

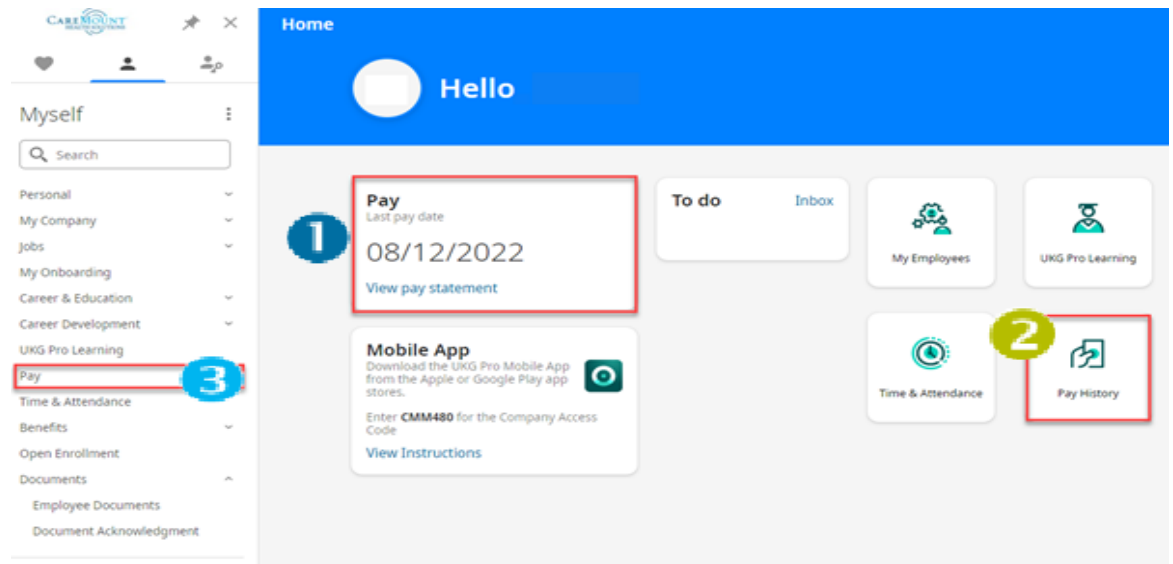
Myself: Pay

Overview

The Pay section of the Myself tab contains information related to your pay and pay history as an employee of CareMount Medical.

Navigating to the Pay Section

You can access different areas of your pay from 3 different locations on the main screen.



Part	Description
1	On the main screen, the first location is Pay . Clicking there will bring you to your most current pay statement.
2	The second section is Pay History . Clicking there will bring you to your pay history where you will have the Things I Can Do section as described below.
3	The third location is the access links to pay information from the “ Myself ” panel on the left. Click once on Pay , then access Current Pay Statement, Pay History, YTD Summary, Third Party Pay, Direct Deposit, Income Tax and W2. <i>Note: This is the only location where you can access YTD Summary, Third Party Pay, Income Tax and W2 forms.</i>

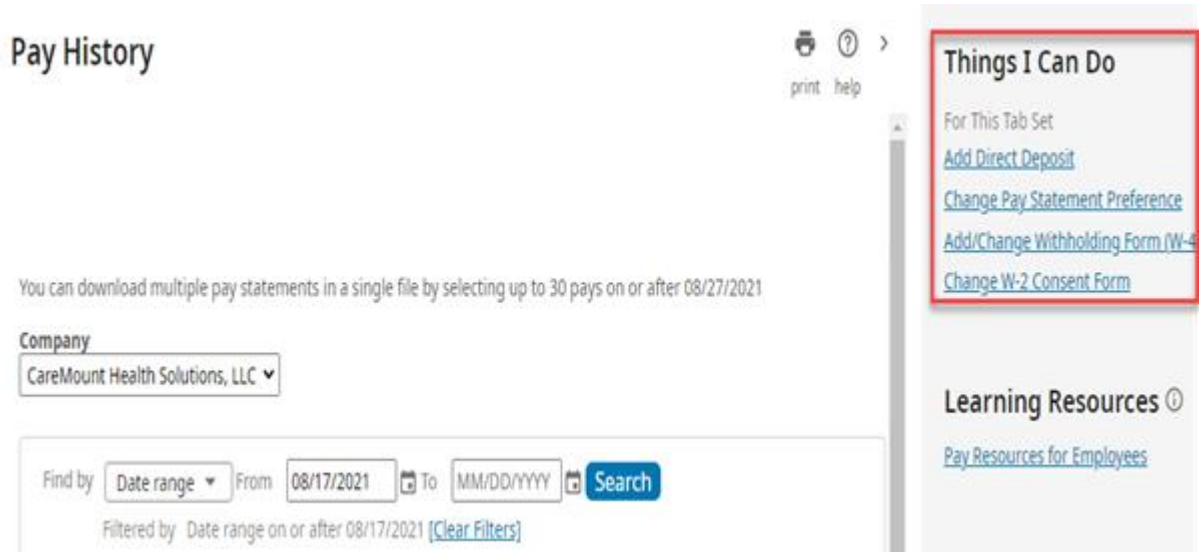
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Myself: Pay (continued)

Pay History and Pay from the Myself tab

Clicking **Pay History** from the main screen or the different options within **Pay** from the Myself tab will populate the **Things I Can Do** section:



Things I Can Do section

The **Things I Can Do** section alerts you to the various actions you can do in the current Section and related Subsections. For example, in the Pay History section, you can Add Direct Deposit and Add/Change Withholding Form.

Note: *CareMount Medical Policies do not allow you to change your pay statement preference. In order to access certain areas of the Pay area in UKG Pro, you will have to go through the Myself Panel. The Things I Can Do section will change depending on which area of the Pay Section you are in.*

Add/Change Withholding Form (W4)

Overview

One of the options available within the **Things I Can Do** section is Add/Change Withholding Form (W-4).

Steps

To add/change information to the Withholding Form (W-4) follow these steps:

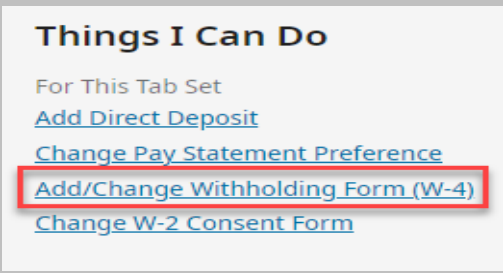

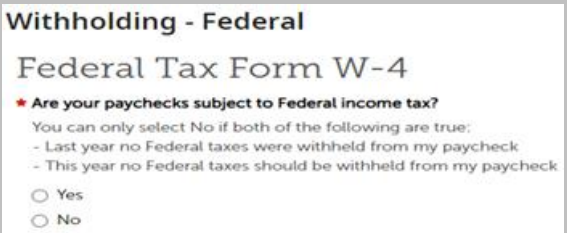
Step	Action	Visual						
1	Click the link Add/Change Withholding Form (W-4)	 <p>Things I Can Do For This Tab Set Add Direct Deposit Change Pay Statement Preference Add/Change Withholding Form (W-4) Change W-2 Consent Form</p>						
2	At the Federal section, click Employee's Withholding Certificate (W-4)	 <p>Withholding Forms (W-4) Add/Change Withholding Form (W-4)</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Federal</td> <td> <ul style="list-style-type: none"> Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4SP) Employee's Withholding Certificate (W-4 (Non-Resident Alien)) </td> </tr> <tr> <td>New York</td> <td>New York (IT-210a)</td> </tr> </tbody> </table> <p>You will now be prompted to answer several questions.</p>	Description	Form	Federal	<ul style="list-style-type: none"> Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4SP) Employee's Withholding Certificate (W-4 (Non-Resident Alien)) 	New York	New York (IT-210a)
Description	Form							
Federal	<ul style="list-style-type: none"> Employee's Withholding Certificate (W-4) Certificado de Retenciones del Empleado (W-4SP) Employee's Withholding Certificate (W-4 (Non-Resident Alien)) 							
New York	New York (IT-210a)							
3	Are your paychecks subject to Federal income tax? Select either Yes or No.	 <p>Withholding - Federal Federal Tax Form W-4</p> <p>* Are your paychecks subject to Federal income tax? You can only select No if both of the following are true: - Last year no Federal taxes were withheld from my paycheck - This year no Federal taxes should be withheld from my paycheck</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>						
4	Select your Filing Status.	<p>* Step 1: Personal Information - Filing Status</p> <p><input type="radio"/> Single or Married filing separately <input type="radio"/> Married filing jointly (or Qualifying widow(er)) <input type="radio"/> Head of household (Select only if you're unmarried and pay more</p>						
5	Do you hold more than one job and/or does your spouse also work? Select either Yes or No.	<p>* Step 2: Do you hold more than one job at a time and/or does your spouse also work?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>						

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Add/Change Withholding Form (W4) (continued)

Steps continued

Continued from previous page:

Step	Action	Visual
5a	Selecting Yes will populate additional instructions.	<p><input type="checkbox"/> If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. (W-4 Step 2c)</p> <p>For other options or more information on Step 2, see Full Instructions.</p> <p>ⓘ For the most accurate withholding, you should complete Steps 3 and 4 on the W-4 for your highest paying job and leave the steps blank on the W-4(s) for your other job(s).</p>
6	Is your income \$200,000 or less (filing single or married filing separately)? Select Yes or No.	<p>Step 3: Claim Dependents</p> <p>Is your income \$200,000 or less?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
6a	Is your income combined with your spouse's income \$400,000 or less (filing married jointly)? Select Yes or No.	<p>Step 3: Claim Dependents</p> <p>Is your income combined with your spouse's income \$400,000 or less?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
6b	Enter number of qualifying children and other tax credits.	<p>To determine the amount of child and other dependent tax credits, enter the following:</p> <p>Number of qualifying children under age 17 ⓘ <input type="text" value="0"/> x \$2,000.00 = <input type="text" value="\$ 0.00"/></p> <p>Number of other dependents ⓘ <input type="text" value="0"/> x \$500.00 = <input type="text" value="\$ 0.00"/></p> <p>Other tax credits, such as estimated education tax credit or foreign tax credit ⓘ <input type="text" value="\$ 0.00"/></p>
7	Enter other adjustments.	<p>Step 4: Other Adjustments</p> <p>a. Other Income If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs. <input type="text" value="\$ 0.00"/></p> <p>b. Deductions If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 of the Federal W-4 and enter the result here. <input type="text" value="\$ 0.00"/></p> <p>c. Extra withholding Enter any additional tax you want withheld each pay period. <input type="text" value="\$ 0.00"/></p>
8	Scroll to the top of the screen and click next	

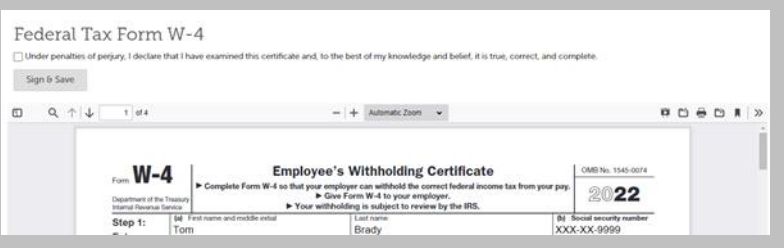
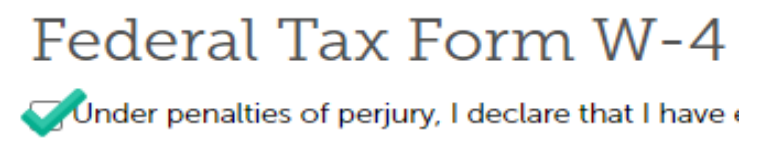
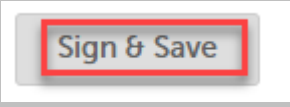

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Add/Change Withholding Form (W4) (continued)

Steps continued

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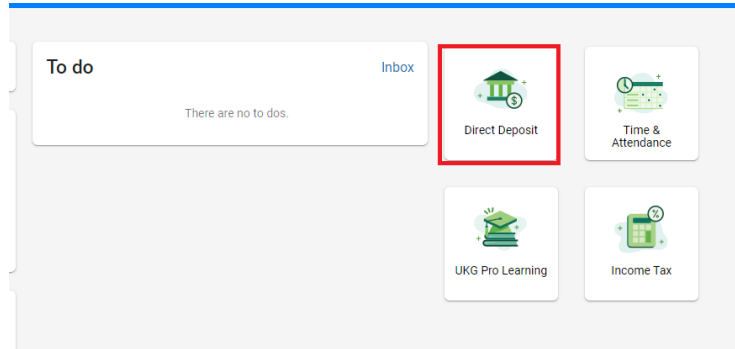
Step	Action	Visual
9	The Federal Tax Form W-4 will populate.	
9a	At the top of the form, check off the declaration,	
9b	Directly below, click Sign & Save .	
10	The icon to print is available at the top right.	

Add/Change Direct Deposit

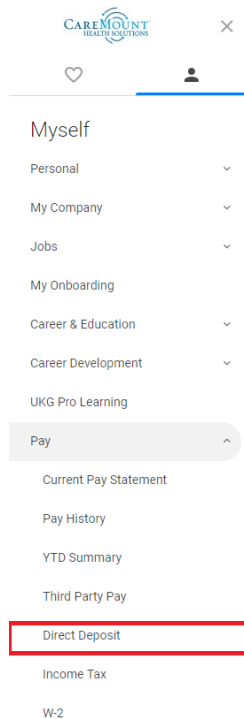
Navigating to Your Direct Deposit Section

There are two ways to navigate to the section in which you can add and change your direct deposit.

From your home page, double click on the Direct Deposit tile. When using this option, you must click the add button once you reach the screen.



From the Myself menu, click on Pay then click on Direct Deposit. When using this option, you must click the add button once you reach the screen.



Continued...

Add/Change Direct Deposit (continued)

Adding an Account

Direct Deposit Detail

Description

e.g., "My College Fund"

Bank name

Routing number

Account number

Account type

Status

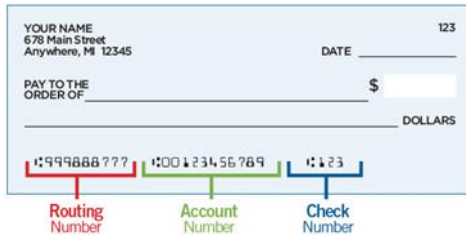
Amount

Flat Amount

Percent amount

Available balance

save reset cancel print help >



Make your changes within the editable fields. All fields with a red asterisk are required fields and must be completed.

Use *Flat Amount* if you want a specific amount of your paycheck deposited to that account each pay period.

Use *Percent Amount* if you want a specific percentage of your paycheck deposited to that account each pay period. The *Percent Amount* is helpful if you want to designate a portion of your paycheck that will automatically adjust with changes in your pay, such as when you receive a raise.

Available Balance refers to the remaining portion of your check. This refers to any amount that is not accounted for by a *Flat Amount* or *Percent Amount*. It is also what you would select if you want your entire paycheck deposited to this account.

For example, if you deposit most of your paycheck to your checking account, but you want to deposit \$100.00 per paycheck into your savings account, you should have both your checking account and your savings account listed. The Amount section of your checking account should indicate "Available balance" and the Amount section of your savings account should indicate "Flat Amount."

Make sure to click on Save when you are finished.



Continued...

Add/Change Direct Deposit (continued)

Changing an Account

Direct Deposit Summary			
Account Number	Description	Bank	Account Type
XXXXXXXXXXXXXXXXXXXX5385			Checking

Double click on the account you wish to change, and follow the directions above.

Pre-Note

Important to Know

If you are adding a new account, you will note that the status of this account on your Direct Deposit Summary will be listed as “pre-note.” This status will remain until a successful transmission to this account is made. This may take 1-2 pay periods.
