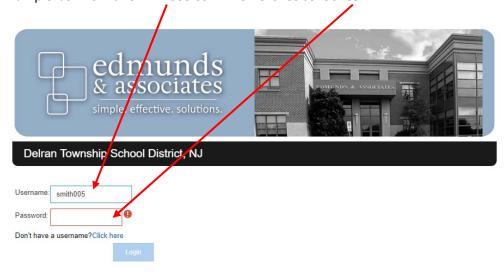
Welcome to the Edmunds Employee portal.

The link for the ESS portal is on the School Website under

Staff > Payroll > Edmunds Employee Portal.

Username is your new Edmunds employee ID number.

Password is first initial of your first name and first initial of your last name and the last 6 digits of your social security number. Example: John Smith **SMITH005** SSN: 123-45-6789 **JS456789**



View Paycheck History

Select the **View Paycheck History** menu to view prior paycheck history. Select a check to view check details for the specified pay period. If desired, the stub may be printed.



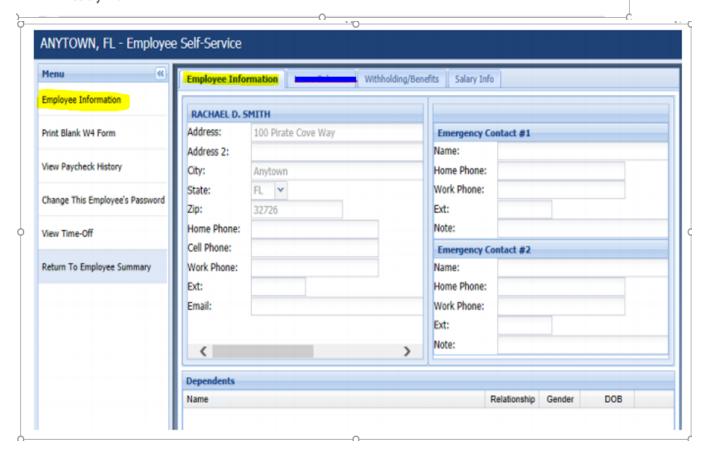
					PAY PERIOD	D	ATE ISSUED	CHECK NO.		
ANYTOWN				09	/30/13 - 10/13	10/18/13	13 88179			
LOCATION	DEPARTMEN	T EMPLOYEE NO								
	7320-00	TORRES, SARA J								
EARNINGS	HOURS	AMOUNT	TA	VT						
Regular	80.00	1,465.86	FEDERAL STATE FICA MEDICARE	E				154. 0.0 84. 19.3		
			HOU	IRS	EARNED		USED	REMAINING		
			SICK VACATION ADMIN COMP OTHER	•		80.00 85.28 0.00 4.54 0.00	62.00 100.00 0.00 0.00 0.00	342./ 437./ 0./ 4./ 0./		
ADDITIONAL EARNINGS AMOUNT					DEDUCTIONS	AN	AMOUNT			
RK 401A Retireme	nt-EMPLR			BP PLAI IR ICM OP EMP MR MED	DRE TAX: N 042-EMPLOYEE A RETIREMENT-E PLOYEE VISION DICAL REIMBURSI ER TAX: TAGEPOINT IRA	MPL		34, 58, 2, 60,		
	DIRECT D	EPOSIT		FEDE	RAL FILING	CURRE	NT EARNINGS	YTD EARNING		
6039	100.00%			S			2,225.25	37,589		
			[STA	TE FILING	N	IET PAY	YTD NET PAY		

On the paystub you can see your Federal and State filing status. In the above sample the status is Federal Single and NJ Single with and extra \$25.00 to be withheld.

Employee Information

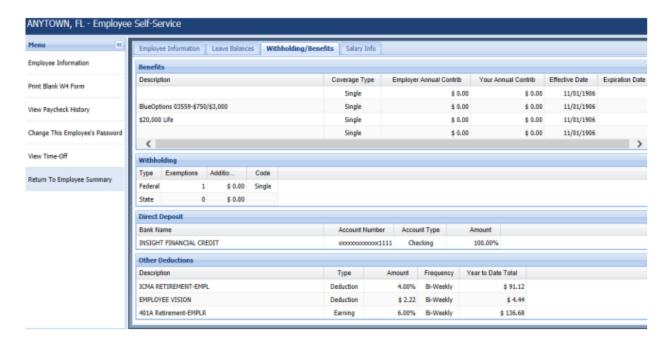
Employee Information

- Select the Employee Information menu to view the following areas of an employee profile:
 - · Employee Information and Emergency Contacts
 - · Withholding/Benefits
 - Salary Info



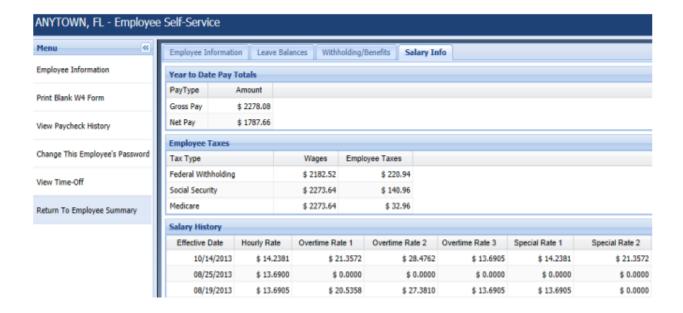
Withholding/Benefits

From the Withholding/Benefits screen, employees can view their current benefits, tax withholdings, direct deposit accounts and other deduction information.



Salary Info

By selecting the **Salary Info** tab, employees are able to view their YTD pay and tax withholding information as well as salary history.



Print Current W2 Form

If your System Administrator has enabled this option, select the **Print Current W2 Form** menu option to view and print a current W2.

Select the printer icon from the toolbar or right-click on the page and select Print.

	ee's social security number	OMB No. 1545		are required to file a be imposed on you i	tax return, a r f this income	neglig is taxa	able and you fall to re	r sanction may port it.		
b Employer Identification number (EIN)			1 1	Wages, tips, other comp	34372.96	2	Federal income tax	withheld 4082.14		
c Employer's name, address, and ZIP code ANYTOWN		Social security wages	35908.97			withheld 2226.38				
			5	Medicare wages and	tips 35908.97	6	Medicare tax withh	520.68		
				Social security tips	0.00		Allocated tips	0.00		
d Control number			9			10	Dependent care b	0.00		
e Employee's first name and Initial Last name SARA J TORRES		Suff.	11		0.00	Come	_	or box 12 36.01		
1 MAIN ST ANYTOWN, FL 32778			13	Statutory Statissment employee plan	Third-party wick pwy	12b				
ARTIOTIA, FL 32710				14 Other		12c				
						12d				
f Employee's address and ZIP code			L							
15 State Employer's state ID number	16 State wages, tips, etc	17 State Inco	me ta	18 Local wager	s, tips, etc.	19 Lo	ocal Income tax	20 Locality name		
W-2 Wage and Tax Form W-2 Statement Department of the Treasury—Internal Revenue Service										

Copy C-For EMPLOYEE'S RECORDS (See Notice to Employee on the back of Copy B.)