

FREQUENTLY ASKED QUESTIONS

EMPLOYEE SELF SERVICE: PAYROLL

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PAYROLL

HOW CAN I PRINT COPIES OF MY PREVIOUS PAYSLIPS? From the Pay worklet, select the dates of the individual payslips you wish to view or select the 1 Payslips link. × 🖕 Pay Actions Payslips Withholding Elections 01/20/2012 (Period End: 01/15/2012) Payment Elections 01/13/2012 (Period End: 01/08/2012) Edit Timesheet 01/06/2012 (Period End: 01/01/2012) View Payslips Timesheets Total Compensation Merit Statement History View All 7 You can view or print copies of previous payslips here. 2 Print Payslip Image View Payslip Period Start Date Period End Date Payment Date Gross Amount Net Amount 01/09/2012 01/15/2012 01/20/2012 550.00 435.06 Print Payslip Image View Payslip 01/02/2012 01/08/2012 01/13/2012 542.00 429.14 View Payslip Print Payslip Image

View Payslip

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Print Payslip Image

HOW CAN I CHANGE HOW I RECEIVE PAYSLIPS FROM AN ELECTRONIC COPY TO A PAPER COPY OR VICE VERSA?

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HOW CAN I VIEW OR MODIFY MY FEDERAL WITHHOLDING ELECTIONS?

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3 You will need to specify the effective date of any changes you make; you can specify a future effective date, but cannot select an effective date in the past.

Worker Jared Ellis <i>i</i> Company * Global Modern	Servi	ces,	Inc.	(USA	A) į	1		_	
Effective Date * 01/01/2013		J	anua	ary	20)13	►	ок	Cance
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			1	2	3	4	5		
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31				

4 Fill out the electronic **W-4** withholding allowance certificate completely. Mandatory fields are marked with an asterisk. You must provide an electronic signature for this form by checking **I Agree**. When finished, click **OK** to save.

W-4 Employee's With	olding Allowance Certificate 3 Change
Company	Global Modern Services, Inc. (USA) 🦸
Effective Date	04/01/2013
Name	Jared Ellis
Social Security Number	451021101
Address	3535 Gillespie Street Apt. 201 Dallas, TX 75219 United States of America
re	In the 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 equired to send a copy of this form to the IRS.
W-4 Data	
Last Name Differs	from SS 🔲
	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.
Nonreside	Int Alien If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.
Marits	il Status * Married
Ividitio	If married, but legally separated, or spouse is a nonresident alien, choose "Single".
Number of Allo	
ridino of of And	Total number of allowances you are claiming (from the applicable worksheet on the Form W-4 instructions).
Additional	
	Additional amount, if any, you want withheld from each paycheck
	Exempt
	I claim exemption from withholding for 2013 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, click the Exempt Box.
LEGAL	NOTICE Your Name and Password are considered as your "Electronic Signature" and will serve as your confirmation of the accuracy of the inform- being submitted. When you click in the "I Agree" checkbox, you are certifying that:
	1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
	 You understand that your payroll tax withholding election is a legal and binding transaction. You understand that all submissions are contingent upon acceptance by your Payroll representative.
r	If you do not wish to use the electronic signature option, please cancel this transaction and access the IRS website (www.irs.gov) to down a current year W-4. Manually fill out the form, sign it, and send it to your Payroll Partner. The form is not valid without a signature.
	I Agree *

HOW CAN I VIEW MY STATE OR LOCAL WITHHOLDING ALLOWANCES OR EXEMPTIONS?

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Withholding Elections: Jared Ellis ₹ Actions Home Address 3535 Gillespie Street Apt. 201 Dallas, TX 75219
Home Address 3535 Gillespie Street Apt. 201 Dallas, TX 75219
ocial Security Number 451021101
Federal Elections State Elections Local Elections Tax Allocations
Company 🛛 🐺 Global Modern Services, Inc. (USA)
Effective Date 01/01/2000 Lock In Letter
Payroll Withholding Status Married
Number of Allowances 2
Additional Amount 0.00
Exempt Nonresident Alien
Last Name Differs from SS
Last Updated 04/14/2008 12:06:48.630 AM
Last Updated By

Withholding Elections	5:			Worker View
Jared Ellis TActions				
Home Address Social Security Number	3535 Gillespie Stre Dallas, TX 75219 United States of An 451021101			
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	State Elections	Local Elections	Tax Allocations	
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