



# Human Capital Management (HCM)

## Managing Pay

### Employee Direct Access

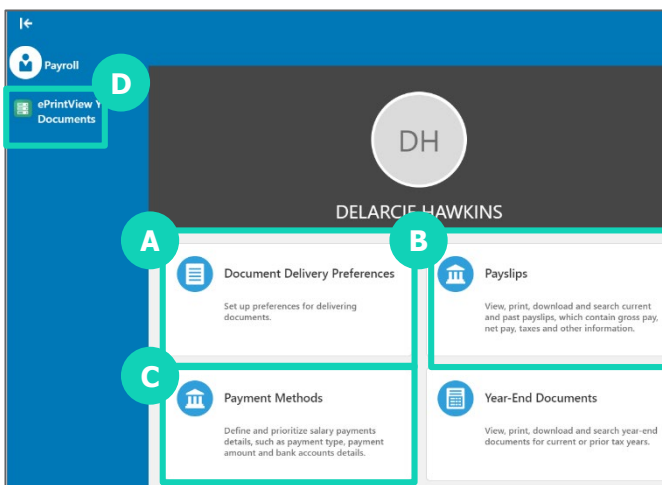
*Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle Human Capital management (HCM) system. In this system, the screens will be customized based on your role and access.*

# Managing Pay

You can view your pay information online at any time through Employee Direct Access (EDA).

Perform the following steps to view your **Pay** information:

1. Click the **Pay** icon under the Me tab.
2. The **Payroll** screen appears. This screen contains six sections that you can use to view and update your pay information:
  - A. Document Delivery Preferences:** View and set up preferences for delivering documents.
  - B. Payslips:** Generate current and past payslips that contain wages, taxes, and other information.
  - C. Payment Methods:** Select and update your payment method.
  - D. ePrintView YE Documents:** Access the ePrint View to see your current and historical year-end documents.

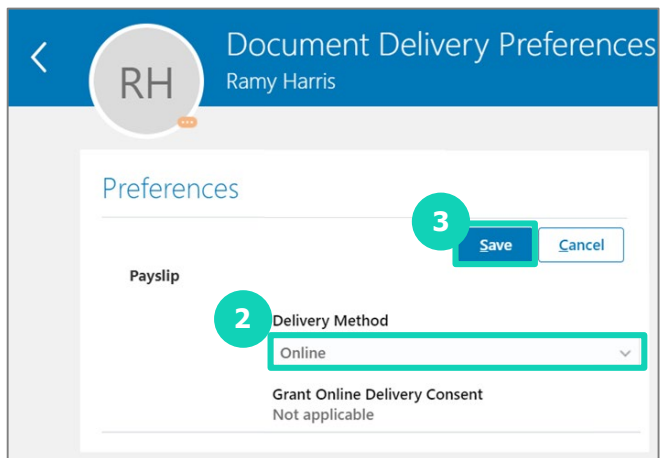
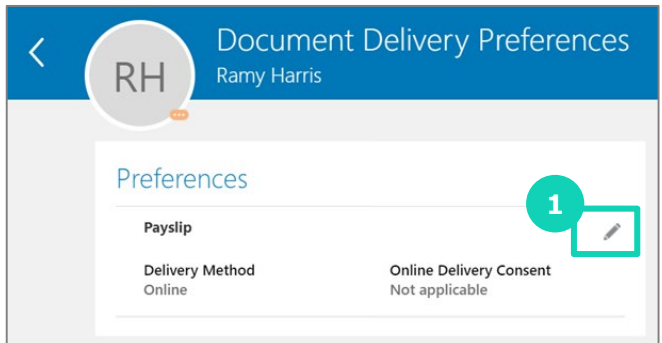


## A. Document Delivery Preferences

You can perform the following steps to update your **Document Delivery Preferences**:

1. Click the **Edit** (pencil) icon to your current delivery method.
2. The updated screen appears. Use the dropdown menu to select a new **Delivery Method**. The following methods are available:
  - **Online**
  - **Paper**

**Note:** All employees will receive an online payslip by default. If you would like a paper copy of your payslip, select paper.
3. Click **Save**.

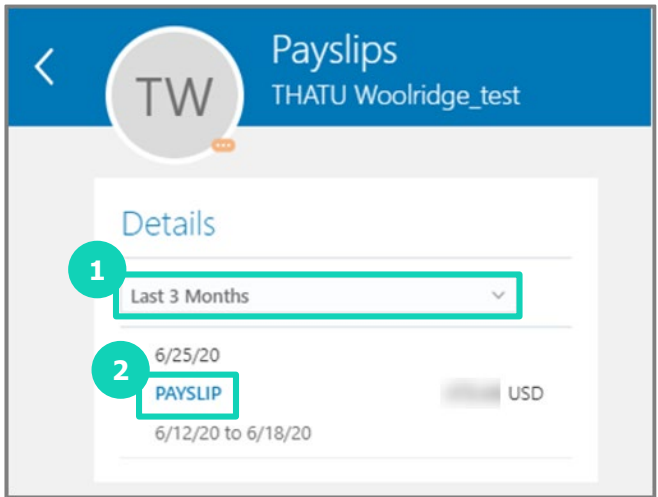


## B. Viewing Payslips

You can perform the following steps to view your **Payslips**:

1. Select the date range from the following dropdown options: 'Last 3 Months,' 'Last 12 Months,' 'Specific Date Range'.

**Note:** If you select 'Specific Date Range,' additional fields appear where you can indicate the dates.



2. The list of available payslips appears. Click the **Payslip** link. A separate window appears where you can view payslip details.

## C. Managing Payment Methods

You can perform the following steps to **update** your **Payment Methods**:

1. Click the **Edit** (pencil) icon to update a current payment method.
2. The updated screen appears. You can edit the following fields if you have a change:
  - **\*What do you want to call this payment method?**
  - **\*Bank Account**
  - **Account Number**
  - **\*Account Type**
  - **\*Routing Number**

***Note:** You can click the information icon to view a sample check and see where to find the routing number.*
3. Select the **Active** check box if the account is active.
4. Click **Save**.

Payment Methods  
Ramy Harris

My Payment Methods

+ Add

100 %
Direct Deposit
CHECKING

My Payment Methods

Delete Save Cancel

\*What do you want to call this payment method?

Payment Type  
Direct Deposit

\*Bank Account

Account Number

\*Account Type

\*Routing Number

Active ☒

My Payment Methods

Delete Save Cancel

# Managing Pay

## C. Managing Payment Methods

You can perform the following steps to **add** a new **Payment Method**:

1. Click **Add**.
2. The updated screen appears. To add payment information for a new account:
  - a. Enter the account name in **\*What do you want to call this payment method?**
  - b. The **\*Organization Payment Method** auto populates.
  - c. Enter the **\*Payment Amount**.
  - d. Select the **New Account** option from the **\*Bank Account** dropdown menu.
  - e. Enter the **\*Account Number**.
  - f. Select the **\*Account Type** from the dropdown menu.
  - g. Select the **All Banks US** option from the **\*Bank** dropdown menu.
  - h. Enter your Routing Number in the **\*Bank Branch** field. A list of Routing Numbers and corresponding Bank Branches displays. Select the appropriate option from the list. The **\*Routing Number** field autopopulates.
3. Click **Save**.

Payment Methods  
Ramy Harris

My Payment Methods

+ Add

100 %

Direct Deposit

CHECKING

My Payment Methods

Save Cancel

2a \*What do you want to call this payment method?  
New Payment 1

2b \*Organization Payment Method  
SEC SUSA Direct Deposit

Payment Type  
EFT

2c \*Payment Amount  
Percentage 50 %

2d \*Bank Account  
New Account

2e \*Account Number 1234567890

2f \*Account Type Checking

2g \*Bank All Banks US

2h \*Bank Branch 041000124-HUNTINGTON B

\*Routing Number 041000124

My Payment Methods

3 Save Cancel

## D. ePrint View YE Documents

You can view and reprint your W2s by accessing ePrintView YE Documents.

1. Click the **ePrintView YE Documents** link. It will direct you to ePrintview website where you can view W2s.

ePrintView YE Documents

**ePrintView YE Documents**