Self-Service for Payroll
Instructions on:

✓ Login to Self-Service
✓ Employee Self-Service
✓ Pay Information
✓ Viewing Your Pay Stub
✓ Check Your Exemptions
✓ W-2
✓ Leave Balances

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Dixie State University Homepage

Select myDixie or select Faculty & Staff then Banner Links
Click on “Self-Service (PROD)”
User Login

Type in your User ID (Employee ID#), type in your PIN.
Main Menu

Click on one of the “Employee” menus.

If you ever need to change your PIN or your security question, you can change them through the “Personal Information” menu.
Employee Services Menu

myDIXIE

Employee

Request Time Off
Pay Information
Tax Forms
Time Off Current Balances and History

RELEASE: 8.8.1
Pay Information Menu
### Gross Earnings by Type

#### Earnings from January 2013 to December 2013

<table>
<thead>
<tr>
<th>Earnings Type</th>
<th>Total Gross Pay</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Preference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RELEASE: 0.6**
Gross Earnings Detail

Regular
Year: 2013
Month: January
Gross Pay Hours:

February
March

TOTAL

From Date: January 2013
To Date: March 2013

Display

Earnings History

RELEASE: 8.6
Pay Information Menu

Pay Information

- Direct Deposit Breakdown
- Earnings History
- Pay Stub

RELEASE: 8.8.1
Choose the calendar year
## Pay Stub Summary

### Pay Stubs for 2010

<table>
<thead>
<tr>
<th>Pay Stub Date</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Gross Pay</th>
<th>Net Pay</th>
<th>Pay Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 29, 2010</td>
<td>Nov 21, 2010</td>
<td>Dec 20, 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 30, 2010</td>
<td>Aug 21, 2010</td>
<td>Sep 20, 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Choose a Pay Stub**

[https://bannercsc.dixie.edu/proddad/bwsphstb_P_DispPayStubDefYr-2010&doc_date=30.SEP.10&pic=MO](https://bannercsc.dixie.edu/proddad/bwsphstb_P_DispPayStubDefYr-2010&doc_date=30.SEP.10&pic=MO)
Click on the “Employee” menu at the top.

To print use the printer friendly button at the bottom of the page.
Employee Services Menu

myDIXIE

Employee

Request Time Off
Must be on campus to use.

View your Direct Deposit breakdown: View your Earnings and Deductions History: View your Pay Stub.

Tax Forms
- Change W-4 Information: View your W-2 Form or T4 Form.

RELEASE: 8.8.1
Tax Forms Menu

W-4 Tax Exemptions/Allowances
Electronic W-2 Consent
W-2 Year End Earnings Statement
W-2c Corrected Wage and Tax Statement.

RELEASE: 8.8.1
W-4 Tax Exemptions/Allowances

Federal Tax
As of Date: Dec 04, 2013
Name:
Address:
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Aug 19, 2010
End Date:
Filing Status: Single
Number of Allowances: 0
Additional Withholding:

RELEASE: B.6.1
W-2 Wage and Tax Statement

To print use the printable W-2 button at the bottom of the page.
Electronic W-2 Consent
Electronic W-2 Acceptance

You will not get a paper copy of your W-2 if you accept.
Vacation & Sick Leave

myDIXIE

Employee

Request Time Off
Pay Information
Tax Forms

Time Off Current Balances and History
**Leave Balances**

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

### List of Leave Types

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours or Days</th>
<th>Available Balance</th>
<th>Earned as of Dec 04, 2013</th>
<th>Taken as of Dec 04, 2013</th>
<th>Available Balance as of Dec 04, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Preference Day</td>
<td>Hours</td>
<td>.00</td>
<td>8.00</td>
<td>8.00</td>
<td>.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
<td>9.10</td>
<td>88.00</td>
<td>76.80</td>
<td>20.30</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>Hours</td>
<td>44.65</td>
<td>121.30</td>
<td>88.65</td>
<td>77.30</td>
</tr>
</tbody>
</table>

Click on a Leave type to see the detail.
### Leave Detail

#### Vacation Leave
**Leave Accrual and Usage from Jan 02, 2012 to Jan 01, 2013**

<table>
<thead>
<tr>
<th>Payroll Type</th>
<th>Date Paid</th>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Hours or Days Earned Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Monthly</td>
<td>Dec 14, 2012 Dec 01, 2012</td>
<td>Dec 15, 2012</td>
<td>Hours</td>
<td>4.00 .00</td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td>Sep 28, 2012 Sep 16, 2012</td>
<td>Sep 30, 2012</td>
<td>Hours</td>
<td>4.00 .00</td>
</tr>
<tr>
<td>Semi-Monthly</td>
<td>Sep 14, 2012 Sep 01, 2012</td>
<td>Sep 15, 2012</td>
<td>Hours</td>
<td>4.00 .00</td>
</tr>
</tbody>
</table>
The End