
ePay Overview

January, 2009

ePay Overview



Princeton University

“ePay” refers to the payroll component of employee self service that is included with the PeopleSoft HRMS System.

On January 21, 2009, staff members and students will be given access to personal pay information through ePay, a confidential payroll component of the HR Self Service system. Using ePay, you will be able to make secure changes to your W-4 form, add or change your existing direct deposit information, and view, print, or reprint your pay statements and W-2 forms online. ePay can also help you support Princeton’s ongoing sustainability efforts by choosing to receive your pay statements online rather than in paper form.

ePay Access Requirements



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Accessing ePay will require that you have a secure password that follows the University's password conventions. If you have never visited the PSynch website to create a secure password, you will need to do so before you can access ePay.

To update your password, please visit: www.princeton.edu/changepassword.

For suggestions on how to create a password that is both secure and easy to remember, please visit: <http://kb.princeton.edu/9928>.

ePay Log In



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To access ePay you will need to first log into PeopleSoft (Self Service for staff, SCORE for students):

1. Open your system's internet browser.
2. If you are a staff member, enter www.princeton.edu/selfservice in the Address bar. If you are a student, enter www.princeton.edu/SCORE in the Address bar.
3. Click the **Log In** option in the side menu bar and sign into the system.

When you have signed into PeopleSoft (Self Service or SCORE), select the link to the Payroll and Compensation Page.

Payroll and Compensation Page



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Current Functionality of ePay includes four areas:

- View and/or print paychecks
- View and/or print W-2 forms
- View or change W-4 information
- View or change direct deposit information and elect to “Go Green”

Main Menu > Self Service >

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

 View Paycheck Review current and prior paychecks.	 Direct Deposit Review your direct deposit information.	 W-4 Tax Information Review or change your W-4 information.
 View W-2 Form View electronic W-2 form.		

ePay View Paycheck



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View and/or print your current or prior pay detail

[Home](#) > [HR Self Service](#) > [Employee](#) > [View](#) > [View Pay Statement](#)

Pay Statement [Pay Statement Help](#)

Bob Pay

Company:
Princeton University

Address:
Treasurer's Office
P.O. Box 5292
Princeton, NJ 08544-5292

Net Pay: \$1,041.55
Pay Begin Date: 03/26/2007
Pay End Date: 03/26/2007
Check Date: 03/26/2007

[View a Different Pay](#)
[Printer Friendly Page](#)

General

Name:	Bob Pay	Business Unit:	PUHRS
Employee ID:	960258888	Pay Group:	Biweekly-MC, BWA
Address:	1 Main St Princeton, NJ 08540	Department:	743 - Central Campus Gro

Tax Data

Fed Marital Status:	Married	NJ Marital Status:	Married filing jointly (use T
Fed Allowances:	1	NJ Allowances:	1
Fed Addl Amount:	\$0.00	NJ Addl Amount:	\$0.00

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions
Current	1,312.76	1,287.26	223.49	47.72
YTD	10,140.75	9,936.75	1,697.36	381.76

Earnings				Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount
Base	80.00	15.240375	1,219.23	9,753.84	Fed Withholding	97.80
						728.20

[Home](#) > [HR Self Service](#) > [Employee](#) > [View](#) > [View Pay Statement](#)

Pay Statement

Pay Check Selection

Pay Period End Date	Company	Net Pay
2007-04-08	Princeton University	1041.55
2007-03-25	Princeton University	1191.27
2007-03-11	Princeton University	971.48
2007-02-25	Princeton University	971.46
2007-02-11	Princeton University	971.46
2007-01-28	Princeton University	971.48
2007-01-14	Princeton University	971.45
2006-12-31	Princeton University	971.48
2006-12-17	Princeton University	701.12
2006-12-03	Princeton University	676.12
2006-11-19	Princeton University	1148.98
2006-11-05	Princeton University	472.53
2006-11-05	Princeton University	334.45
2006-10-22	Princeton University	1010.36

ePay View W-2 Form



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View W-2/W-2c Forms

Select the tax year that you would like to review.

Select Tax Year	
Tax Year	Company
2007	Princeton University
2006	Princeton University

Select year to view or re-print your W-2 Form

		OMB No. 1545-0008				
Form W-2 Wage and Tax Statement 2006		7 Social security tips	1 Wages, tips, other compensation	2 Federal income tax withheld		
			5,221.39	238.76		
c Employer's name, address, and ZIP code		8 Allocated tips	3 Social security wages	4 Social security tax withheld		
PRINCETON UNIVERSITY TREASURER'S OFFICE P.O. BOX 5292 PRINCETON NJ 08543-5292			5,221.39	323.73		
		9 Advance EIC payment	5 Medicare wages and tips	6 Medicare tax withheld		
			5,221.39	75.71		
		10 Dependent care benefits	11 Nonqualified plans	12a		
e Employee's name, address, and ZIP code		b Employer identification number	14 Other	12b		
		21-0634501	NJ-UI	26.82		
		d Employee's social security number		12c		
		999-99-9999				
		13 Statutory employee	Retirement plan	12d		
			X			
		Third party sick pay	DI PP# SW38879			
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	20 Locality name
NJ	210-634-501	6,311.39	96.15			
Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return					Dept. of the Treasury - IRS	

ePay W-4 Tax Information



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View and/or change your current Federal Marital Status or Exemptions.

If your State Marital Status and Exemptions are the same as Federal (before the change) then State Information will change also.

Email notification is sent to your University email address after changes are submitted.

W-4 Tax Information

Bob Pay [W-4 Help](#)
[W-4 Forms](#)
[How To Change State Withholding](#)

Princeton University Social Security # 999999999

You must complete Form W-4 so the Payroll Office 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 and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Your current state W-4 marital status and # of allowances are the same as your Federal marital status and # of allowances. Changes made on this Federal W-4 (other than claiming an exemption from withholding) will also automatically update your state record as follows:

- State marital status and # of allowances will be updated to match Federal
- An entry to additional amount will not be changed on the state record

You can revise your state information by obtaining a state version of form W-4 and submitting it to the Payroll Office. State forms can be obtained through the W-4 Forms link at the top right of the page.

Home Address

1 Main St
Princeton NJ 08540

W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status:
 Single Married

If married, but withholding at single rate, select Single status and check here.

Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

If your last name differs from that shown on your social security card, check here.

You must call 1 800 772 4243 for a new card

ePay Direct Deposit



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View, Edit or Stop your Direct Deposit Information.

Select the Pay Statement Print Option to go green and suppress print of pay statement.

Direct Deposit

Betty Locherty

Review/Update/Stop your direct deposit information or update your Pay Statement Print Option

Direct Deposit Detail				
Account Type	Routing Number	Account Number		
Checking	011000206	XXXXXXXXXX2222	Edit	Stop

[Pay Statement Print Option](#)

[Return to Self Service](#)

Direct Deposit

Pay Statement Print Option

[Print Option Help](#)

Betty Locherty

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

- Continue to print and distribute a copy of my direct deposit pay statement.
- I want to Go Green! Do not print and distribute a copy of my direct deposit statement.

ePay Help



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To get help with ePay, you may click on the “help” link found on each online page, or you may use the following link to view the full list of instructions and tips:

<http://web.princeton.edu/sites/oitdocs/Help/HRSelfService/PayrollSS-Help.htm>

Please direct all questions to payroll@princeton.edu