

BRYN MAWR COLLEGE MEMORANDUM

TO: FACULTY AND STAFF

FROM: CHRISTINE EIGENBROT, PAYROLL MANAGER

RE: ADDITIONAL SELF-SERVICE IN PAYROLL AND COMPENSATION VIRTUAL BRYN MAWR VERSION 9.0

DATE: DECEMBER 1, 2010

With the College's recent implementation of Virtual Bryn Mawr version 9.0, we are able to offer additional or enhanced self-service options within Self-Service under the Payroll and Compensation link as follows:

The screenshot shows a web browser window titled "Base Navigation Page - Windows Internet Explorer". The address bar displays the URL: https://bvm.brynmawr.edu/psp/CS90PRD/EMPLOYEE/HRMS/s/WEBLIB_PTFP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?sname=PT.... The browser's Favorites bar shows several links, including "Bryn Mawr College Ad...".

The main content area of the page is titled "VIRTUAL BRYN MAWR" and includes navigation links for "Home", "Worklist", and "Sign out". Below this, there is a "Main Menu" section with "Self Service" selected. The "Self Service" page is titled "Payroll and Compensation" and contains the following options:

- View Paycheck**: Review current and prior paychecks.
- Voluntary Deductions**: Add or update your voluntary deductions.
- Direct Deposit**: Add or update your direct deposit information.
- Compensation History**: Review compensation history for base, variable, and options.
- W-4 Tax Information**: Review or change your W-4 information.
- View W-2/W-2c Forms**: View electronic W-2 and W-2c forms.
- W-2/W-2c Consent**: Grant or withdraw consent to receive electronic W-2 and W-2c forms.

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:45 PM and 125% zoom level.

View Paycheck

View and print current paycheck or prior paycheck in pdf format.

View and print check detail in pdf format.

W-2/W-2c Consent

Consent to receive Form W-2 electronically.

View W-2/W-2c Forms

View and print Form W-2 in pdf format.

W-4 Tax Information

Review or change W-4 information.

Compensation History

Review compensation history.

Direct Deposit

Review your direct deposit information. Additions and/or changes still need to be submitted using the Direct Deposit Authorization Form @

<http://www.brynmawr.edu/controller/DirectDepositformupdated42010.pdf>

Voluntary Deductions

Review allowable voluntary deductions (not all voluntary deductions will be displayed).

To log into Virtual Bryn Mawr and access these self-service features:

- ❖ Open a web browser.
- ❖ Navigate to virtual.brynmawr.edu
- ❖ Enter your User ID and Password.
- ❖ Click on the Sign In Button.
- ❖ Click on the Self Service Link.
- ❖ Click on the Payroll and Compensation Link.
- ❖ Click on the link that you would like to access.

If you have any questions or concerns, please feel free to contact the Payroll Office @ payroll@brynmawr.edu