



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Employee Self Service — My Pay

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Employee Self Service — My Pay

Overview

Employees can access several features through the **My Pay** tile in employee self-service. The **My Pay** tile displays the employee’s last pay date and the services available include:

- Viewing paychecks and compensation history
- Submitting and printing forms
- Adding voluntary deductions
- Setting up pay and payroll tax options

Navigation

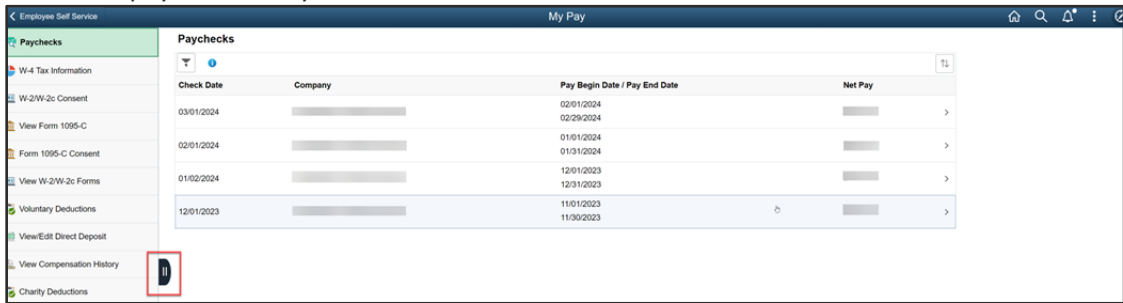
Dashboard: Employee Self Service; **Tile:** My Pay

Paychecks

When the **My Pay** page opens, the **Paychecks** page (default) displays and includes the four most recent paycheck summaries.

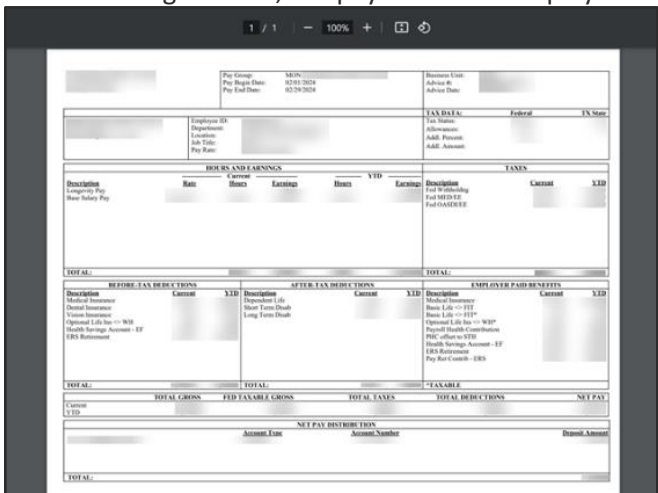
To view and print the earning statement:

1. Select the paycheck row you want to view.



Note: The black tab icon (near the bottom of the window) allows the user to hide or unhide the left menu column.

2. After selecting the row, the paycheck stub displays in a new window.



3. Select the **Download** icon to save.
4. Select the **Print** icon to open the print options dialog and print.

W-4 Tax Information

The **W-4 Tax Information** page is organized into sections that are similar to the federal W-4 form. The four sections are considered *steps* to completing the form. After each step contains the required information, the form can be submitted.

Completing the Form

Step 1: Personal Information

The *Personal Information* section contains the employee's name, Social Security number, agency name, personal address and filing status. Select the IRS' website hyperlink for additional guidance on W-4 selections.

The screenshot shows the 'W-4 Withholding Certificate' form. On the left is a navigation menu with options like 'Paychecks', 'W-4 Tax Information', 'W-2/W-2c Consent', etc. The main content area has the title 'W-4 Withholding Certificate' and a 'Social Security Number' field. Below that, it says 'Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Your withholding is subject to review by the IRS www.irs.gov'. A red arrow points to this link. The next section is 'Step 1: Personal Information' with a question: 'Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov'. There is an 'Address' field below.

Select the appropriate filing status:

- Single **–or–** Married filing separately
- Married filing jointly **–or–** Qualifying Surviving Spouse
- Head of Household

The screenshot shows the 'Filing Status' section of the form. It has three radio button options: 'Single or Married filing separately', 'Married filing jointly or Qualifying Surviving Spouse', and 'Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual)'. The 'Head of Household' option is selected. Below this, it says 'Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.' The next section is 'Step 2: Multiple Jobs or Spouse Works' with instructions: '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 these jobs.' There is a 'View Instructions' link and a checkbox for 'Multiple Jobs or Spouse Works'. At the bottom, it says 'Complete Steps 3 through 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 through 4(b) on the Form W-4 for the highest paying job.)'

Step 2: Multiple Jobs or Spouse Works

Make the appropriate selections. Select the **View Instructions** hyperlink for more information.

Employee Self Service My Pay

W-4 Tax Information

Filing Status

Single or Married filing separately
 Married filing jointly or Qualifying Surviving Spouse
 Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

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 these jobs.

[View Instructions](#)

Multiple Jobs or Spouse Works

Complete Steps 3 through 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 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

To claim dependents, select the **View Instructions** hyperlink for more information.

Employee Self Service My Pay

W-4 Tax Information

Multiple Jobs or Spouse Works

Complete Steps 3 through 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 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

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

Other tax credits

Total 6000.00

Step 4: Other Adjustments

Step 4: Other Adjustments

For other adjustments, select the **View Instructions** hyperlink for more information.

View Compensation History My Pay

Charity Deductions

Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income

(b) Deductions

(c) Extra Withholding

Claim Exemption from Withholding

I claim exemption from withholding for the year and I certify that I meet **BOTH** of the following conditions for exemption from withholding:

Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

CHECKING THIS BOX WILL CAUSE NO TAX TO BE WITHHELD FROM YOUR PAYCHECK.

Check this box if you meet both conditions to claim exemption from tax withholding

Submitting the W-4 Withholding Form

To submit the W-4 Withholding form:

1. Select **Submit**.

Note: A warning message displays informing the user about the timing of the changes. In addition, it suggests the user consult with their agency's payroll officer for further questions or concerns about when the changes will take effect.

2. Select **OK** to continue

–or–

Select **Cancel** to return to the **W-4 Tax Information** page.

3. Enter your CAPPS password to verify your identity and submit the changes.

4. Select **Continue** to authenticate and finalize the submission

–or–

Select **Cancel** to return to the **W-4 Information** page.

Note: After selecting **Continue**, a confirmation message will verify that *The Submit was successful*.

5. Select **OK** to dismiss the confirmation.

The employee will receive an automated email notification that summarizes the W-4 elections.

W-2/W-2c Consent

The **W-2/W-2c Consent** page allows employees to receive their annual W-2 earnings statement electronically, rather than a paper W-2 by mail. In addition, the consent status displays and can be changed by selecting the appropriate box and selecting **Submit**.

Notes: Once a selection is made, the status will remain and does not need to be renewed annually.

Employees can change their status any time during the year and should be attentive to *Calendar Year End Activities* deadlines.

If the employee transfers to another agency, their consent status defaults to *Not Consented* at the other agency.

View Form 1095-C

The **View Form 1095-C** page displays the most recent annual 1095-C forms generated for the employee. Other information included:

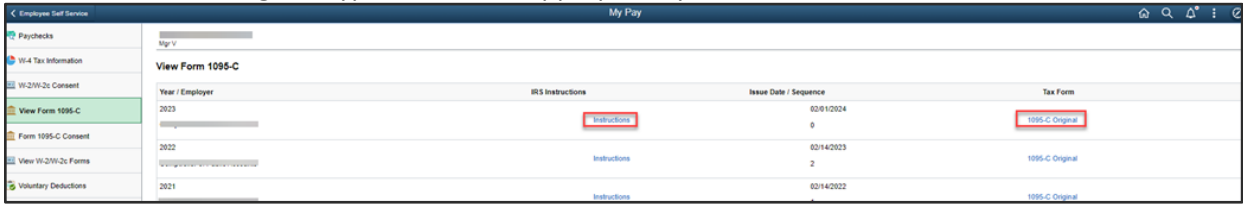
- YEAR/EMPLOYER
- IRS INSTRUCTIONS [hyperlink](#)
- ISSUE DATE/SEQUENCE
- TAX FORM [hyperlink](#) for each document listed

To view the form:

1. Select the **Instructions** hyperlink to open a new window containing the instructions.

–or–

Select the **1095-C Original** hyperlink for the appropriate year.



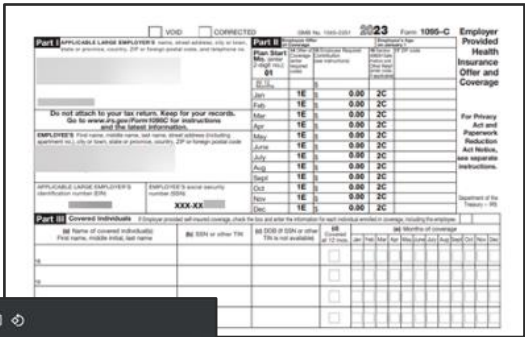
Note: If the employee transferred to another CAPPS Central agency, the forms under all agencies are listed.

A new window opens containing the selected form.

2. Select the **Download** icon to save the instructions.

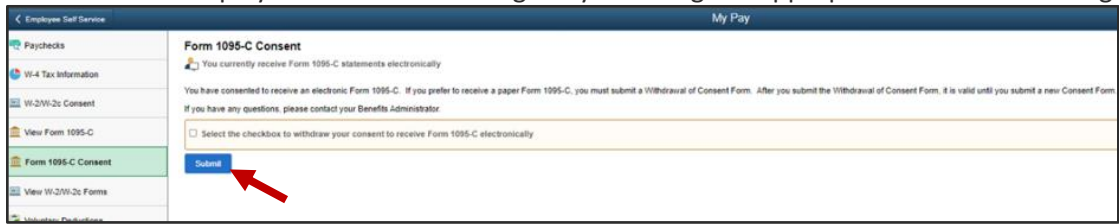
–or–

Select the **Print** icon to open the print options dialog and print the instructions.



Form 1095-C Consent

The **1095-C Consent** page allows employees to receive their annual 1095-C Employer-Provided Health Insurance Offer and Coverage statement electronically, rather than a paper 1095-C by mail. In addition, the employee's consent status displays — this can be changed by choosing the appropriate box and selecting **Submit**.



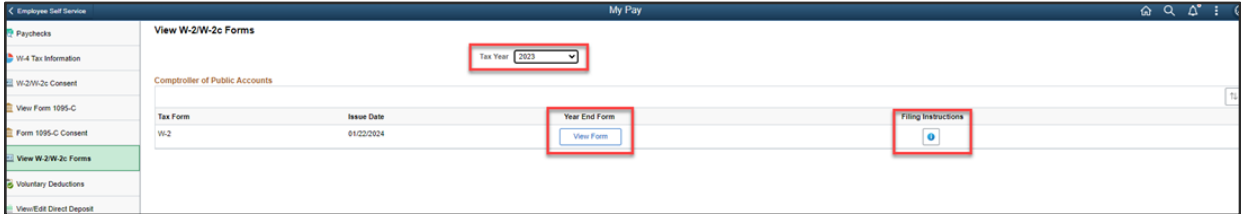
Note: Once a selection is made, the status will remain and does not need to be renewed annually. Employees can change their status any time during the year and should be attentive to *Calendar Year-End Activities* deadlines. If the employee transfers to another agency, their consent status defaults to *Not Consented* under the other agency.

View W-2/W-2c Forms

The **View W-2/W-2c Forms** page displays the most recent annual W-2 forms generated for the employee. Other information included is the Tax Form, Issue Date, Year End Form, PDF Version, and Filing Instructions.

Forms

1. Select **View Form**.

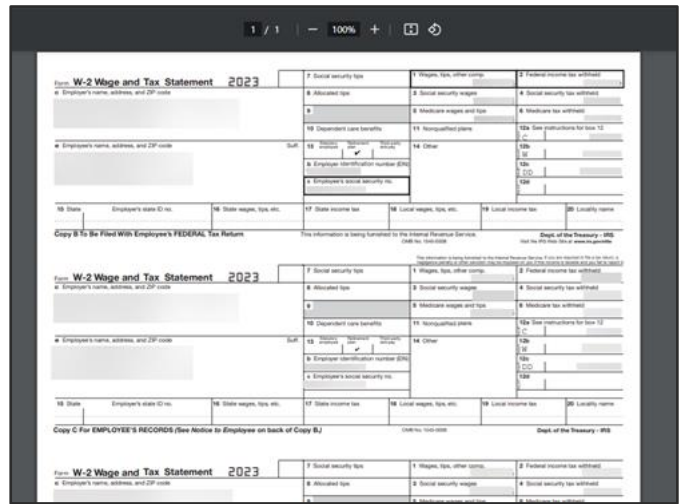


Note: If the employee transferred within the calendar year to another Central CAPPS agency, multiple W-2s will be listed for that tax year.

A new tab opens that displays the W-2 form.

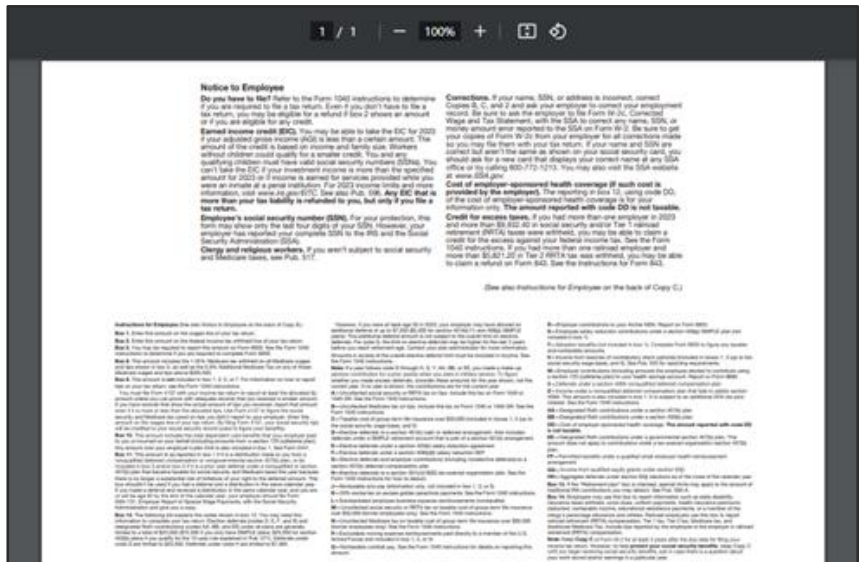
2. Select the **Download** icon to save the W-2 form **–or–** Select the **Print** icon to open the print options dialog and print the W-2 form.

To view previous years' W-2 forms, select the appropriate tax year under the TAX YEAR field.



Filing Instructions

1. Select the Filing Instructions.
2. Select the **Download** icon to save the instructions **–or–** Select the **Print** icon to open the print options dialog and print the instructions.



Voluntary Deductions

The **Voluntary Deductions** page displays current voluntary deductions. Other information included:

- DEDUCTION TYPE
- START DATE
- STOP DATE
- STATUS
- DEDUCTION AMOUNT
- GOAL AMOUNT
- GOAL BALANCE (for each deduction)

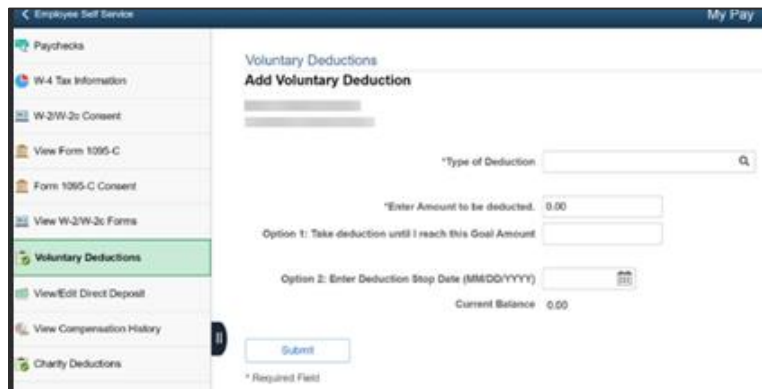
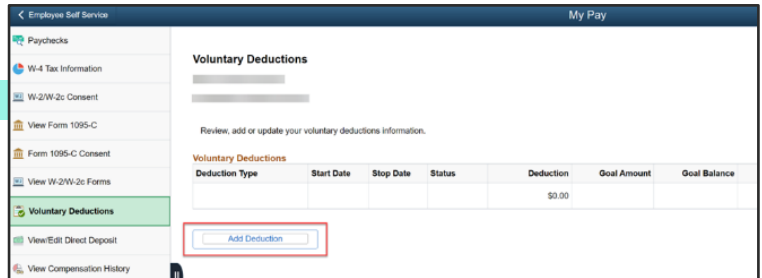
Adding a Voluntary Deduction

To add one or more voluntary deductions:

1. Select **Add Deduction**.
2. Enter the TYPE OF DEDUCTION.
3. Enter the AMOUNT TO BE DEDUCTED.
4. Enter OPTION 1 : TAKE DEDUCTION UNTIL I REACH THIS GOAL AMOUNT
 –or–
 Enter OPTION 2 : ENTER DEDUCTION STOP DATE (MM/DD/YYYY)

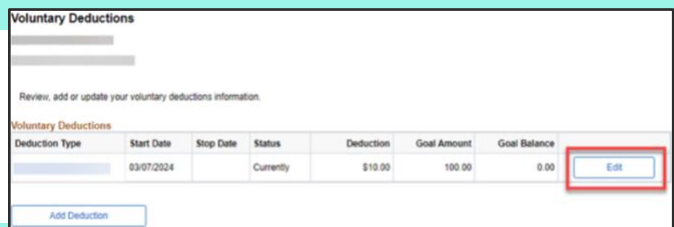
The CURRENT BALANCE displays, indicating the amount that was deducted.

5. Select **Submit**.
 The *A deduction will be taken from your next payment, is this correct?* message displays.
6. Select **OK** to continue.
 –or–
 Select **Cancel** to go back to the **Add Voluntary Deduction** page.



Editing a Voluntary Deduction

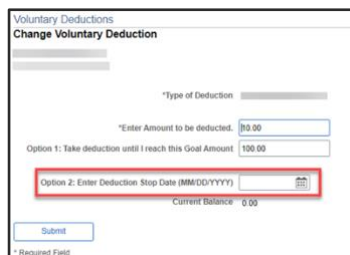
1. Select **Edit**.
2. Make any necessary edits for the current voluntary deduction.



Stopping a Voluntary Deduction

To stop a deduction:

1. Enter a date in the OPTION 2 : ENTER DEDUCTION STOP DATE (MM/DD/YYYY) field.



View/Edit Direct Deposit

The employee's current designated direct deposit information and exemption option display on the employee's **View/Edit Direct Deposit** page.

Note: The employee can only make **one** change per day and set up **one** account for direct deposit.

If the employee's direct deposit is active, the designated PAYMENT METHOD, ROUTING NUMBER, ACCOUNT NUMBER and ACCOUNT TYPE values display on the employee's **My Pay** page.

Changing Direct Deposit When Activated

1. Set the toggle for DIRECT DEPOSIT EXEMPT to **Yes**.
2. Choose an EXEMPT REASON from the drop-down menu.
3. Select **Save**.
A confirmation message stating *The Submit was successful. Your change may not take effect immediately. If this is an emergency that requires your direct deposit to be stopped immediately, contact your HR Administrator* displays.
4. Select **OK** to continue.
An email is sent to notify the employee that a change was made to the direct deposit information.

Setting Up Direct Deposit When Inactivated

If direct deposit is inactive, the employee needs to :

1. Set the toggle for DIRECT DEPOSIT EXEMPT from **Yes** to **No**.
2. Select **Add Account**.
The **Add Account** window displays for the user to enter direct deposit banking information.
5. Enter all applicable fields and select **Save**.
Note: A warning message is generated regarding the direct deposit change. The message informs the user about the timing of their changes and suggests consulting with the agency's payroll officer for questions or concerns about when the changes will take effect.
6. Select **OK** to continue.
The employee will be notified by email that a change was made to the direct deposit information.
—or—
Cancel to return to the **Direct Deposit** page.

For more information on Direct Deposit, see [Electronic Funds Transfer – Direct Deposit](#).

View Compensation History

Access the **View Compensation History** page for employee’s compensation history. Additionally included is:

- DATE OF CHANGE
- JOB TITLE
- COMPANY
- EMPL STATUS
- DEPARTMENT
- ACTION
- REASON
- ANNUAL SALARY
- COMPENSATION PER FREQUENCY
- CHANGE PERCENT (for each job transaction)

To display results for a specific date range:

1. Enter the dates in the FROM and TO DATE fields.
2. Select **Refresh Data**.

The screenshot shows the 'View Compensation History' page. The 'From' field is set to 01/01/1900 and the 'To Date' field is set to 03/04/2024. A red arrow points to the 'Refresh Data' button. Below the filters is a table of salary history with columns: Date of Change, Job Title, Company, Empl Status, Department, Action, Reason, Annual Salary, Compensation per Frequency, and Change Percent.

Date of Change	Job Title	Company	Empl Status	Department	Action	Reason	Annual Salary	Compensation per Frequency	Change Percent
12/01/2023	Mgr V		Active		Pay Rt Chg	025-Merit Increase		Monthly	3.131
09/01/2023	Mgr V		Active		Data Chg	FY 24 Conversion		Monthly	
07/01/2023	Mgr V		Active		Data Chg	Legislative Salary Increase		Monthly	5.000

One-time payments display at the bottom of the page. For each one-time payment, the page displays the Payment Effective Date, Type and Amount.

One Time Payments		
Payment Effective Date	Type	Amount

Charity Deductions

The **Charity Deductions** page displays the employee’s current charitable deductions.

The employee can edit or delete the listed charitable deductions.

New charitable deductions can only be added during the annual State Employee Charitable Campaign (SECC).

The screenshot shows the 'Charity Deductions' page. It features a table with columns: Charity, Deduction Flat/Addl Amount, Edit, and Delete. Below the table is explanatory text about the annual State Employee Charitable Campaign (SECC).

Revision History

Date	Description of Change	Changed By
Jan. 9, 2026	Initial release.	V. Hernandez-Saldivar