the Changes to Direct Deposits page.
2. Click **Cancel** on the row of account information you want to discontinue. DO NOT change any other information on the account you are cancelling.
3. Click **Save**.
4. When your information is complete and accurate, click **Save** again.

Troubleshooting

Working with multiple direct deposit accounts

If you have multiple direct deposit accounts, the priority determines which account Self-Service deposits to first. For example, if you want \$1200 to be deposited in account A, \$100 to be deposited in account B, and the remaining net pay to be paid in a check, you set up the priorities like this:

- Account A Priority 1 \$1200
- Account B Priority 2 \$ 100

If you received only \$900 in net pay, all of it would be deposited in account A with nothing left for account B or the regular check. If the priorities were reversed, \$100 would be deposited in account B and \$800 would be deposited in account A, leaving nothing for the check.

Depositing net pay

If you want to deposit your net pay in an account, leave the amount for that account blank. Your net pay is deposited after amounts for all other accounts have been deposited. For example, your accounts are set up like this:

- Account A Priority 1 <blank>
- Account B Priority 2 \$500

If your net pay is \$2000, \$500 is deposited in account B and \$1500 is deposited in account A, even though the priorities are reversed. When you leave an amount blank, any remaining amount is deposited last in the account that has a blank amount.

If you leave the amount blank for all your direct deposit accounts, and if you don't click **Yes** in the Deposit Remainder column for any account, Self-Service deposits the entire net pay in the account with the highest priority.

Special handling is required

A message appears at the top of this page requiring you to contact your payroll department to make changes if any of the following circumstances exist:

- You have more direct deposit accounts than your company allows.
- An account's frequency is something other than blank or 0 (zero, meaning every pay period).
- An account has a limit.
- An account has a limit frequency.

Check Calculations: allows you to experiment with changing earnings, tax and/or deduction information on your check in order to view the net effect of a change. This functionality can also be accessed from the top of an earnings statement.

Tax Forms

Provides links to Federal and State tax change forms.

Federal Tax Form (W-4)

Allows you to make changes to your Federal W4 information.

To complete or change your Withholding Allowance Certificate (W-4)

1. Open the Employee's Withholding Allowance Certificate (W-4) page.
2. Verify your name, address, and Social Security number.
3. Click the marital status that applies.
4. If you click **Married, but withhold at higher Single rate** and return to review your selection, **Single** is selected. You don't need to make a correction because Self-Service saves your original selection and withholds your taxes correctly.
5. If your name is different from the name on your Social Security card, click the corresponding box.
6. Enter the total number of allowances you are claiming.
7. To help you determine your allowances, the IRS provides a Personal Allowance Worksheet.
8. To withhold an additional federal amount from each paycheck, enter the amount.
9. To withhold a flat amount or a percentage of earnings instead of using exemptions to calculate withholding, contact your payroll department.
10. If you meet both conditions for claiming exemption from withholding, click **Exempt**.
11. If you claim exemption from withholding, special tax reporting is required.
12. Verify your employer's name and address, office code, and federal tax ID number.
13. Verify the information you entered is correct.
14. Click **Save**.
15. When your information is complete and accurate, click **Save** again.

Your request is forwarded to the appropriate person or department. Use the Request in Process page to review the status of your request.

To print your W-4 form

1. Open the Employee's Withholding Allowance Certificate (W-4) page.
2. Click **File Print**.
3. Click **OK**.

Contact for Payroll Questions

Allows you to send an email with questions to the appropriate payroll resource.