

MyWashburn Employee Services

Getting to the Employee Services Menu

1. Go to **my.washburn.edu**
2. Enter your **User Name** and **Password** then click the **Login** button



MY WASHBURN

Secure Access Login

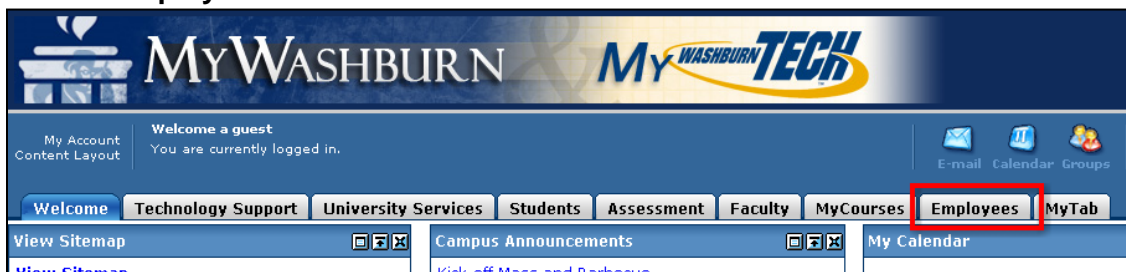
User Name:

Password:

Having problems logging in? [Click here.](#)
[Forgot Password?](#)

Need a login?

3. Click the **Employees** tab.



MY WASHBURN MY WASHBURN TECH

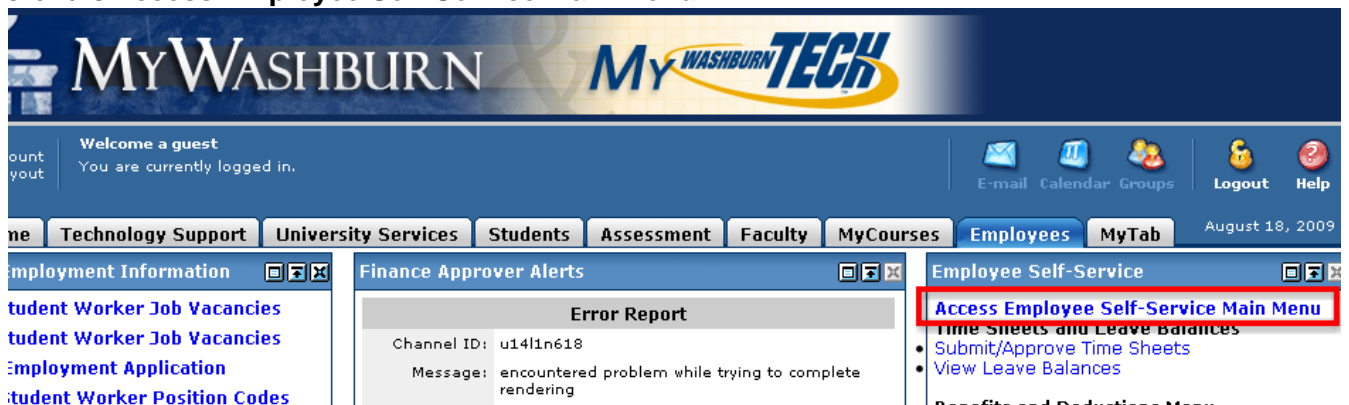
Welcome a guest
You are currently logged in.

E-mail Calendar Groups

Welcome Technology Support University Services Students Assessment Faculty MyCourses **Employees** MyTab

View Sitemap Campus Announcements My Calendar

4. Click the **Access Employee Self-Service Main Menu** link.



MY WASHBURN MY WASHBURN TECH

Welcome a guest
You are currently logged in.

E-mail Calendar Groups Logout Help

Technology Support University Services Students Assessment Faculty MyCourses **Employees** MyTab August 18, 2009

Employment Information Finance Approver Alerts Employee Self-Service

Student Worker Job Vacancies
Student Worker Job Vacancies
Employment Application
Student Worker Position Codes

Error Report
Channel ID: u141n618
Message: encountered problem while trying to complete rendering

Access Employee Self-Service Main Menu
Time Sheets and Leave Balances
• Submit/Approve Time Sheets
• View Leave Balances
Benefits and Deductions Menu

5. Click on the **Employee Services** link.

Self-Service Main Menu

Personal Information

View/update your addresses, phone numbers, e-mail addresses, and emergency contact information. View/update your directory profile. View name change & social security number change information.

Employee Services

Enter/approve time sheets and leave requests. View benefits, paystubs, W2 and W4 data.

Faculty & Advisors Services

View class lists, view student information and course schedules, advise students, process registration options, submit Final Grades.

The screenshot shows a navigation bar with three tabs: "Personal Information", "Faculty Services", and "Employee". The "Employee" tab is selected and highlighted in dark blue. Below the navigation bar is the "Employee Menu" section, which contains several links and their descriptions:

- Time Sheet**: Enter hours for current time sheets, access details of previous time sheets.
- Time Off Current Balances and History**: View current balances for sick leave and personal leave, view leave accrual and usage history.
- Benefits and Deductions**: View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.
- Pay Information**: View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.
- Tax Forms**: View or update W-4 information, view your W-2.
- Current and Past Jobs**: View current position title, view job history.

A yellow callout box from the "Employee Services" link in the main menu points to the "Employee" tab in the screenshot.

*When you are not at the Employee Main Menu, click on the **Employee** tab at the top of any page to return to there at any time.

*Time Sheet information is covered in the **My Washburn Time Sheet Instructions**.

Employee Menu

[Time Sheet](#)

Enter hours for current time sheets, access details of previous time sheets.

[Time Off Current Balances and History](#)

View current balances for sick leave and personal leave, view leave accrual and usage history.

[Benefits and Deductions](#)

View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

[Pay Information](#)

View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.


[Tax Forms](#)


View or update W-4 information, view your W-2.

[Current and Past Jobs](#)

View current position title, view job history.

View Leave Balances

 To view the pay period breakdown for a particular type of leave, select the underlined type of leave. Please note the beginning balances are as of your implementation into the University administrative information system, and are not necessarily as of your hire date.

 If you have any questions about the information on this screen, please contact [Payroll](#).

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Jun 26, 2008	Taken as of Jun 26, 2008	Available Balance as of Jun 26, 2008
<u>Personal Leave</u>	Hours	.00	10.00	.00	10.00
<u>Sick Leave</u>	Hours	.00	8.00	.00	8.00

[Personal Information](#) [Faculty Services](#) [Employee](#)

Employee Menu

[Time Sheet](#)

Enter hours for current time sheets, access details of previous time sheets.

[Time Off Current Balances and History](#)

View current balances for sick leave and personal leave, view leave accrual and usage history.

[Benefits and Deductions](#)

View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

[Pay Information](#)

View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

[Tax Forms](#)

View or update W-4 information, view your W-2.

[Current and Past Jobs](#)

View current position title, view job history.

Benefits and Deductions Menu

[Retirement Plans](#)

[Health Insurance](#)


[Flex Spending Accounts](#)


[Miscellaneous](#)

Benefits and Deductions Menu

- Retirement Plans
- Health Insurance
- Flex Spending Accounts
- Miscellaneous

Retirement Plans Information

 This is a list of all of your retirement benefits/deductions. Actions available are listed at the end of the table for each benefit/deduction. To add a retirement plan, select the Add a New Benefit/Deduction button on the bottom of this page.

 Questions about retirement plans should be directed to [Human Resources](#).

Retirement Annuity-Employer Contribution

Benefit or Deduction as of date: Jun 26, 2008

Status of Benefit or Deduction: Active

Start Date: Oct 01, 2002

End Date:

Plan: ER Portion


Employer Percent: 10.0000


[History](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Benefits and Deductions Menu

- Retirement Plans
- Health Insurance
- Flex Spending Accounts
- Miscellaneous

Health Benefit Information

 This is a list of all of your health benefits. Actions available are listed at the end of the table for each benefit. To add a new Health Benefit, select the Add a New Benefit button on the bottom of this page.

 If you have questions about Health Insurance, please contact [Human Resources](#).

Additional information about Health Insurance can be found on the [Human Resources Website](#).

Blue Cross/Blue Shield Health Insurance

Benefit or Deduction as of date: Jun 27, 2008

Status of Benefit or Deduction: Active

Start Date: Jun 01, 2008

End Date:

Plan: Base Plan Family 24%

Employee Amount: 481.0800

Employer Amount: 667.7000

[Contributions or Deductions](#) | [Vendor Web Site](#)


[Add a New Benefit](#)


[[Retirement Plans](#) | [Flex Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Beneficiaries and Dependents](#)]

Benefits and Deductions Menu

- [Retirement Plans](#)
- [Health Insurance](#)
- [Flex Spending Accounts](#)
- [Miscellaneous](#)

Flex Spending Account Information

 This is a list of all of your flex spending accounts. Actions available are listed at the end of the table for each account. To add a new flex spending account, select the Add a New Spending Account button at the bottom of this page.

 If you have questions about setting up Flex Spending Accounts, please contact [Human Resources](#). If you have questions about Flex Spending deductions, please contact [Payroll](#).

Flexible Spending Account Dependent Care


Benefit or Deduction as of date: Jun 26, 2008
Status of Benefit or Deduction: Not Yet in Effect
Start Date: Jul 01, 2008
End Date:
Deduction Amount: 416.00
Deduction Annual Limit: 5,000.00


[History](#) | [Details](#) | [Vendor Web Site](#)

Benefits and Deductions Menu

- [Retirement Plans](#)
- [Health Insurance](#)
- [Flex Spending Accounts](#)
- [Miscellaneous](#)

Miscellaneous Benefit/Deduction Information

 This is a list of all of your miscellaneous benefits/deductions. Actions available are listed at the end of the table for each benefit/deduction. To add a new Miscellaneous Benefit/Deduction, select the Add a New Benefit/Deduction button at the bottom of this page.

 Questions about your Miscellaneous Benefits and Deductions should be directed to the appropriate office below:

United Way, Charitable Deductions, Annual Giving: [Human Resources](#) (set up) or [Payroll](#) (deduction questions)

Personal Deductions, Short-Term Disability, iCard (Bod Bucks) Payroll deduction, Miscellaneous: [Human Resources](#)

Long Term Disability: [VPAT](#)

Court Ordered Deductions, Child Support, Bankruptcy, Processing Fees, Garnishment: [VPAT](#) or [Payroll](#)

Union Dues: [Payroll](#)

iCard Payroll Deduction

Benefit or Deduction as of date: Jun 26, 2008
Status of Benefit or Deduction: Active
Start Date: Jun 09, 2008
End Date:
Employee Deduction: 8.00

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

[Personal Information](#) [Faculty Services](#) [Employee](#)

Employee Menu

[Time Sheet](#)

Enter hours for current time sheets, access details of previous time sheets.

[Time Off Current Balances and History](#)

View current balances for sick leave and personal leave, view leave accrual and usage history.

[Benefits and Deductions](#)

View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

[Pay Information](#)

View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

[Tax Forms](#)

View or update W-4 information, view your W-2.

[Current and Past Jobs](#)

View current position title, view job history.

Pay Information Menu

[Direct Deposit Breakdown](#)

[Earnings History](#)

[Pay Stub](#)

[Deductions History](#)

Pay Information Menu

[Direct Deposit Breakdown](#)

[Earnings History](#)

[Pay Stub](#)

[Deductions History](#)

View Direct Deposit Information

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

If you have any questions about the information on the page, please contact [Payroll](#).

Pay Distribution as of Jun 30, 2008

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
Your Bank Name (Bank Location)	000000000	000000000	Checking	2,515.61
Total Net Pay				2,515.61

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
Your Bank Name (Bank Location)	000000000	000000000	Checking	1	100.00%	2,515.61
Total Net Pay						2,515.61

Pay Information Menu

[Direct Deposit Breakdown](#)

[Earnings History](#)

[Pay Stub](#)

[Deductions History](#)

Select Earnings to View

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

From Date:
 To Date:

View Earnings

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

Please direct questions about this information to [Payroll](#).

Earnings from January 2008 to June 2008

Earnings Type	Total Gross Pay	Total Hours
Sick Leave	58.00	4.00
Holiday	580.00	40.00
Regular Pay	5,944.93	410.00
Administrative Closing	232.00	16.00
Personal Leave	145.00	10.00

Pay Information Menu

- [Direct Deposit Breakdown](#)
- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)

Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click "Display."

Pay Stub Year:

View Pay Stub Summary

Click on the underlined Pay Stub Date to view the Pay Stub.

Please direct questions about this information to [Payroll](#).

Pay Stubs for 2008

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Mar 14, 2008	Feb 24, 2008	Mar 08, 2008	1,159.99	846.12	
Feb 29, 2008	Feb 10, 2008	Feb 23, 2008	1,159.99	868.69	
Feb 15, 2008	Jan 27, 2008	Feb 09, 2008	1,159.99	861.15	
Feb 01, 2008	Jan 13, 2008	Jan 26, 2008	1,159.98	861.14	
Jan 18, 2008	Dec 30, 2007	Jan 12, 2008	1,159.99	861.15	
Jan 04, 2008	Dec 16, 2007	Dec 29, 2007	1,159.99	861.15	

[Change Year](#)

Pay Information Menu

- [Direct Deposit Breakdown](#)
- [Earnings History](#)
- [Pay Stub](#)
- [Deductions History](#)

Select Deductions to View

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

From Date:

To Date:

Deductions Summary

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

Please direct questions regarding life insurance to [Human Resources](#). Please direct all other questions about deductions to [Payroll](#).

Deduction History from January 2008 to June 2008

Deduction Type	Employee Deduction	Employer Deduction
Accidental Death and Dismemberment	.00	
Blue Cross/Blue Shield Health Insurance	.00	927.25
Employee Retirement Contributions Pre-Tax TIAA-CREF	69.60	.00
FICA Medicare	100.92	100.92
FICA Social Security	431.52	431.52
Federal Withholding Tax	853.56	.00
Imputed Income for Life Ins	.00	.00
Kansas State Unemployment Tax	.00	11.82
Life Insurance	.00	21.40
Long Term Disability	37.70	.00
Retirement Annuity-Employer Contribution	.00	696.00
State of Kansas Withholding Tax	292.20	.00
Voluntary Accidental Death and Dismemberment Insurance	.96	
Voluntary Life Insurance	14.07	

[New Date Range](#)

[Personal Information](#) [Faculty Services](#) **[Employee](#)**

Employee Menu

[Time Sheet](#)

Enter hours for current time sheets, access details of previous time sheets.

[Time Off Current Balances and History](#)

View current balances for sick leave and personal leave, view leave accrual and usage history.

[Benefits and Deductions](#)

View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

[Pay Information](#)

View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

[Tax Forms](#)

View or update W-4 information, view your W-2.

[Current and Past Jobs](#)

View current position title, view job history.

Tax Forms Menu

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

[W-2 Year End Earnings Statement](#)

Tax Forms Menu

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

[W-2 Year End Earnings Statement](#)

W-4 Tax Exemptions/Allowances

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

If you have questions about the accuracy of information on this screen, please contact [Payroll](#).

If you have questions regarding how to complete this form, see the [IRS website](#). Once at the IRS site, type "W-4 instructions" into the "Search Forms and Publications for:" box and click "Go." Then, click on one of the form descriptions in the "Form Finder Results" page.

Federal Withholding Tax

As of Date: Jun 26, 2008
Status: Active
Start Date: Jan 01, 2002
End Date:
Filing Status: Single
Number of Allowances: 0
Additional Withholding: .00

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

Tax Forms Menu

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

[W-2 Year End Earnings Statement](#)

Select W-2

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

If you have any questions about the information on this screen, please contact [Payroll](#).

Tax Year:
Employer or Institution:

Status: Original
As of Date: Jan 21, 2008

Form W-2 Wage and Tax Statement 2007

a Employee's social security number 000-00-0000		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) 48-6030115		1 Wages, tips, other compensation 28478.37		2 Federal income tax withheld 3500.72	
c Employer's name, address, and ZIP code Washburn University 1700 SW College Topeka KS 66621		3 Social security wages 28765.69		4 Social security tax withheld 1783.47	
		5 Medicare wages and tips 28765.69		6 Medicare tax withheld 417.10	
d Control number e Employee's first name and initial Last name Suffix Your Name Here f Employee's address and ZIP code Your Address Here City, State Zip Code		7 Social security tips		8 Allocated tips	
		9 Advance EIC payment		10 Dependent care benefits	
		11 Nonqualified plans		12 See Instructions for box 12 E 287.32	
		13 Statutory employee [] Retirement plan [X] Third-party sick pay []		14 Other	
15 Employer's state ID number KS 036486030115		16 State wages, tips, etc. 28478.37		17 State income tax 1179.90	
		18 Local wages, tips, etc.		19 Local income tax	
				20 Locality name	

Employee Menu

Time Sheet

Enter hours for current time sheets, access details of previous time sheets.

Time Off Current Balances and History

View current balances for sick leave and personal leave, view leave accrual and usage history.

Benefits and Deductions

View retirement plans, health insurance information, flex spending accounts, miscellaneous deductions.

Pay Information

View your direct deposit breakdown, view your earnings and deductions history, view your pay stubs.

Tax Forms

View or update W-4 information, view your W-2.

Current and Past Jobs

View current position title, view job history.

Current and Past Jobs

To see more detailed information for a particular position, select the underlined title. Please note that begin dates are as of your implementation into the University administrative information system and are not necessarily your hire date.

The information displayed on this page is taken from the University administrative information system. If you are a staff member and have questions about this information, contact [Human Resources](#). If you are a faculty member and have questions about this information, please contact the [VPAA Office](#).

List of Jobs

Title	Begin Date	End Date
<u>Office Assistant I</u>	Jan 01, 2002	

Current and Past Jobs Detail

These are the job history details which you have selected to view.

The information displayed on this page is taken from the University administrative information system. If you are a staff member and have questions about this information, contact [Human Resources](#). If you are a faculty member and have questions about this information, please contact the [VPAA Office](#).

Changes to Your Job

Effective Date	Status	Job Title	Department Name	Reason for Change
Apr 01, 2008	Active	Office Assistant I	Information Systems & Services	Correction
Jul 01, 2007	Active	Office Assistant I	Information Systems & Services	Annual Budget
Jul 01, 2006	Active	Office Assistant I	Information Systems & Services	Annual Budget
Jul 01, 2005	Active	Office Assistant I	Information Systems & Services	Annual Budget
Oct 10, 2004	Active	Office Assistant I AIS		Annual Budget
Nov 23, 2003	Active	Office Assistant I AIS		Annual Budget
Oct 12, 2003	Active	Office Assistant I AIS		Annual Budget
Jul 06, 2003	Active	Office Assistant I AIS		