

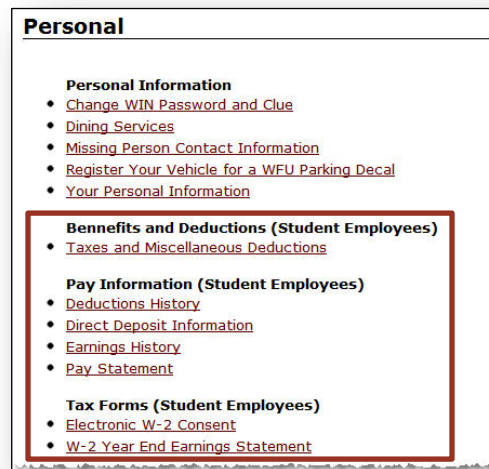


What Can You Do with Student Payroll Services?

Using the student payroll services tools in WIN, you can view comprehensive information on the following topics:

- Benefits and Deductions
- Payroll Information
- Tax Information

This information for student employees can be found under the Personal link in WIN, and can be viewed as far back as 2005 or your date of hire, whichever is greater. After viewing this guide, if you have further questions regarding the student payroll services tools, please contact us at MyWFInfo@wfu.edu.



Benefits and Deductions

1. **Taxes and Miscellaneous Deductions** – View information on taxes and deductions that are required by the government as well as any other elective deductions you might have.
 - a. Clicking the “Contributions or Deductions link displays the year-to-date amounts for the Miscellaneous Benefit/Deduction you have chosen to view. To view the same Benefit Year-to-Date Information for a different date range, simply change the dates in the ‘From’ and ‘To’ fields at the bottom of the screen and click “Display”. The information for the newly selected date range will display.

Miscellaneous Benefit/Deduction Information

Displayed below is a list of all of your miscellaneous benefit/deduction history.

Note: Option to add a New Benefit or Deduction is not available at this time.

Federal Withholding

Benefit or Deduction as of date:	Jan 18, 2012
Status of Benefit or Deduction:	Active
Start Date:	Aug 01, 2010
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholding:	

[Contributions or Deductions](#)

FICA

Benefit or Deduction as of date:	Jan 18, 2012
Status of Benefit or Deduction:	Exempt
Start Date:	Aug 01, 2010
End Date:	

[Contributions or Deductions](#)

Medicare

Benefit or Deduction as of date:	Jan 18, 2012
Status of Benefit or Deduction:	Exempt
Start Date:	Aug 01, 2010
End Date:	

[Contributions or Deductions](#)

NC State Withholding

Benefit or Deduction as of date:	Jan 18, 2012
Status of Benefit or Deduction:	Active
Start Date:	Aug 01, 2010
End Date:	
Filing Status:	Single
# Exempt:	1
Additional Amount:	

[Contributions or Deductions](#)

[[BCBSNC Medical](#) | [ACS Dental](#) | [Catalyst Rx Prescription](#) | [Superior Vision](#) | [CBHA Mental](#) | [ARAG Legal](#) | [Fidelity](#) | [TIAA-CREF](#) | [Vanguard](#) | [Optional Life](#) | [Dependent Life](#) and [VAD&S](#)]

Pay Information

1. **Deductions History** - Choose a date range to review the total deductions made during the selected period of time and click “Display”. Use the links at the bottom of the screen to visit other pages in the Pay Information section.

Select Deductions to View

Select a date range to view your deductions and then click Display.

From Date:

To Date:

[[Earnings History](#) | [Pay Statement](#) | [Direct Deposit Breakdown](#)]

- a. The Deductions Summary for the selected date range displays the information below.

Deductions Summary

Click on the deduction type to view a monthly breakdown of your Personal Employee Deductions and Employer Contributions for the time period selected.

Deduction History from October 2011 to December 2011

Deduction Type	Employee Deduction	Employer Contribution
FICA	.00	.00
Federal Withholding	229.50	
Medicare	.00	.00
NC State Withholding	45.00	

[New Date Range](#)

- b. Clicking on a particular deduction type will show a monthly breakdown of deductions made during your selected date range:

Benefit/Deduction Year-to-Date Information

These are your monthly Personal Deductions and Employer Contributions for the Benefit/Deduction you have selected. To view a different time period, change the date range at the bottom of the page and click Display.

Federal Withholding

History Start Date:	October 2011	
History End Date:	December 2011	
Year	Month	Employee Deduction
2011	October	76.50
	November	76.50
	December	76.50
TOTAL		229.50

From:

To:

[Deduction Summary](#)

c. To view the same Benefit/Deduction Year-to-Date Information for a different date range, simply change the dates in the ‘From Date’ and ‘To Date’ fields at the bottom of the screen and click “Display”. The information for the newly selected date range will display.

2. **Direct Deposit Information** – View the bank name(s), routing number(s), account number(s), and distribution(s) that you have set up for your paycheck disbursements. The top section indicates what the last payroll distribution was, and the bottom section is what is currently on file for the next payroll. A link to the Direct Deposit Form can be found at the bottom of the screen.

View Direct Deposit Information

The following accounts are listed in the order in which your pay is distributed.

Changes to primary account will result in a live check for first pay period following change.

Pay Distribution as of Dec 08, 2011

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
JPMorgan Chase Bank, N.A.	012345678	123456789	Checking	377.50
Total Net Pay				377.50

Current Accounts on File:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount
JPMorgan Chase Bank, N.A.	012345678	1234567891234	Checking	1	100.00%

[\[Earnings History | Pay Stub | Deductions History | Direct Deposit Form \]](#)

3. **Earnings History** - Choose a date range to view the total amounts per earnings type for the selected range and click “Display”.

Select Dates to View Earnings History

Select a date range for which to view your earnings and then click Display.

From Date: October 2011

To Date: December 2011

[\[Direct Deposit Breakdown | Pay Statement | Deductions History \]](#)

- a. The earnings by type screen displays for the selected date range.

View Earnings

Click on the earnings type to view a monthly breakdown of your earnings and hours.

Earnings from October 2011 to December 2011

Earnings Type	Total Gross Pay	Total Hours
Regular	3,345.00	6.00

[\[New Date Range \]](#)

- b. Clicking a particular earnings type will show a monthly breakdown for that type for the selected date range.

View Earnings Detail

To view a different time period, enter a new date range at the bottom of the page and click Display.

Regular

Year	Month	Gross Pay	Hours
2011	October	1,115.00	2.00
	November	1,115.00	2.00
	December	1,115.00	2.00
TOTAL		3,345.00	6.00

From Date:

To Date:

[Earnings History](#)

- c. To view the same Earnings Detail information for a different date range, simply change the dates in the 'From Date' and 'To Date' fields at the bottom of the screen and click "Display". The information for the new date range will display.
4. **Pay Statement** – The pay statement provides an electronic version of information found on your pay "stub". Select the year for which you would like to review a pay statement and click "Display".

Select Pay Statement Year

Select a year to view your pay statements and then click Display.

Pay Statement Year:

[\[Direct Deposit Breakdown | Earnings History | Deductions History \]](#)

- a. All the pay statements for the selected year will appear in a summary format.

View Pay Statement Summary

Click on the Pay Date to view the Pay Statement.

Pay Statements for 2011

Pay Statement Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay
Dec 08, 2011	Dec 01, 2011	Dec 31, 2011	400.00	377.50
Dec 08, 2011	Nov 01, 2011	Nov 30, 2011	715.00	646.00
Nov 08, 2011	Nov 01, 2011	Nov 30, 2011	400.00	377.50
Nov 08, 2011	Oct 01, 2011	Oct 31, 2011	715.00	646.00
Oct 10, 2011	Oct 01, 2011	Oct 31, 2011	400.00	377.50
Oct 10, 2011	Sep 01, 2011	Sep 30, 2011	715.00	646.00
Sep 09, 2011	Sep 01, 2011	Sep 30, 2011	400.00	377.50
Sep 09, 2011	Aug 01, 2011	Aug 31, 2011	715.00	646.00
Aug 08, 2011	Aug 01, 2011	Aug 31, 2011	400.00	377.50
May 09, 2011	May 01, 2011	May 31, 2011	400.00	377.50
May 09, 2011	Apr 01, 2011	Apr 30, 2011	200.00	197.50
Apr 08, 2011	Apr 01, 2011	Apr 30, 2011	400.00	377.50
Apr 08, 2011	Mar 01, 2011	Mar 31, 2011	100.00	100.00
Mar 08, 2011	Mar 01, 2011	Mar 31, 2011	400.00	377.50
Mar 08, 2011	Feb 01, 2011	Feb 28, 2011	160.00	160.00
Feb 08, 2011	Feb 01, 2011	Feb 28, 2011	400.00	377.50
Feb 08, 2011	Jan 01, 2011	Jan 31, 2011	200.00	197.50
Jan 11, 2011	Jan 01, 2011	Jan 31, 2011	400.00	377.50
Jan 11, 2011	Dec 01, 2010	Dec 31, 2010	30.00	30.00

[Change Year](#)

- b. Clicking on a particular pay statement date will show an electronic view of that statement.

Sally J. Deacon
Jan 18, 2012 02:06 pm

View Pay Statement Detail

Employee: Sally J. Deacon
Employer: Wake Forest University

Pay Statement Summary

Pay Statement Date:	Aug 08, 2011
Gross Amount:	400.00
Total Employee Deductions:	22.50
Net Amount:	377.50
Total Employer Contributions:	.00

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
314350	Direct Deposit	JPMorgan Chase Bank, N.A.	Checking	377.50

Earnings

Type	Hours	Amount	Year To Date Amount
Regular	.00	400.00	2,400.00

Benefits or Deductions

Type	Employee Deduction	Employee YTD	Employer Contribution	Employer YTD	Applicable Gross	Applicable Gross YTD
NC State Withholding	.00	.00			400.00	2,400.00
Federal Withholding	22.50	135.00			400.00	2,400.00
Total	22.50	135.00	.00	.00		

[Pay Statements](#)

Tax Forms

1. **Electronic W-2 Consent** – Offers a check box to consent to receive your W-2 electronically.

Electronic W-2 Consent

Select the check box to consent to receive your W-2 electronically, or uncheck to revoke consent.

By consenting to receive your W-2 electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 form. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you; upon termination; or if this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing this site and unchecking the box to revoke consent, or providing written notification to the Human Resources or Payroll office.

A paper copy of your W-2 may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Once you consent and "Submit" click the "View and Print W2" link to access your W2 history.

Selection Criteria

My Choice

Consent to receive W-2 electronically:

I understand the instructions provided to me for accessing and printing my electronic W-2 form.

[\[View and Print W2 \]](#)

- a. Checking the box to receive your W-2 electronically means that you agree to return to WIN to print your W-2 each year. **Special Note:** For the 2011 tax year, as in previous years, paper W-2 statements will be printed for all faculty, staff, and students, regardless if electronic consent is submitted.

- b. To view and print your W-2, click the “View and Print W2” link at the bottom of the screen. The Select W-2 screen will display:

Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click Display.

Tax Year:

Employer or Institution:

[\[W-4 Tax Exemptions/Allowances \]](#)

- c. W-2 statements are available electronically for prior tax years back to 2005. However, only the tax years for which you have consented to an electronic copy will be available for selection and display.
- b. Clicking the “W-4 Tax Exemptions/Allowances” link displays the Federal Withholding amounts you have selected. Clicking the “Contributions or Deductions” link returns you to that screen in the student payroll services tools.

W-4 Tax Exemptions/Allowances

Your W-4 information determines the amount of Federal Tax that is withheld from your pay.

Federal Withholding

As of Date:	Jan 18, 2012
Name:	Sally Jane Deacon
Address:	1234 Wake Forest Road Winston-Salem NC 27106
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	Aug 01, 2010
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholding:	.00

[Contributions or Deductions](#)

- c. Click “Print” to view the W-4 Withholding certificate for the current tax year.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		2012
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 requested to send a copy of this form to IRS.				
1 Type or print your first name and middle initial Sally J		Last name Deacon		2 Your social security number 123-45-6789
Home address (number and street or rural route) 1234 Wake Forest Road		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note. If married, but legally separated, or spouse is a non resident alien, check the single box.</small>		
City or town, state, and ZIP code Winston-Salem NC 27106		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 0
6 Additional amount, if any, you want withheld from each paycheck				6 \$
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here				
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature <small>(Form is not valid unless you sign it.)</small> >			Date >	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) Wake Forest University 1834 Wake Forest Road Winston-Salem NC 27106		9 Office code (optional)	10 Employer identification number (EIN) 560532138	
Go Back				

d. Use the "Go Back" link at the bottom of the certificate to return to the W-4 Exemptions/Allowances screen.

- W-2 Year End Earnings Statement** - Select the appropriate tax year and employer to view the desired W-2 statement and click "Display". The desired W-2 form will display in a printable format.

Select W-2

Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click Display.

Tax Year: 2010 ▼

Employer or Institution: Wake Forest University ▼

Display

[W-4 Tax Exemptions/Allowances]

W-2 Year End Earnings Statement

To view a printable version of your W-2 statement (for tax years 2005 forward) select the print button below. Once the window opens right click and choose print. You may need to print multiple copies for submission to federal, state and local entities.

Status: Original
As of Date: Feb 24, 2011

Form W-2 Wage and Tax Statement 2010

a Employee's social security number 123-45-6789		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
b Employer identification number (EIN) 56-0532138			1 Wages, tips, other compensation 2457.50		2 Federal income tax withheld		
c Employer's name, address, and ZIP code Wake Forest University 1834 Wake Forest Road Winston-Salem NC 27106			3 Social security wages		4 Social security tax withheld		
			5 Medicare wages and tips		6 Medicare tax withheld		
			7 Social security tips		8 Allocated tips		
d Control number 4731			9 Advance EIC payment		10 Dependent care benefits		
e Employee's first name and initial Last name Suff. Sally J Deacon 1234 Wake Forest Road Winston-Salem NC 27106			11 Nonqualified plans		12 See Instructions for box 12		
			13 Statutory employee []				
			Retirement plan []				
			Third-party sick pay []				
			14 Other				
f Employee's address and ZIP code			15 State NC		16 State wages, tips, etc. 2457.50		17 State income tax 18.00
			Employer's state ID number 34-96626		18 Local wages, tips, etc.		19 Local income tax
							20 Locality name

Print

- To print the W-2, follow the directions in red at the top of the screen: "To view a printable version of your W-2 statement, click the "Print" button below. Once the window opens, right click and choose print".

a Employee's social security number 123-45-6789		OMB No. 1545-0008		This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.			
b Employer identification number (EIN) 56-0532138			1 Wages, tips, other compensation 2457.50		2 Federal income tax withheld		
c Employer's name, address, and ZIP code Wake Forest University 1834 Wake Forest Road Winston-Salem NC 27106			3 Social security wages		4 Social security tax withheld		
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e Employee's first name and initial Last name Suff. Sally J Deacon 1234 Wake Forest Road Winston-Salem NC 27106			11 Nonqualified plans		12 See Instructions for box 12		
			13 Statutory employee []				
			Retirement plan []				
			Third-party sick pay []				
			14 Other				
f Employee's address and ZIP code			15 State NC		16 State wages, tips, etc. 2457.50		17 State income tax 18.00
			Employer's state ID number 34-96626		18 Local wages, tips, etc.		19 Local income tax
							20 Locality name

Form W-2 Wage and Tax Statement 2010

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