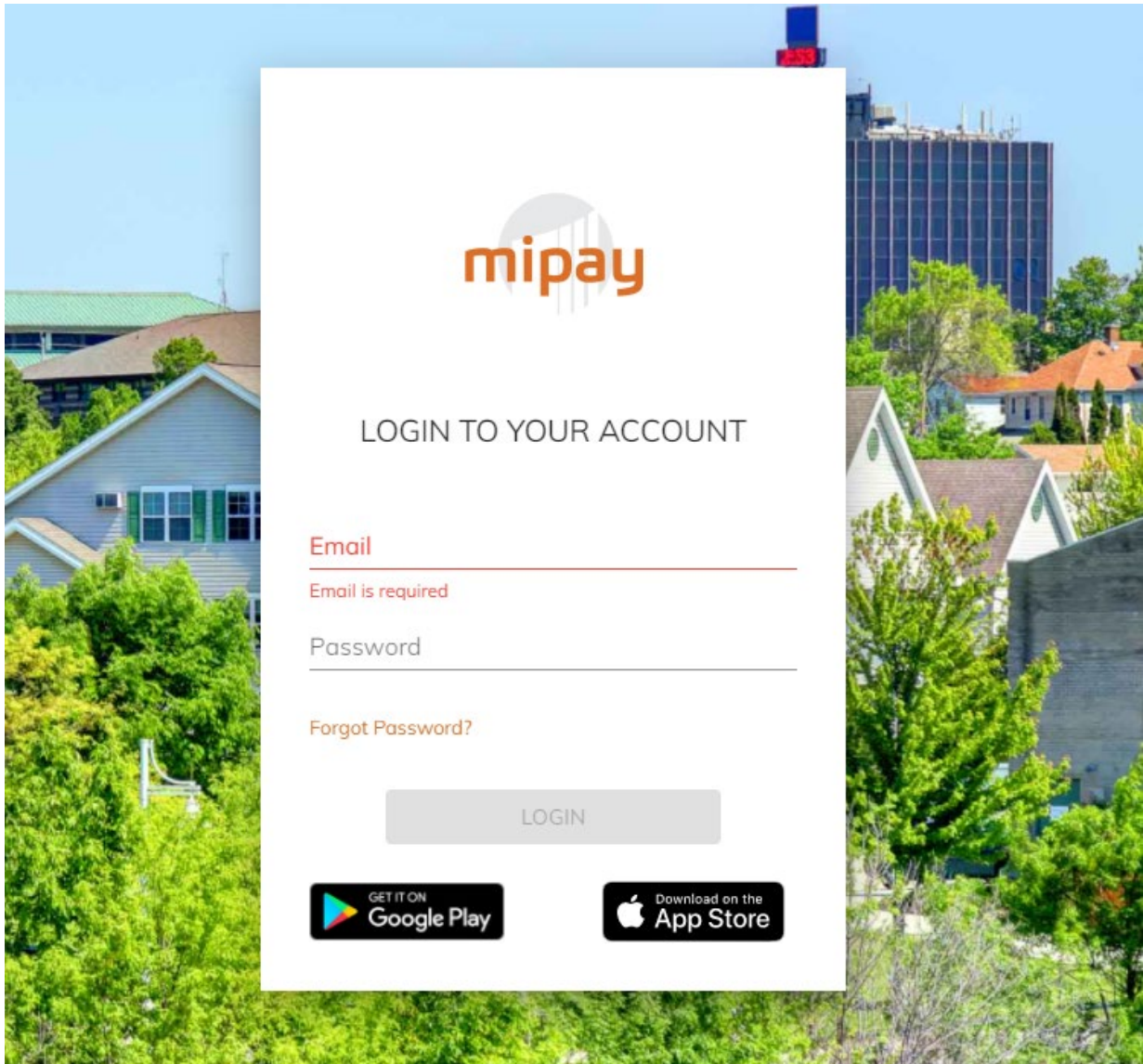


---

## miPayOnline - Employee

---



The login screen for miPayOnline is displayed over a background image of a suburban neighborhood with houses and trees. The screen is white and features the miPay logo at the top. Below the logo, the text "LOGIN TO YOUR ACCOUNT" is centered. There are two input fields: "Email" and "Password". The "Email" field has a red error message "Email is required" below it. Below the "Password" field is a link for "Forgot Password?". A grey "LOGIN" button is centered below the input fields. At the bottom, there are two buttons: "GET IT ON Google Play" and "Download on the App Store".

**mipay**

LOGIN TO YOUR ACCOUNT

Email

Email is required

Password

[Forgot Password?](#)

LOGIN

GET IT ON  
Google Play





Download on the  
App Store




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## Home Screen

Employees will see the home screen when they log in. They will see announcements here and they can click on an announcement for more details or to see the attachment of an announcement (indicated by the orange print). Employees can click on the double check mark to archive all messages and on the three dots to view archived messages.










Marvin Gilson









### City of AnyCity Payroll Portal

Hello! This is your employee portal where you can view your paychecks, W-2's, and much more!

#### Notifications

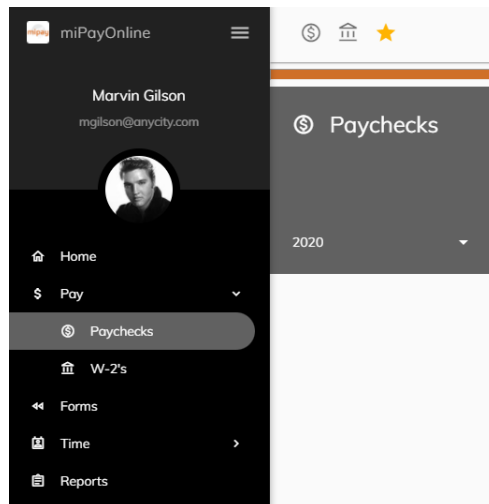
- Spring is here!**  
 Spring get together at the ball diamond
 

- Missing Time**  
 You have entered 0 for the current pay period (7/26/2020-8/8/2020) but your standard hours are 80.00
 
- some Fund**  
 funky
 

- Missing Time**  
 You have entered 8.00 for the current pay period (6/16/2019-6/29/2019) but your standard hours are 80.00
 
- Missing Time**  
 You have entered 0 for the current pay period (6/2/2019-6/15/2019) but your standard hours are 80.00
 
- Missing Time**

#### Announcements

- Vacation Policy**  
 The vacation policy has been updated. Please see attached to educate yourself on these changes. Click the Viewed button to the left to acknowledge that you have read the new policy.  

[Vacation Policy](#)

- FMLA Form -09/03/2019**  
 Click here  
[WH-380-E.pdf](#)

- New Employee miPay welcome -08/01/2019**  
 Welcome to miPayOnline. To learn more about how to use this site, please click on the links below:  
[Video](#)  
[Documentation\\_end-user.pdf](#)

- Holiday Party**  
 Our Holiday Party will be December 20. Use the website address below to sign-up for something to bring
 

## Pay

From the Pay menu, employees can view paystubs or W2s that have been uploaded to the site. After selecting Paychecks from the menu, employees can then select the year and paycheck they want to view.



Once the paycheck is selected, employees can preview, print, export/save the image. Employees may notice a few formatting differences between the paystubs viewable through the miPayOnline site and those printed from the software. The most valuable difference is that the miPayOnline site will list each pay rate with hours and amounts that the employee is paid at during the year while the software will summarize this information on one line showing the current pay rate for the employee.

1 of 1

Whole Page

+

EMPLOYEE NAME:

Gilson, Marvin

EMPLOYEE NO:

50

Federal Status:

Married - Federal Withholding

State Status:

Married - Utah State Withholding

CHECK ISSUE DATE:

4/10/2019

Pay Period Begin Date:

3/24/2019

Pay Period End Date:

4/6/2019

Exempts

3

Exempts

3

13594

EARNINGS

TITLE

HOURS

RATE

CUR AMT

YTD AMT

Regular Pay

80.00

9.0000

720.00

720.00

TAXES

TITLE

CUR AMT

YTD AMT

Social Security Tax

44.64

44.64

Medicare Tax

10.44

10.44

State Withholding Tax

7.51

7.51

DEDUCTIONS

TITLE

CUR AMT

YTD AMT

TOTAL EARNINGS

720.00

720.00

LESS DEDUCTIONS & TAXES

62.59

62.59

NET PAY

657.41

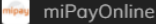
657.41








TOTAL DED \$ & TAXES


62.59

62.59

After selecting W-2s from the menu, employees can then select the year they want to view. Once the W-2 is selected, employees can preview, print, and download the image. All W-2s will be in the 4-up form with instructions meaning employees will have two pages when they print (the first page will be the form and the second page is the instructions).




 Home
  Pay
  Paychecks
  W-2's
  Forms
  Time
  Reports



Marvin Gilson

mgilson@anycity.com

 W-2's

2021

2020

2019

2018

2017

1 / 2

100%

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

OMB No. 1545-0008

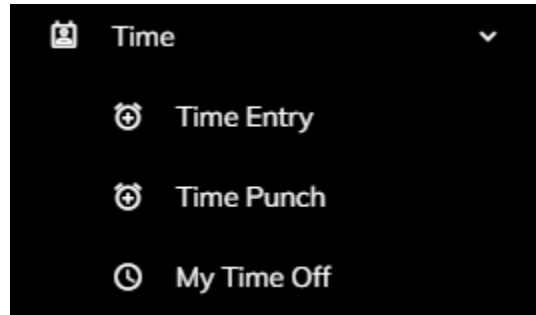
Copy B - To Be Filed

a Employee's soc. sec. no. <b>555-88-3872</b>	1 Wages, tips, other comp. <b>8839.00</b>	2 Federal income tax withheld <b>168.42</b>
b Employer ID number (EIN) <b>87-0302950</b>	3 Social security wages <b>8839.00</b>	4 Social security tax withheld <b>548.02</b>
	5 Medicare wages and tips <b>8839.00</b>	6 Medicare tax withheld <b>128.16</b>
c Employer's name, address, and ZIP code <b>ANYCITY CORPORATION 10 N COMMERCE AVE PO BOX 123 ANYCITY UT 88888</b>		
d Control number <b>50</b>		
e Employee's name, address, and ZIP code <b>MARVIN GILSON 978 OAK HILLS DR ANYCITY UT 88888</b>		
7 Social security tips <b>.00</b>	8 Allocated tips <b>.00</b>	9 <b>.00</b>
10 Dependent care benefits <b>.00</b>	11 Nonqualified plans <b>.00</b>	12a Code See inst. for box 12
13 Statutory employee		12b Code
Retirement plan		12c Code
Third-party sick pay		12d Code
UT 05-785694	8839.00	219.04

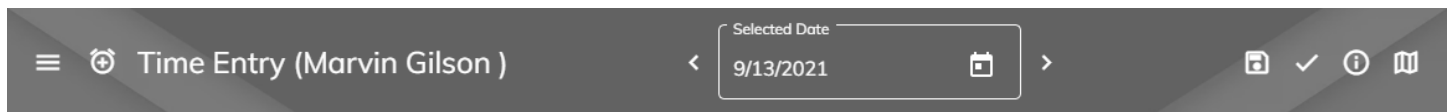
UT 05-78

## Time Entry

From the Time menu, employees can enter time on a timesheet, punch in/out and can request time off.



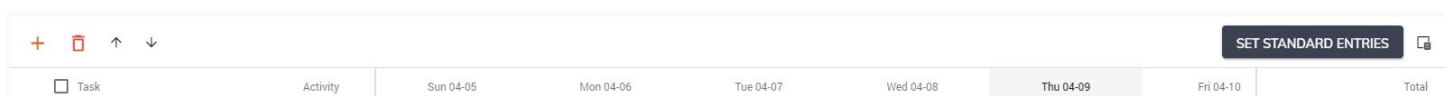
After selecting Time Entry from the menu, employees can select the time-frame they need to enter time for; they can use the back/forward arrows or the drop down by the date to select a specific date. After entering the time, employees can click on the disk icon to save the time entered or they can click the checkmark to approve/submit their time for the full pay period (not just the week).



Employees can click on the circle with the letter “I” in it to view a summary of time entered and the balance of their leave time.

Leave Time (02/08/2020)			
Description	As of 02/08/2020	Pending	Future
Vacation Pay	56.66	0	56.66
Sick Leave	26.6	0	26.6
Holiday Pay	80	0	80
Comp Time Pay	26.25	0	26.25

Once the correct time-frame is selected, employees can add time. If the same types of time will be recorded regularly, employees can “Set Standard Entries”.



After clicking Set Standard Entries, the employee will receive a pop up. The employee will click Add Row and then from a drop down will select task(s) along with an activity the employee wants to always have listed. Adding an Activity is not required.

**Time Entry Standard Entries** ✕

ADD ROW
DELETE ROW(s)

Task	Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
------	----------	--------	---------	-----------	----------	--------	----------

The employee can also enter a standard number of hours worked each day for each task. All standards can be adjusted. When the desired standard entries are set, the employee will click Save.

For employees without standard entries or when an employee needs to make an adjustment to standard entries, the employee can click the plus sign above the task grid. This will give the employee the ability to select additional tasks for that week only. Tasks listed here may appear in groups or categories for easier selection.

+
✕
↑
↓

SET STANDARD ENTRIES

📄

Task	Activity	Sun 04-05	Mon 04-06	Tue 04-07	Wed 04-08	Thu 04-09	Fri 04-10	Total
Select a task								0.00
Name								0.00
Category: Leave								0.00
Comp Time Pay Earned		Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	Regular: 0.00 Overtime: 0.00 Subtotal: 0.00	0.00
Comp Time Used		Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	Miscellaneous: 0.00 Leave: 0.00 Total: 0.00	0.00
Public Works Sick								0.00
Public Works Vacation								0.00

Employees may right click on the hours for a day and task to add a note and then click OK. Notes can be printed on reports and are viewable by the employee supervisor.

Sun 04-05
Mon 04-06
Tue 04-07

Take a note...

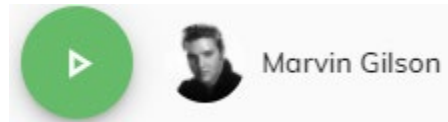
Notes

OK

CANCEL

## Time Punch

If an employee's Time Entry template is set for Punch In/Punch Out they can enter their time easily by clicking on the green arrow at the top of the page



This will bring up a pop up where the employee should select the task and press PUNCH IN to begin recording their time.

**Time Punch**

**Standard Entries**

Lake Intake  
Pumping Operation  
Filter Structures  
Lift Station Structures  
Lift Station Equip  
Public Works Regular Pay

Position  
Maintenance
Time In  
Task  
Lake Intake
Activity  
Select an activity
Notes

PUNCH IN CANCEL

miPayOnline will continue to record time until the employee has punched out.

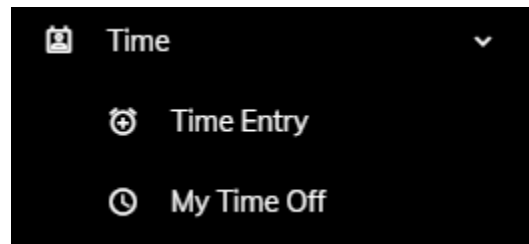
Lake Intake
0:23:20



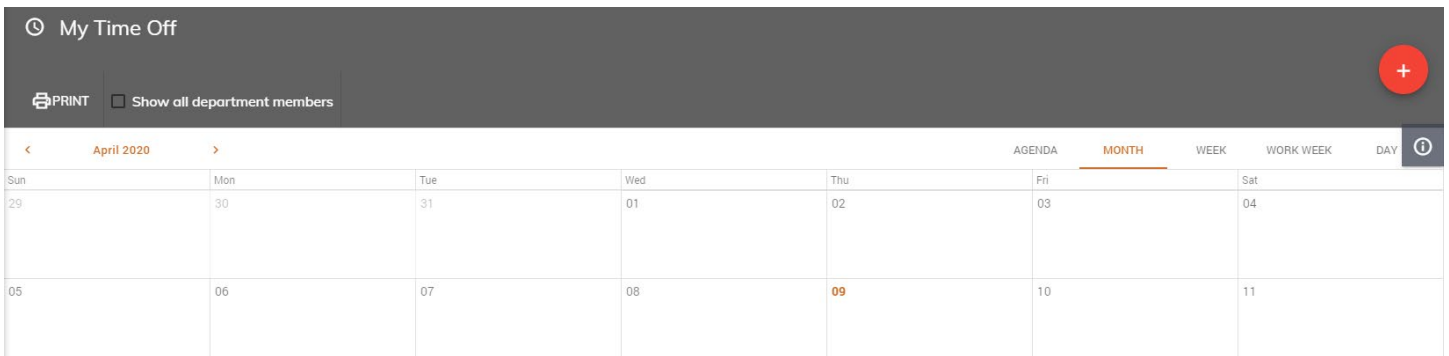

Jacob Smith



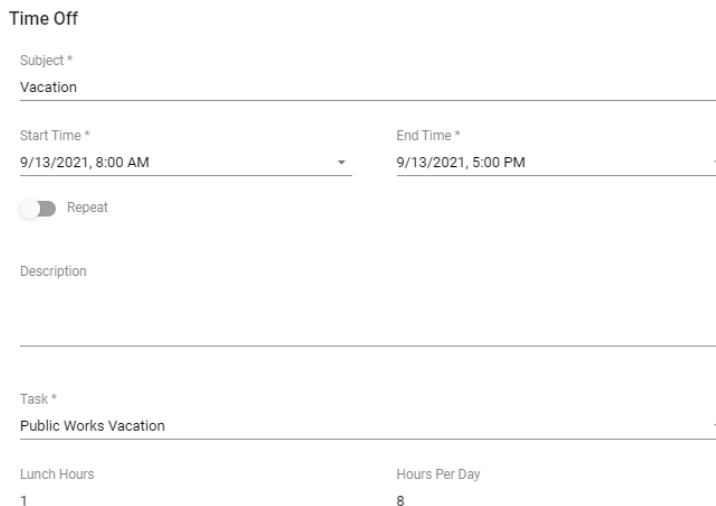
## My Time Off



After selecting My Time Off from the Time menu, employees can check the box to Show all department members time off to see when other employees in their department have time off. Employees can print the calendar by clicking the word Print.


 The interface shows a calendar for April 2020. At the top, there's a header "My Time Off" with a clock icon. Below it are buttons for "PRINT" and "Show all department members". To the right is a red plus sign in a circle. The calendar grid shows days from Sun to Sat. The date 09 is highlighted in orange. At the bottom right, there are tabs for "AGENDA", "MONTH", "WEEK", "WORK WEEK", and "DAY".

Employees can also click on the plus sign on the right side of the screen to request time off. Employees can enter a Subject; this is viewable by other employees in their department. The description entered by the employee is only viewable by the employee and their supervisor. Then the employee should enter the hours associated with the time off request. Lunch hours can be entered; this number will be subtracted from the time frame to calculate the number of leave time hours to be used for each day. The Hours Per Day is the net of the start and end time less any lunch; this number of hours will be entered on the Time Entry screen for the employee when the supervisor approves the time off request.


 The form is titled "Time Off". It has a "Subject \*" field with the value "Vacation". Below it are "Start Time \*" and "End Time \*" fields, both with dropdown menus showing "9/13/2021, 8:00 AM" and "9/13/2021, 5:00 PM" respectively. There is a "Repeat" toggle switch. Below that is a "Description" field. At the bottom, there is a "Task \*" dropdown menu showing "Public Works Vacation". At the very bottom, there are "Lunch Hours" and "Hours Per Day" fields, with values "1" and "8" respectively.

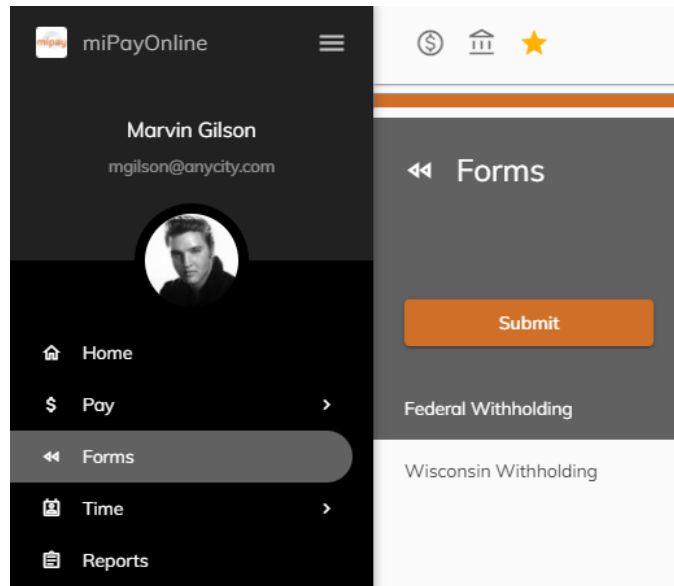
If the time off request is longer than one day, the employee should slide the Repeat radio button and either choose Repeat Daily or Weekly (Weekly to choose days of the week to repeat and choose either End report On [enter date] or After \_\_\_ occurrence(s). Clicking Done will submit the time off request to the employee's supervisor.

#### Time Off

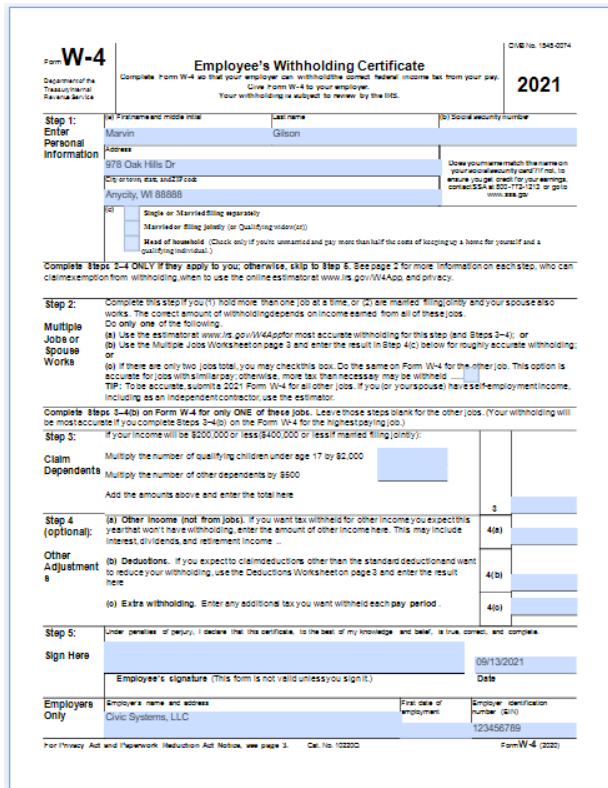
Employee Marvin Gilson (50)	Employee Position * Maintenance	Repeat Daily
Subject * Vacation		Repeat Every 1 day(s)
Start Time * 9/13/2021, 8:00 AM	End Time * 9/13/2021, 5:00 PM	End repeat
<input checked="" type="radio"/> Repeat		<input checked="" type="radio"/> On 9/17/2021
Description		<input type="radio"/> After 1 occurrence(s)
Task * Public Works Vacation		
Lunch Hours 1	Hours Per Day 8	
Status		DONE   CANCEL   LEAVE TIME BALANCE

## Forms

From the Forms menu, employees can submit changes to their Federal and State tax withholdings. Employees can make the necessary changes to their withholding forms and click Submit. Employees can also print the form and deliver it to the payroll department.



The screenshot shows the miPayOnline mobile app interface. At the top, there's a header with the miPayOnline logo, a menu icon, and icons for currency, a bank, and a star. Below the header, the user's name "Marvin Gilson" and email "mgilson@anycity.com" are displayed. A circular profile picture is shown below the name. A bottom navigation bar contains icons for Home, Pay, Forms (highlighted), Time, and Reports. On the right side, there's a "Forms" section with a "Submit" button and links for "Federal Withholding" and "Wisconsin Withholding".



**Form W-4 Employee's Withholding Certificate**  
Department of the Treasury Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding will adjust to reflect the IRS.

**2021**

**Step 1: Enter Personal Information**

(a) First name and middle initial: Marvin Gilson  
(b) Last name: Gilson  
(c) Social security number: 978 Oak Hills Dr  
Anytown, WI 53088  
Use your name and the address on your current tax return. If you are not currently employed, use your home address. If you are a dependent, use the address of the person you are dependent on. If you are a nonresident alien, use your permanent address. If you are a nonresident alien, use your permanent address. If you are a nonresident alien, use your permanent address.

(d) Single or married filing separately  
(e) Married filing jointly (or Qualifying widow(er))  
(f) Head of household (Check only if you are unmarried and pay more than half the cost of keeping a home for yourself and a qualifying individual.)

**Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and how to use the online estimator.**

**Step 2: Multiple Jobs or Spouse Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married, filing jointly, and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:  
(a) Use the estimator [www.irs.gov/W4app](http://www.irs.gov/W4app) for most accurate withholding for this step (and Steps 3-4); or  
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
(c) 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. ☐ **TIP:** To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)**

**Step 3: Claim Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
Multiply the number of qualifying children under age 17 by \$2,000.  
Multiply the number of other dependents by \$500.  
Add the amounts above and enter the total here: 3

**Step 4 (optional): Other Adjustments**

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year and won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a)  
(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 and enter the result here. 4(b)  
(c) Extra withholding. Enter any additional tax you want withheld each pay period. 4(c)

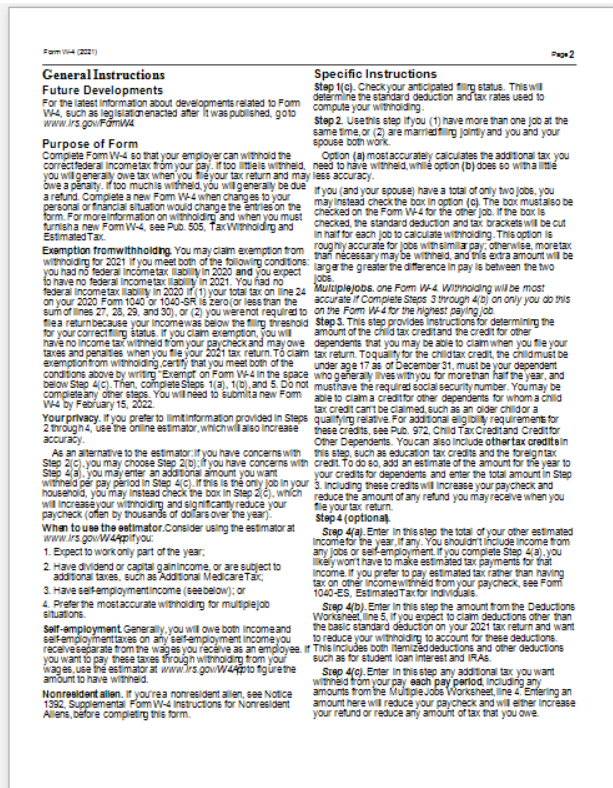
**Step 5: Sign Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
Employee's signature (This form is not valid unless you sign it.) 09/13/2021  
Date

**Employer's Only**

Employer's name and address: Civic Systems, LLC  
First date of employment: 12/34/56789  
Employer's identification number (EIN): 123456789

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Call No. 1-800-829-1040 Form W-4 (2020)



**Form W-4 (2021)**

**General Instructions**

**Future Developments**  
For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

**Purpose of Form**  
Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding**  
You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

**As an alternative to the estimator:** If you have concerns with Step 2(c), you may choose Step 2(b). If you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app) if you:  
1. Expect to work only part of the year;  
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare tax;  
3. Have self-employment income (see below); or  
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app) to figure the amount to have withheld.

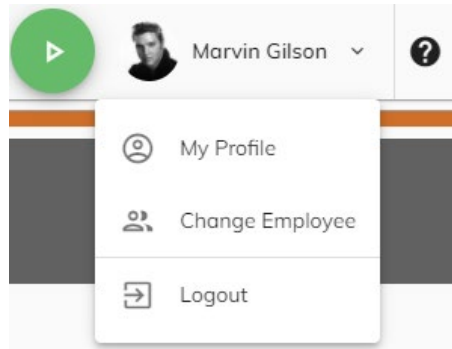
**Nonresident alien.** If you're a nonresident alien, see Notice 1500, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Specific Instructions**

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.  
**Step 2.** Use this step if you (1) have more than one job at the same time or (2) are married filing jointly and you and your spouse both work.  
**Option (a)** most accurately calculates the additional tax you need to have withheld, while **option (b)** does so with a little less accuracy.  
If you (and your spouse) have a total of only two jobs, you may instead check the box in **option (c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.  
**Multiple jobs.** One Form W-4 Withholding will be most accurate if you complete Steps 3 through 4(c) on only one job on the Form W-4 for the highest paying job.  
**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent, who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit cannot be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.  
**Step 4 (optional).**  
**Step 4(a).** Enter in this step the total of your other estimated income for the year. If any. You should not include income from any job or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.  
**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.  
**Step 4(c).** Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

## My Profile

From the upper right corner of the screen, employees can click on the drop down by their name to view and edit the employee profile. The question mark will open another tab for online help to the site.



From the My Profile screen General tab, employees can view and update their email address. The email address entered here is the employee login for the website. Employees can view, but not change, their anniversary date, job classification, pay type, position and hourly rate. Employees can set a standard lunch hour (time amount) for deduction from Time Off requests that populate the Time Sheet. Employees can also check the boxes to elect to receive email notifications (alerts that pay stubs have been added to the site) and to receive their W2 electronically (without making this election employees cannot view a W2 online). While this option allows an employer to provide only an electronic copy of the W2, most employers have elected to still provide one paper copy. Employees can override the number of days that appear on the timesheet at once. If employees have a long task list they can set the static time/equipment entry grid height to “freeze” the top rows. If employees are supervisors, they can use the Out of Office section to temporarily assign their approval rights to another employee. Finally, employees can upload a photo that will appear next to their name on the site by clicking the Upload Picture button at the bottom of the tab.

SAVE

General

Time Punch

Change Address

Direct Deposit

Contacts

Time Off

Layouts

Two Factor Authentication

SUBMIT FOR APPROVAL

First name \*

Maurice

Last name \*

Hobson

Middle name

Email \*

ccamren@civicsystems.com

Anniversary Date

7/21/2009

Job Class

Staff

Payroll Type

Hourly

Primary Position

Utility Worker

Hourly Rate

\$13.5000

Time Entry Days

7

Static Time / Equipment Entry Grid Height

Standard Lunch Hours

1

☒ Receive Email Notifications
 ☒ Consent To Online W-2

Out of Office

Out of Office Workflow User

Out of Office End Date

Your Picture

Upload Picture

You can also drop images here to upload. Only PNG, JPG, GIF - Max. 8MB

## Time Punch

On the Time Punch tab, employees can enter a PIN for using a Kiosk Punch. Employees can set a default task for time punching. Employees can select which days of the week they normally work. Employees can set reminders that will push notifications to their phone (through the ap) for punching in and out (including lunch breaks). Employees can also enter an automatic lunch break for their daily punches.

SAVE

General   Time Punch   Change Address   Direct Deposit   Contacts   Time Off   Layouts   Two Factor Authentication

### Kiosk Punch

If your organization has a punch kiosk this pin can be used for quick login to punch in / out

Kiosk Punch Pin

Utility Worker

### Default Time Punch Task

Task

### Work Days

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

### Remind Me To Punch In/Out (Push Notifications)

ADD ROW
DELETE ROW(s)

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

### Auto Lunch / Breaks (Unpaid)

ADD ROW
DELETE ROW(s)

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out

## Address Change

On the Change Address tab, employees can update their address and telephone number. After making the change, the employee will click the Submit For Approval button at the top of the screen to submit the change to payroll. After payroll approves the change the employee record will be updated in the Payroll system.

General   **Change Address**   Direct Deposit   Contacts   Time Off   Change Password   Layouts   Two Factor Authentication

SUBMIT FOR APPROVAL

Address 1

956 Johnson Way 📍

---

Address 2

City

Anycity

State

WI

Zip

88888

---

Phone

(385) 555-4418

## Direct Deposit Change

On the Direct Deposit tab, employees can update their bank information. Employees can choose to route either a specific amount or a percentage to multiple banks. In both cases, the Amount for the last bank should be set to 0, which will result in any remaining amounts deposited in this bank. After making the change, the employee will click the Submit For Approval button at the top of the screen to submit the change to payroll. After payroll approves the change the employee record will be updated in the Payroll system.

General	Change Address	Direct Deposit	Contacts	Time Off	Change Password	Layouts	Two Factor Authentication
<div>SUBMIT FOR APPROVAL</div> <div>+</div> <div>↶</div> <div>✖</div>							
Routing Number	Account Number	Bank Name	Type	Transaction Type	Amount		
999999999	9999999	My Bank 2	Amount	Savings Deposit	200		
999999999	999999999	My Bank 1	Amount	Checking Deposit	0		

## Contacts Change

On the Contacts tab, employees can update their contacts and designate an Emergency Contact. After making the change, the employee will click the Submit For Approval button at the top of the screen to submit the change to payroll. After payroll approves the change the employee record will be updated in the Payroll system.

General

Change Address

Direct Deposit

Contacts

Time Off

Change Password

Layouts

Two Factor Authentication

SUBMIT FOR APPROVAL

+

↶

✖

First Name	Last Name	Middle Name	Address 1	Address 2	City	State	Zip	Phone	Relationship	Emergency Contact
Catherine	Dickens		1234 Any St.		Anycity	WI	55555	(555) 555-5555	Mother	<div><input checked="" type="checkbox"/></div> <div></div>
Charles	Dickens		1234 Any St.		Anycity	WI	55555	(555) 555-5555	Father	<div><input checked="" type="checkbox"/></div> <div></div>

## Time Off Settings

On the Time Off tab, employees check the boxes to elect to receive email notifications when time off requests are approved/rejected and to have the site set calendar appointments on their email related calendar. Employees must click save after making changes.

SAVE

General
Change Address
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☒ Send Time Off Status Change Emails  
☒ Send Time Off Appointments

## Layouts

The Layouts tab is used to clear filters from different screen layouts within the site:

General
Change Address
Direct Deposit
Contacts
Time Off
Change Password
Layouts
Two Factor Authentication

Drag a column header here to group by that column

✕
📄
🔍 Search...

Layout Name ↑ ▾	
Announcements	✕
Attachments	✕
EmailEvents	✕
EmployeeActionApproval	✕
EmployeeList	✕



## Two Factor Authentication

On the Two Factor Authentication tab, employees can add a secondary confirmation to their login for additional security. The employee will enter their telephone number and click Validate and Activate Authentication. When the employee tries to log into the site in the future, the employee will enter their email address, password and the verification code generated on their cell phone through the Authenticator app (free download on their phone's App Store).

**SAVE**

[General](#) [Change Address](#) [Direct Deposit](#) [Contacts](#) [Time Off](#) [Change Password](#) [Layouts](#) **[Two Factor Authentication](#)**

**Text Code**

Phone Number

555-555-5555

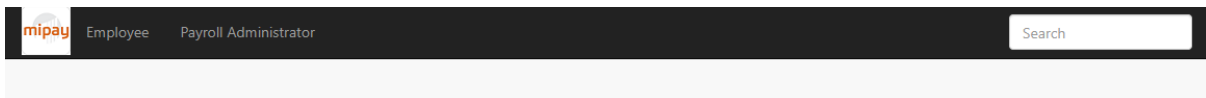
###-###-####

**VALIDATE**

**Authenticator App**

**ACTIVATE AUTHENTICATOR**

## miPay Online Help



### Welcome to miPay Online Help

Help topics are separated by two categories. Those topics pertinent to **Employees** and those pertinent to **Payroll Administrators**. Click on the appropriate section below.

- [Employee](#)
- [Payroll Administrator](#)

#### IN THIS ARTICLE

[Videos](#)

#### Videos

Video resources are also available. See a list of videos below to quickly learn about certain features of the site.

##### Employee

- [miPay Overview](#)

##### Payroll Administrator

- [Uploading Checks](#)
- [Uploading W-2's](#)

##### June 29, 2021 Update

- [Update Video](#)