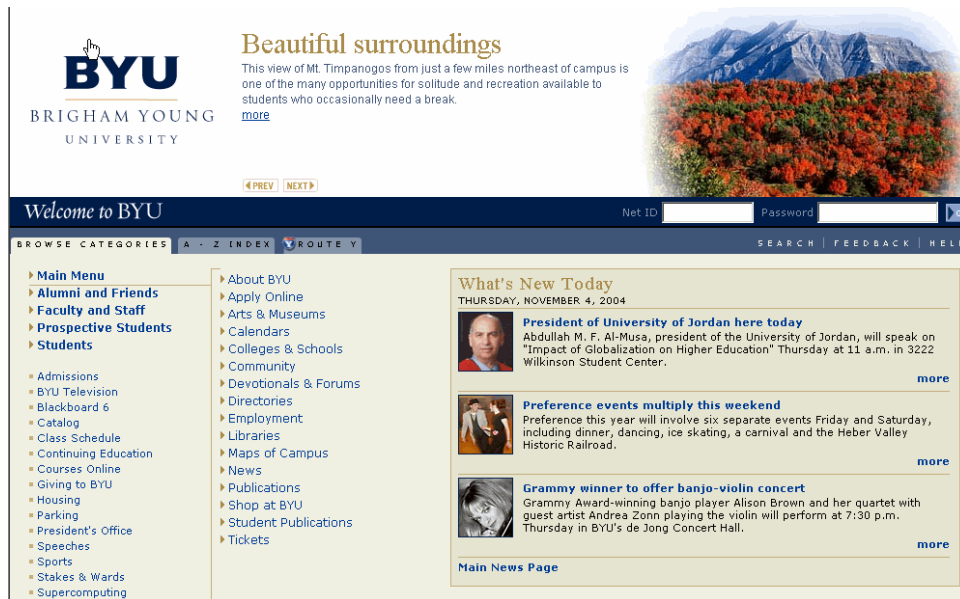


## Accessing the Human Resources/Payroll Website

To enter the BYU HRS / Payroll page, you need to navigate to the BYU home page and log in to Route Y.

## BYU Home Page

<http://www.byu.edu>



The screenshot shows the BYU Home Page. At the top left is the BYU logo with the text "BRIGHAM YOUNG UNIVERSITY". To the right is a banner titled "Beautiful surroundings" with a photo of a mountain range and a field of red flowers. Below the banner is a navigation bar with "Welcome to BYU" and login fields for "Net ID" and "Password". Below the navigation bar is a "BROWSE CATEGORIES" section with a list of links: Main Menu, Alumni and Friends, Faculty and Staff, Prospective Students, Students, Admissions, BYU Television, Blackboard 6, Catalog, Class Schedule, Continuing Education, Courses Online, Giving to BYU, Housing, Parking, President's Office, Speeches, Sports, Stakes & Wards, and Supercomputing. To the right of the categories is a "What's New Today" section with three news items: "President of University of Jordan here today", "Preference events multiply this weekend", and "Grammy winner to offer banjo-violin concert".

**BYU**  
BRIGHAM YOUNG  
UNIVERSITY

**Beautiful surroundings**  
This view of Mt. Timpanogos from just a few miles northeast of campus is one of the many opportunities for solitude and recreation available to students who occasionally need a break.  
[more](#)

◀ PREV | NEXT ▶

Welcome to BYU

Net ID:  Password:

BROWSE CATEGORIES | A - Z INDEX | ROUTE Y | SEARCH | FEEDBACK | HELP

- ▶ Main Menu
- ▶ Alumni and Friends
- ▶ Faculty and Staff
- ▶ Prospective Students
- ▶ Students
- Admissions
- BYU Television
- Blackboard 6
- Catalog
- Class Schedule
- Continuing Education
- Courses Online
- Giving to BYU
- Housing
- Parking
- President's Office
- Speeches
- Sports
- Stakes & Wards
- Supercomputing

▶ About BYU

▶ Apply Online

▶ Arts & Museums

▶ Calendars

▶ Colleges & Schools

▶ Community

▶ Devotionals & Forums

▶ Directories

▶ Employment

▶ Libraries

▶ Maps of Campus

▶ News


▶ Publications


▶ Shop at BYU


▶ Student Publications

▶ Tickets

**What's New Today**  
THURSDAY, NOVEMBER 4, 2004

 **President of University of Jordan here today**  
Abdullah M. F. Al-Musa, president of the University of Jordan, will speak on "Impact of Globalization on Higher Education" Thursday at 11 a.m. in 3222 Wilkinson Student Center. [more](#)

 **Preference events multiply this weekend**  
Preference this year will involve six separate events Friday and Saturday, including dinner, dancing, ice skating, a carnival and the Heber Valley Historic Railroad. [more](#)

 **Grammy winner to offer banjo-violin concert**  
Grammy Award-winning banjo player Alison Brown and her quartet with guest artist Andrea Zonn playing the violin will perform at 7:30 p.m. Thursday in BYU's de Jong Concert Hall. [more](#)

[Main News Page](#)

## Route Y Interchange

Under the “Work” heading, select the “Human Resources/Payroll” link.

### Communication

- Basic Email
- Directory Lookup
- Email Alias Manager
- Login Summary
- Personal Information
- Post Office
- Preview: Post Office v3
- Student Voting

### Work

- AIM
- Enterprise Software
- Extensity
- Human Resources/Payroll
- Imaging System
- Kronos
- Project Office
- UCA-University Customer Accts
- University Electronic Handbook

### Stage

- Personal Information -- Stage
- Signature Card v 2.0
- Stage: PeopleSoft 8.8 HR

### School

- AIM
- Blackboard 6
- Graduate School App Status
- Scholarship Application
- Student Handbook
- Student Ratings
- Tuition Billing & Payments

### Miscellaneous

- Change Password
- IT Tracker
- Signature Card and Meal Plans
- UTA Bus Pass

## PeopleSoft 8.8 Disclaimer

By clicking on the Human Resources/ Payroll link you will be directed to the Terms & Conditions page. The information that you may access through the system is private and confidential. You may only use that information as part of the normal process to fulfill your job responsibilities. Safeguard your password to prevent others from gaining access to private information for department personnel or your own personal data.

**PeopleSoft.**

### Terms & Conditions

The following terms and conditions govern your use of the Brigham Young University Human Resources/Payroll Systems. By accepting and using the system you agree to the stated conditions.

**Information**  
The information that you may access through the system is private and confidential. You may only use that information as part of the normal process to fulfill your job responsibilities. Any improper use or sharing of information will result in disciplinary action.

**Password**  
You are required to safeguard your password that allows access into the system. Your password may not be shared with others. *Sharing your password gives others access to your own personal data.*

**Questions**  
If you have any questions or concerns, please call the Human Resources/Payroll System Call Center at 422-1234.

If you do not wish to accept the above terms and conditions, click the "I Don't Accept" link below and you will be sent to the BYU Home page.

[I Accept](#)      [I Don't Accept](#)

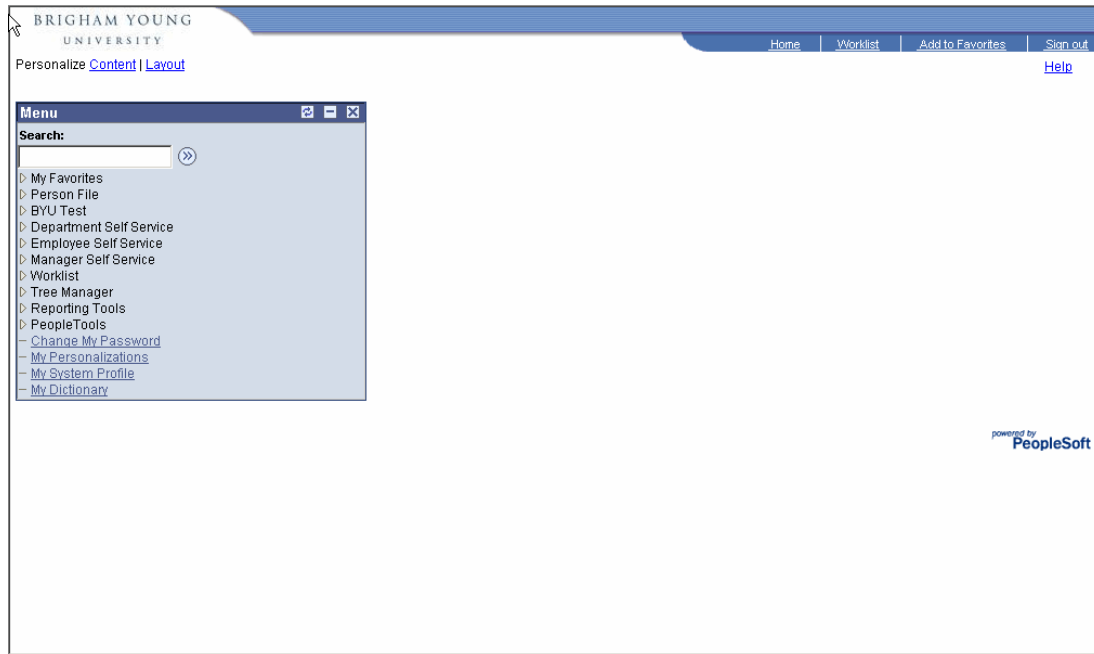
[Sign in to PeopleSoft](#)

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All rights reserved. Copyrights to portions of this software may be owned by others. PeopleSoft Proprietary and Confidential. PeopleSoft and the PeopleSoft logo are registered trademarks of PeopleSoft, Inc.

Please read the Terms & Conditions and select whether you accept or not. This Terms & Conditions page will come up every 14 days. If you chose not to accept you will be directed back to the BYU Homepage. If you accept, you will be directed to the system.

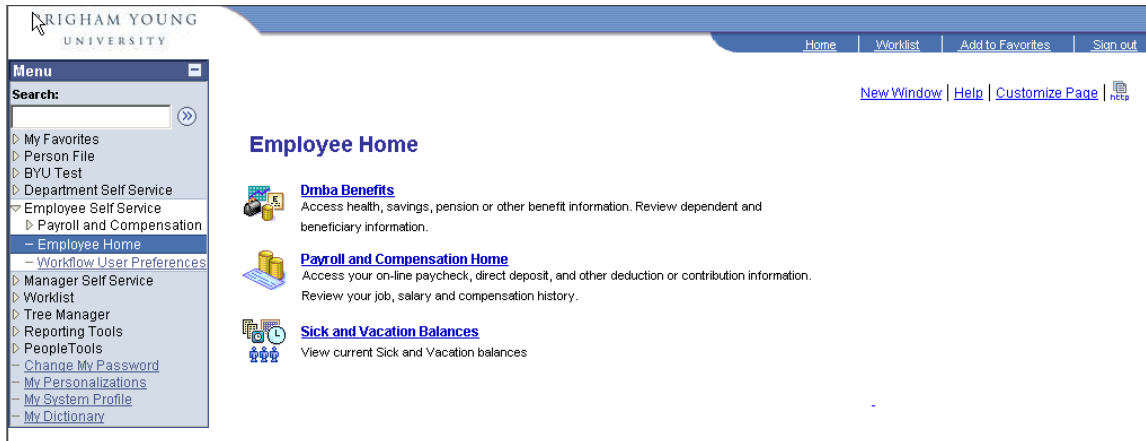
## PeopleSoft 8.8 Home Page

The Menu options listed on the left side of the page correspond to the security access that has been assigned to you by your Security Access Coordinator. Some security groups do not have all the options, or may have more options than shown on this page.




## Individual Self-Service

To view individual self-service information click on “Employee Self Service.” From here click on the “Employee Home” link. This will bring up all the Self Service pages that you can access.



**RIGHAM YOUNG UNIVERSITY**

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

**Menu**

Search:

- My Favorites
- Person File
- BYU Test
- Department Self Service
- Employee Self Service
  - Payroll and Compensation
  - Employee Home**
  - Workflow User Preferences
- Manager Self Service
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)

**Employee Home**

**Dmba Benefits**  
Access health, savings, pension or other benefit information. Review dependent and beneficiary information.

**Payroll and Compensation Home**  
Access your on-line paycheck, direct deposit, and other deduction or contribution information. Review your job, salary and compensation history.

**Sick and Vacation Balances**  
View current Sick and Vacation balances

## Payroll Self-Service

To view Payroll Information click on the “Payroll & Compensation Home” link. From this page Paycheck, Direct Deposit and W4 information can be viewed and updated.

BRIGHAM YOUNG UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Menu**

Search:

- My Favorites
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- Department Self Service
- Employee Self Service
  - Payroll and Compensation
    - Employee Home**
  - Workflow User Preferences
- Manager Self Service
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

### Payroll and Compensation Home

**Payroll**

[View Paycheck](#)  
View your current and prior earnings statements on-line.

**Direct Deposit**

[Direct Deposit](#)  
Review and edit your direct deposit accounts.

**Taxes**

[W-4 Tax Information](#)  
Review and edit your federal tax withholding exemption and amount.

Go To: [Employee Home](#)

# Payroll Self-Service

## View Paycheck

The Self-Service view paycheck option allows you to view all of the same items above as you have with the previous system with the EXCEPTION of Vacation and Sick. The reason for this is because it is now real-time. That is, when you take or earn leave, it will be updated that payroll. Thus, you will have an accurate view of your leave time. You can view this by clicking on the link at the bottom of the page label "Leave Accrual"

BRIGHAM YOUNG UNIVERSITY

**Menu**

Search:

- ▷ My Favorites
- ▷ Person File
- ▷ BYU Test
- ▷ Department Self Service
- ▷ Employee Self Service
- ▷ Payroll and Compensation
- ▷ Employee Home
- Workflow User Preferences

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

### View Paycheck

Jane Student

**Company:** Brigham Young University

**Address:** ASB  
Provo, UT 84602

**Net Pay:** \$85.09

**Pay Begin Date:** 05/08/2004

**Pay End Date:** 05/21/2004

**Check Date:** 05/28/2004

[View a Different Payment](#)

**General**

<b>Name:</b> Jane Student	<b>Business Unit:</b> BYU
<b>Employee ID:</b>	<b>Pay Group:</b> BYU Bi-Weekly Student Hourly
<b>Address:</b> 111 Some Street Somewhere, UT 84602	<b>Department:</b> 0531 - English
	<b>Job Title:</b> SECRETARY
	<b>Pay Rate:</b> \$7.85 Hourly

**Tax Data**

<b>Fed Marital Status:</b> Single	<b>UT Marital Status:</b> Single
<b>Fed Allowances:</b> 0	<b>UT Allowances:</b> 0
<b>Fed Addl Percent:</b> 0.000	<b>UT Addl Percent:</b> 0.000
<b>Fed Addl Amount:</b> \$0.00	<b>UT Addl Amount:</b> \$0.00

**Paycheck Summary**

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	92.24	92.24	7.15	0.00	85.09
YTD	3,579.45	3,579.45	382.71	0.00	3,196.74

**Earnings**

Description	Hours	Rate	Amount	YTD Amount
TC HRS	11.75	7.850000	92.24	3,579.45
STD				
<b>Total:</b>	<b>11.75</b>		<b>92.24</b>	<b>3,579.45</b>

**Taxes**

Description	Amount	YTD Amount
Fed Withholding		248.06
Fed MED/EE	1.34	1.34
Fed OASD/VEE	5.72	5.72
UT Withholding	0.09	127.59
<b>Total:</b>	<b>7.15</b>	<b>382.71</b>

**Before-Tax Deductions**

Description	Amount	YTD Amount
<b>Total:</b>		<b>0.00</b>

**After Tax Deductions**

Description	Amount	YTD Amount
<b>Total:</b>		<b>0.00</b>

**Employer Paid Benefits**

Description	Amount	YTD Amount
* Taxable		
<b>Total:</b>		<b>0.00</b>

**Net Pay Distribution**

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	1872811	Checking		85.09

Go To: [Employee Home](#) | [Payroll and Compensation Home](#)

## Direct Deposit

Creating your Direct Deposit will virtually be the same as you have done previously.

Entering your first bank:

- Account Type: Choose either Checking or Savings
- Deposit Type: Will always default to % of Net Pay
- Amount/Percent: This field will always be 100%
- Institution: Here you will search for your bank with the appropriate routing number
- Deposit Order: This field will always default to 300.
- Now click Save!

### Direct Deposit


#### Add Direct Deposit

Jane Student

\*Account Type:

\*Deposit Type:

Amount/Percent:

Routing Number:   [View check example](#)

Account Number:

Deposit Order:  (example: 1 = first account processed)

\* Required Field

Save

[Return to Direct Deposit](#)

Now that you've saved your information, on this page you will be able to edit and/or add a Second bank.

- You are only allowed to enter 2 banks
- Note you will NOT be able to delete your first bank.
- To add a Second bank; Click on "Add Account"

## Direct Deposit

Jane Student

### Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
<a href="#">Checking</a>		677370	% Net Pay	100%	300	Edit	Delete

Add Account

Go To: [Employee Home](#)

[Payroll and Compensation Home](#)

Entering your Second and final bank:

- Account Type: Choose either Checking or Savings
- Deposit Type: Will always default to “Amount”
- Amount/Percent: Enter the Dollar Amount to be taken out of your check and deposited into this account
- Institution: Here you will search for your bank with the appropriate routing number
- Deposit Order: This field will always default to 100
- Now click Save!

**Direct Deposit**


**Add Direct Deposit**

Jane Student

\*Account Type:

\*Deposit Type:

Amount/Percent:

Routing Number:   KEY BANK

Account Number:

Deposit Order:  (example: 1 = first account processed)

[View check example](#)

\* Required Field

[Return to Direct Deposit](#)

Once you have saved bank information:

- You can view this information to edit
- You may delete your SECOND BANK ONLY

**Direct Deposit**

Jane Student

Direct Deposit Detail						
Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
<a href="#">Savings</a>	011200608	5555555	Amount	\$100	100	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<a href="#">Checking</a>		677370	% Net Pay	100%	300	<input type="button" value="Edit"/> <input type="button" value="Delete"/>


Go To: [Employee Home](#)  
[Payroll and Compensation Home](#)

## W-4 Tax Information

- First enter total number of allowances you are claiming
- Next, indicate if you wish to have an additional amount withheld
- Then you will need to select either the single or married
- You will need to file your Form W4 in the Payroll Office, D-55 ASB, under the following circumstances:
  - If you wish to be “exempt” from tax withholding
  - If you wish to file more than 10 allowances
  - If you are a non-resident alien employee

BRIGHAM YOUNG UNIVERSITY

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**Menu**

Search:

- ▶ My Favorites
- ▶ Person File
- ▶ BYU Test
- ▶ Department Self Service
- ▼ Employee Self Service
  - ▶ Payroll and Compensation
  - Employee Home
  - Workflow User Preferences

### W-4 Tax Information

Jane Student      **Social Security #:** 555-55-5555  
Brigham Young University

You must complete Form W-4 so the Payroll Department 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.

Note: The Payroll Department must send forms claiming exempt or more than 10 allowances to the IRS.

**Home Address**  
123 Some Street  
Orem UT 84097

**Mailing Address**  
123 Some Street  
OREM UT 84097

**W-4 State Tax Data**

Enter total number of Allowances you are claiming:   
Enter Additional Amount, if any, you want withheld from each paycheck

**W-4 Federal 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 or Married, but withhold at higher single rate  
 Married

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Go To: [Employee Home](#)  
[Payroll and Compensation Home](#)

## Employee Sick-Vacation Self Service View

To view your Sick & Vacation click on the “Sick & Vacation Balances” link. This page contains individual sick and vacation information for full time employees.

**Sick/Vacation Summary**

Name: Doe, Jane ID:

**Leave Plans** Find | View All First 1 of 3 Last

Plan Type: 50 Sick BYU

**Leave Accrual Balances** Find | View All First 1 of 86 Last

Accrual Date	Carry Over	YTD Earned	YTD Taken	YTD Adjusted	Hrs Accrued	Hours Taken Current	Hours Adjust Current	Leave Hours Balance
01/31/2005	689.000000	8.000000	0.000		8.000			697.000000
12/31/2004	701.000000	96.000000	108.000		8.000			689.000000
11/30/2004	701.000000	88.000000	108.000		8.000			681.000000
10/31/2004	701.000000	80.000000	108.000		8.000			673.000000
09/30/2004	701.000000	72.000000	108.000		8.000			665.000000
08/31/2004	701.000000	64.000000	108.000		8.000			657.000000
07/31/2004	701.000000	56.000000	108.000		8.000			649.000000
06/30/2004	701.000000	48.000000	104.000		8.000	4.000		641.000000
05/31/2004	701.000000	40.000000	103.000		8.000	1.000		637.000000
04/30/2004	701.000000	32.000000	100.000		8.000	3.000		630.000000
03/31/2004	701.000000	24.000000	70.000		8.000	30.000		625.000000
02/29/2004	701.000000	16.000000	1.000		8.000	69.000		647.000000

Cancel

### Column Information:

**LEAVE PLANS (First Blue Bar):** 1 = sick; 2 = vac (use arrows to scroll and select)

**LEAVE ACCRUAL BALANCES (Second Blue Bar):** history (use arrows to scroll)

**Accrual Date:** End date of last pay period

**Carry Over:** Number of hours carried over from previous year

**YTD Earned:** Year-to-Date hours earned

**YTD Adjusted:** Year-to-Date hours adjusted

**Hours Accrued:** Number of hours accrued each pay period

**Hours Taken Current:** Number of hours taken each pay period

**Hours Adjust Current:** Number of hours adjusted each pay period

**Leave Hours Balance:** Balance each pay period

## Benefits Information

To view Benefits Information click on the “DMBA Benefits” link. These are view-only pages. Questions or changes may be addressed to the BYU Benefits Office at 422-4716.

## Personal Information

The first page/tab that is displayed contains your personal information. This page lists your family members and identifies those who are no longer eligible for DMBA benefits.

BRIGHAM YOUNG UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

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**Personal Info** | Insurance Info | Financial Info | Misc Benefit Info | Benefit Summary

Name Doe, Jane

PROVO UT

Work Phone # 801/378-  
Home Phone # 801/375- EmpID

First Name	Last Name	Relation	Ineligible Date	Sex	Birthdate	SSN
1 James A		Son	06/30/	Male		
2 Janette J		Daughter	06/30/	Female		
3 Michael G		Son	07/31/	Male		
4 Steven J		Son	11/30/	Male		
5 Daniel C		Son		Male		
6 Gary A		Spouse		Male		

Save

Personal Info | Insurance Info | Financial Info | Misc Benefit Info | Benefit Summary

## Insurance Information

To view “Insurance Info” click on the second tab. This page provides a quick view of your insurance coverage.

BRIGHAM YOUNG UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

**Personal Info** | Insurance Info | Financial Info | Misc Benefit Info | Benefit Summary

EmpID  
Name Doe, Jane  
As Of Date 11/17/2004

PROVO UT

**Insurance Plans**

Medical Plan	Enroll Dt	Code	Employee Cost
A A GMF3NMCMDD	03/01/2003	Managed	\$206.00

**Dental Procedures**

Preventive	Pays 100% after \$15 Co-Pay
Restorative	Pays 80% \$1,200 individual annual max
Orthodontics	Pays 50% \$1,600 individual lifetime max

**GTL**

Date	Employee	Spouse	Dependents
03/01/2003	\$50,000	\$2,000	\$2,000

**OAD&D** \$100,000 Maximum. Pays for loss of life, limb, sight, hearing, voice.

**Disability** Provides income protection. After 45 days pays 2/3 of salary. If salary exceeds \$5,000 per month, pays 40% above \$5,000.

**Supplemental Insurance**

SGTL	Date	Employee	Spouse	Dependents
	04/01/2003	\$300,000	\$60,000	\$0

## Financial Information

To view “Financial Info” click on the third tab. This page provides a quick look at your financial plans.

The screenshot shows the 'Financial Info' tab selected in the navigation menu. The page displays the following information:

- EmpID:** Doe, Jane
- As Of Date:** 11/17/2004
- Location:** PROVO, UT
- Financial Plans:**
  - FSA Medical/Dental: Pay Period \$0.00
  - FSA Dependent Care: Pay Period \$0.00
  - DMBA Thrift Plans:
 

	Percent	Amount	Frequency
After Tax	0.000	222.99	Monthly
Before Tax	0.000		Monthly
Employer Matching	0.000	148.67	Monthly
  - DMBA Loans - Payroll Deduction:
 

Deduction Code	Description	Amount
		\$0.00
  - TIAA/CREF Savings - SRA/RA

## Miscellaneous Benefit Information

To view “Misc. Benefit Info” click on the fourth tab. This page provides a quick look at your additional BYU Benefits.


The screenshot shows the 'Misc Benefit Info' tab selected in the navigation menu. The page displays the following information:

- EmpID:** Doe, Jane
- As Of Date:** 11/17/2004
- Location:** PROVO, UT
- Additional BYU Benefits:**
  - ID Card: Library, Bookstore, PE Services, Tickets, -Parking
  - Tuition: Please see the following page for tuition benefits. [BYU Educational Benefits](#)

At the bottom of the page, there is a 'Save' button and a breadcrumb trail: [Personal Info](#) | [Insurance Info](#) | [Financial Info](#) | [Misc Benefit Info](#) | [Benefit Summary](#)

# Benefit Summary

To view “Benefit Summary” click on the fifth tab. This page provides a quick summary of your benefits.




[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

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- ▽ Employee Self Service
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[Personal Info](#)
[Insurance Info](#)
[Financial Info](#)
[Misc Benefit Info](#)
[Benefit Summary](#)

**EmplID** **As Of Date** 11/17/2004

**Name** Doe,Jane

PROVO UT

**Insurance Plans**

Medical Plan	Enroll Dt	Code	Employee Cost
A A GMF3NMCMD	03/01/2003	Managed	\$206.00

**Dental Procedures**

Preventive	Pays 100% after \$15 Co-Pay
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**Supplemental Insurance**

SGTL	Date	Employee	Spouse	Dependents