Welcome to Employee Self Service!

Western Michigan University is excited to offer the new online service beginning Monday, Oct. 12, 2009. Employee Self Service provides you electronic access to your personal information. Self Service allows you to manage your personal information electronically without having to submit paper or calling human resources or payroll. View and/or update your address and phones, paycheck information, current and previous W-2s, benefit information and more, all accessible through GoWMU.

Logging in to GoWMU

Access employee Self Service online by logging in to GoWMU at https://gowmu.wmich.edu/cp/home/displaylogin. Login to Go WMU with your Bronco NetID and password.

Accessing Employee Self Service in GoWMU

1.) Once logged in to GoWMU, go to the Home tab, scroll to and find the My Self Service channel and select “Employee Self Service”.

2.) An Employee Self Service window will appear. Select “Self Service” from the menu.
PLEASE NOTE FOR NAME CHANGES:
You MUST bring legal proof of your name change to human resources (eg: marriage license, divorce papers, driver’s license, court document) for the new name to become active on the system. Your name changes will not show on the system until the documentation has been verified.

Select the “Save” button to submit changes. When you have successfully edited and submitted a change, you will see the following message.
### Payroll and Compensation

#### Viewing Paycheck Detail

View Paycheck allows an employee to view paycheck details. All previous paychecks will remain on WebCheck until 12/31/2009. These can still be accessed through the payroll Web site at [www.wmich.edu/payroll](http://www.wmich.edu/payroll).

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#### Payroll and Compensation

**View Paycheck**

Review current and prior paychecks.

**WMU - View Expense Reimb.**

View W-2/W-2c Forms

**Direct Deposit**

Add or update your direct deposit information.

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#### View Paycheck

**Basic employee and job information including your tax withholding status.**

**NEW!** Current and YTD earnings for all types of earnings for the current year.

**NEW!** When earnings are paid that are not taxable they will be noted with a ** after them.

Before and after tax deductions with current and YTD amounts for all deductions taken for the current year.

**NEW!** Employer Paid Benefits show those benefits paid by WMU on your behalf. If they are Taxable they will be shown with a *.

Leave balances with used and available.

Net Pay Distributions are those amounts that you have designated to be deposited into different accounts at your bank.

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#### Payroll and Compensation

**View Paycheck**

- **Pay Group:** Employee ID
- **Pay Range:** 35344
- **Grade:** A & Sciences Advising
- **Title:** Advising
- **Status:** 2

**HOURS AND EARNINGS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Earnings</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>1,386.15</td>
<td>1,386.15</td>
</tr>
</tbody>
</table>

**TAXES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Earnings</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>20.90</td>
<td>20.90</td>
</tr>
<tr>
<td>MI State</td>
<td>48.86</td>
<td>48.86</td>
</tr>
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</table>

**TOTAL**

- **200.90**

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#### Before-Tax Deductions

**Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Insurance Premium</td>
<td>11.41</td>
<td>33.26</td>
</tr>
<tr>
<td>Disability</td>
<td>11.42</td>
<td>33.28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62.82</strong></td>
<td><strong>106.52</strong></td>
</tr>
</tbody>
</table>

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#### After-Tax Deductions

**Description**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security</td>
<td>13.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>13.00</td>
<td>40.00</td>
</tr>
<tr>
<td>MI State Income Tax</td>
<td>13.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>

**TOTAL**

- **76.00**

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**TAXABLE**

- **76.00**

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#### Payroll and Compensation

**Payroll and Compensation**

- **View Paycheck**
- **WMU - View Expense Reimb.**
- **Direct Deposit**
- **View W-2/W-2c Forms**
- **W-2/W-2c Consent**

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### Payroll and Compensation

**Employee Self Service Quick Reference Guide**

**Viewing Paycheck Detail**

View Paycheck allows an employee to view paycheck details. All previous paychecks will remain on WebCheck until 12/31/2009. These can still be accessed through the payroll Web site at [www.wmich.edu/payroll](http://www.wmich.edu/payroll).
W-4 Tax Information

Employees can change their marital status, number of exemptions, claim exempt and/or indicate an additional amount to be withheld.

**W-4 Tax Data**

Enter total number of Allowances you are claiming: 2
Enter Additional Amount, if any, you want withheld from each paycheck: 25.00

Indicate Marital Status: 

- Single
- Married

- Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.
- Check here if your last name differs from that shown on your social security card. You must call 1-800-772-1213 for a new card.

**Claim Exemption**

I claim exemption from withholding for [2009 and] I certify that I meet BOTH of the following conditions for exemption:

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

- Check 'Exempt' here if you meet both conditions.

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

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**View W-2/W-2c Forms**

Employees have the ability to:

1. View a different tax year.

2. View the current year end W-2 tax form.

3. View the “Filing Instructions” for the year end form selected.
Direct Deposit
Employees can change current direct deposit amounts, delete current direct deposits or set up new direct deposits.

Use the “Deposit Type” of balance to indicate where you want your net check deposited.

Use this link to insure the correct routing and account numbers.

PLEASE NOTE:
Changes and deletes can take up to one (1) pay period and New Accounts can take up to two (2) pay periods depending on when the change, delete or add was completed.

View W-2/W-2c Consent
Employees must provide their consent before viewing their year end W-2 forms electronically. Once consent is provided you will be able to view, save or email current and previous years W-2 forms.

PLEASE NOTE:
Providing consent will eliminate the mailing of the W-2 form to your home, saving the University time and money.
Benefits

Benefits Summary
Select the link to bring up the panel that you would like to view or update.

PLEASE NOTE:
For help and additional information, please see the Benefits Quick Reference at http://www.wmich.edu/hr/self-service

This allows you to see your previous OR current benefit elections.

Detailed information on your election.

PLEASE NOTE:
All Benefits information is VIEW only, with the exception of beneficiary data. Any updates to insurance must be made via enrollment forms and submitted to human resources. Life insurance beneficiaries may be updated at any time.
Keep Your Data Secure

All passwords are to be treated as sensitive, confidential Western Michigan University information. Once you have completed your self service session, remember to sign out of the system. Sessions will be timed out after 20 minutes of inactivity.

Contact information

Please contact the following departments for questions or concerns:

<table>
<thead>
<tr>
<th>GoWMU</th>
<th>Department</th>
<th>Telephone</th>
<th>Web site</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronco Net ID and Password</td>
<td>OIT Help Desk</td>
<td>(269) 387-4357 option 1</td>
<td><a href="http://www.wmich.edu/oit">www.wmich.edu/oit</a></td>
<td><a href="mailto:helpdesk@wmich.edu">helpdesk@wmich.edu</a></td>
</tr>
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<th>Department</th>
<th>Telephone</th>
<th>Web site</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>Human Resources</td>
<td>(269) 387-3620</td>
<td><a href="http://www.wmich.edu/hr">www.wmich.edu/hr</a></td>
<td><a href="mailto:hr-hris@wmich.edu">hr-hris@wmich.edu</a></td>
</tr>
<tr>
<td>Payroll and Compensation</td>
<td>Payroll Department</td>
<td>(269) 387-2935</td>
<td><a href="http://www.wmich.edu/payroll">www.wmich.edu/payroll</a></td>
<td><a href="mailto:payroll-dept@wmich.edu">payroll-dept@wmich.edu</a></td>
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PLEASE NOTE:
If you suspect your account or password has been compromised, report the event to your college or department technical support personnel or the University Security Administrator, and change your password immediately.

This document is available online at http://www.wmich.edu/hr/self-service
Quick Reference Guide

Beginning Monday, Oct. 12

Employee Self Service

NEW ONLINE

PLEASE NOTE:

Important information enclosed!