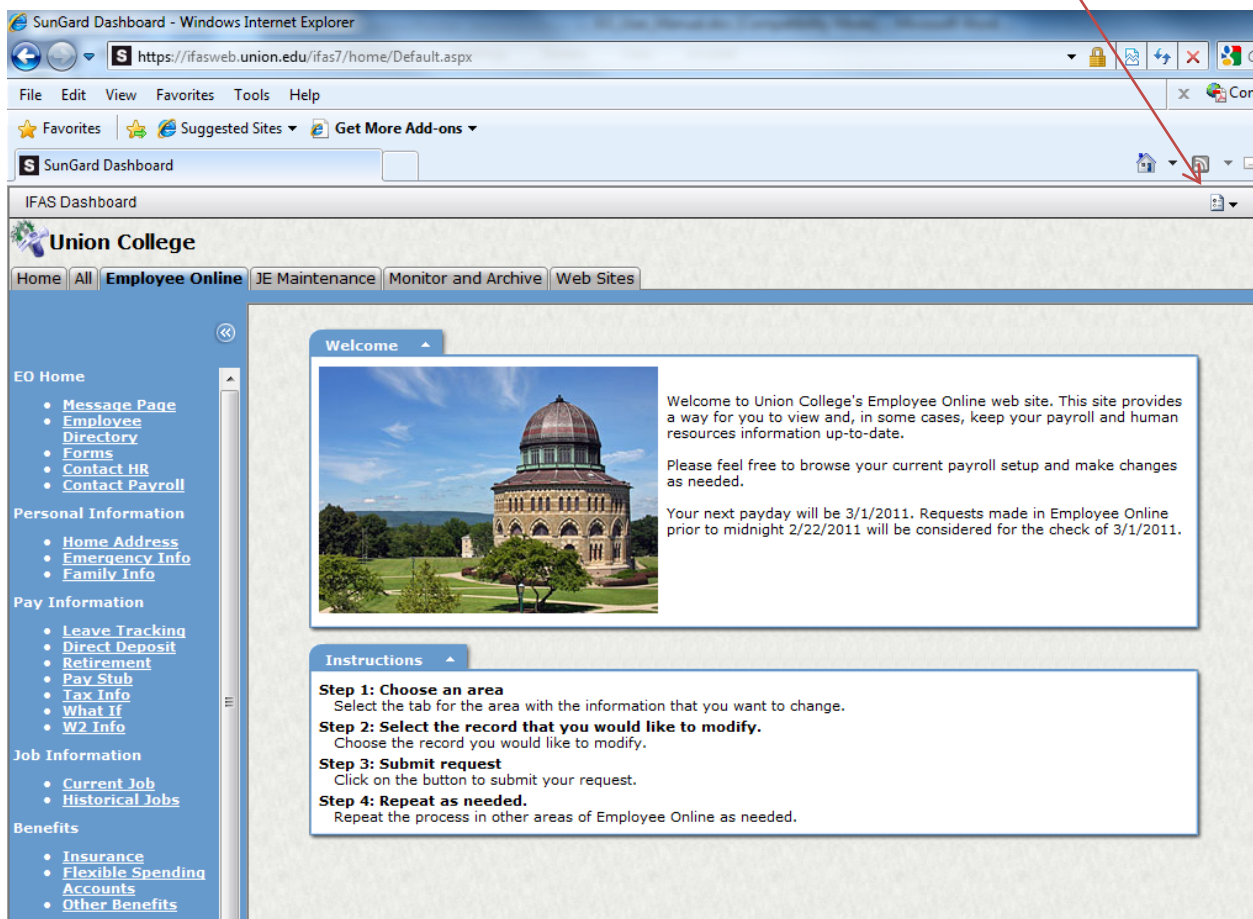


Human Resources and Payroll are continuing to work towards making Union a greener campus! Employee Online is a new module within Union’s Finance and HR System, IFAS, designed to make much of your employment information available to you online. Using this system, some of the options you will have available to you are the following:

- View and print your current and previous pay stubs
- Make changes to your direct deposit, tax withholdings, and retirement contributions by submitting a request online
- View and print your W2 for tax year 2009 and forward

To access the system, access <http://www.union.edu/employee> from anywhere on campus and login using your standard Union username (without the @union.edu) and password.

If you are currently an IFAS user you can also add an Employee Online tab by clicking on the **Options** icon in the upper right-hand corner of your Dashboard, selecting Preferences, and checking the box next to **Employee Online**.



Some of the options available to you within Employee Online include the following:

Pay Stub

To access your paystub, click on **Pay Stub** to view pay stubs dating back to April 2010. Click on the pay date you are interested in viewing and your pay stub will be displayed. From the Pay Stub there is also an option to print.

W2 Information

To access your W2 information, click on **W2 Info**. Your W2s from 2009 and forward will be available for viewing and printing.

Direct Deposit

Click on **Direct Deposit** on the EO Menu Bar to view or modify your direct deposit information. On this screen you can add or change the bank accounts into which your pay is being deposited. Direct Deposit allows a maximum of three accounts in which you may deposit your pay.

Bank Name	Account		Amt	Status	
KEY BANK	*****7633 (Checking)	One account must be configured with Net indicating that any remaining dollars should be deposited in a specific account	Net	Active	close
KEY BANK	*****0625 (Savings)		\$300	Pending	

Click on the Bank Name to modify a deposit amount

[Add](#)

Changing Deposit Amount-

To make a change to a dollar amount currently being deposited, click on the Bank Name associated with the account and change the dollar amount in the highlighted field shown below:

Adding a new bank account –

If your bank number is not found on the system, you will receive an error message “Could not find the bank name for bank id 1234567”, contact the Payroll department to request that your bank number be added. Along with the Bank Number, you will need to provide the bank name. Be sure this information is accurate or your direct deposit may not be processed.

Additional Retirement – TIAA or Fidelity

To initiate the additional retirement contribution plan, you must first fill out the **Investment Election Form** available under Forms within Employee Online. This section of Employee Online provides you with an option to view or modify your current retirement information. On this screen, a listing of retirement plans including the 11% Union College contributes to your retirement will be displayed and, if you are contributing additional funds to your retirement, this will be displayed as well. Select your Employee Contribution Plan and submit a request to change the dollar amount or percent. (Please note: Roth contributions are not currently viewable from this screen. To contribute to a Roth IRA, click on Forms and print and fill out the Roth IRA Form).

Plan	Vendor	Amt	Checks In Month	Status
FIDELITY - UNION		11 %	1st, 2nd	Active
FIDELITY - EMPLOYEE		7 %	1st, 2nd	Active

Tax Information

The “Tax Info” page allows you to view State and Federal Tax related information. Click on the Edit button in the lower right corner to modify this information and submit your request via the system. If you would prefer to fill out the W4, click on the “CLICK HERE TO DOWNLOAD W-4 FORM” link and submit the form to the Payroll department.

Tax Information		Help
Federal Tax	Record Status: Active	
Filing Status: <input type="text" value="MARRIED"/>	Exemptions: <input type="text" value="2"/>	
Additional Withholding: <input type="text" value="\$40"/>	IRS Flag:	
State Tax	Record Status: Active	
Filing Status: <input type="text" value="MARRIED"/>	Exemptions: <input type="text" value="2"/>	
Additional Withholding: <input type="text" value="\$"/>		
CLICK HERE TO DOWNLOAD W-4 FORM		
Edit		