

Pay History and Information on my.evergreen.edu

From this page you can:	New Employees should:	Current Employees may:
Update your Address	View your mailing address	Update your mailing address
View/update your W4	Complete your W-4	Update your W-4
View/Update your Direct Deposit Allocation	Enroll in Direct Deposit	Update your Direct Deposit
View/Print your W-2	Select to receive your W-2 online	View or Print your W-2s
View/download your paystub	View or Download paystubs	View or Download paystubs

Go to my.evergreen.edu. Select the **Pay History and Information** link

Employees

[Account Summary](#) Your Evergreen account charges and payments

[Budgets and Finance](#) Review budget information

[Leave Approvals](#) Supervisors manage leave requests

[Leave Requests](#) Manage your leave requests

[Microsoft Home Use Program](#) Purchase Microsoft Office for home use

[My Files](#) Access your personal network files

[Pay History and Information](#) View pay history, W4 and W2 tax info, direct deposit and update address

[Supervisor Certification](#) Supervisors manage time reporting

[Time Sheet - Student and Temporary](#) Student and hourly employees manage time reporting

[Work Certification - Permanent Employees](#) Permanent employees manage work certification

Update your Address

Select the **Update your address** link

name	Check Your Name and Address here
id	
address	
city	
state	
zip	

[Update your address](#) - [View/Update your W4](#) - [View/Update your Direct Deposit Allocation](#)

[Get your W-2 Electronically \(January 2013\)](#) - [Life Insurance Details](#) - [Additional Pay Information \(Banner\)](#)

You will see your name and address listed. You may select **Update your address** to:

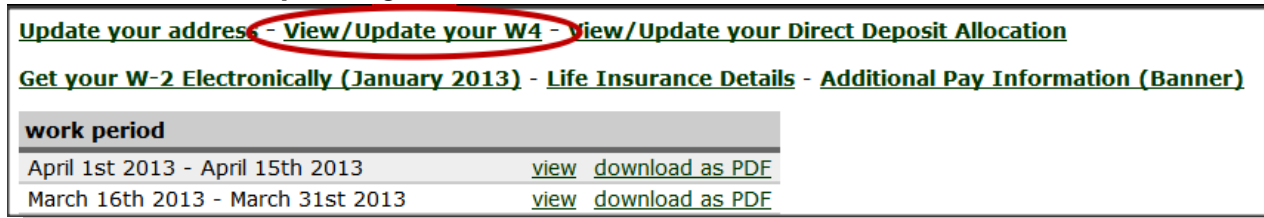
- Verify your address type. **Payroll uses the Mailing address type.**
- You will need to click the link next to the corresponding address to make changes.

After you have submitted your address changes you will be returned to the **Address and Phone** page where you can confirm your changes.

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W-4 Online

Select the **View/Update your W-4** link

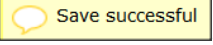


[Update your address](#) - [View/Update your W4](#) - [View/Update your Direct Deposit Allocation](#)
[Get your W-2 Electronically \(January 2013\)](#) - [Life Insurance Details](#) - [Additional Pay Information \(Banner\)](#)

work period	
April 1st 2013 - April 15th 2013	view download as PDF
March 16th 2013 - March 31st 2013	view download as PDF

After viewing the **W4 Tax Exemptions or Allowances** page, you may select to **Update W4**.

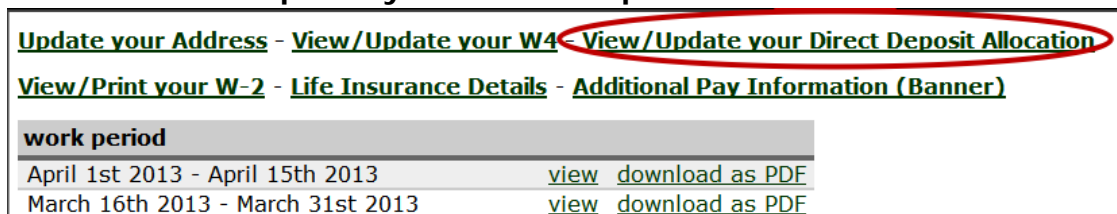
- There are some tools available for informational purposes.
CAUTION: If you will be subject to alternative minimum tax, self-employment tax, or other taxes; you will probably achieve more accurate withholding by following the instructions in [Pub 505: Tax Withholding and Estimated Tax](#).
- You may choose to use the [IRS Withholding Calculator](#).
- You may expand and complete the Personal Allowances Worksheet.
- You will need to click the Edit box to make changes to your W4.
- You will need to enter the last four digits of your SSN to verify your identity.

After you have saved your changes you will see the message . You may return to the **W4 Tax Exemptions or Allowances** page to view your current elections. If you have entered multiple effective dates you can review them by selecting the History link.

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Payroll Direct Deposit Online

Select the **View/Update your Direct Deposit Allocation** link



[Update your Address](#) - [View/Update your W4](#) - [View/Update your Direct Deposit Allocation](#)
[View/Print your W-2](#) - [Life Insurance Details](#) - [Additional Pay Information \(Banner\)](#)

work period	
April 1st 2013 - April 15th 2013	view download as PDF
March 16th 2013 - March 31st 2013	view download as PDF

Read the information carefully and make your changes! After viewing the **Direct Deposit Allocation** page, you may select to **Update Direct Deposit Allocation**.

- Accounts in Active status will be used on the next payroll processed. (funds will be deposited)
- Accounts in Prenote status will be tested on the next payroll processed. (no funds deposited)
- If you have closed a bank account, be sure to select the “inactivate” check box.

After you have saved your changes return to the **Direct Deposit Allocation** page to review your proposed pay distribution. The deposits will take place in order of the priority numbers. Confirm the priority, account types, amounts and/or percentages. Contact your bank if you have any questions about your routing number or account number format.

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W-2 Wage and Tax Statement Online

Select **View/Print your W-2 Online**

[Update your Address](#) - [View/Update your W4](#) - [View/Update your Direct Deposit Allocation](#)
[View/Print your W-2](#) - [Life Insurance Details](#) - [Additional Pay Information \(Banner\)](#)

work period	
April 1st 2013 - April 15th 2013	view download as PDF
March 16th 2013 - March 31st 2013	view download as PDF

To elect to receive your W-2 online:

Select the checkbox **Consent to receive W-2 electronically:** and then .

To View/Print your W-2:

- Select the check box to consent to receive your W-2 electronically:
- Select the Tax Forms – W4, W2, W2C link at the bottom of the page
- Select the W-2 Wage and Tax Statement link
- Select the Tax Year and click Display.

If you would like to print your W-2 click the Printable W-2 button. The HELP link in the top right corner displays additional information about printing options and W-2 fields.

W-2s are available by January 31st of each year for the previous calendar year. If you have elected to receive yours electronically, you will have online access as soon as W-2 processing is completed.

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Pay Stubs/Payroll Advices Online

Find the pay period that you need and select **view** or **download as PDF**

[Update your Address](#) - [View/Update your W4](#) - [View/Update your Direct Deposit Allocation](#)
[View/Print your W-2](#) - [Life Insurance Details](#) - [Additional Pay Information \(Banner\)](#)

work period	
April 1st 2013 - April 15th 2013	view download as PDF
March 16th 2013 - March 31st 2013	view download as PDF
March 1st 2013 - March 15th 2013	view download as PDF
February 16th 2013 - February 28th 2013	view download as PDF
February 1st 2013 - February 15th 2013	view download as PDF

The forms found here are your official Evergreen State College payroll advices/pay stubs.

- When you leave employment or graduate you will lose access to my.evergreen.edu.
- Please save or print your information before you lose access.

If you have any questions please e-mail payrolldl@evergreen.edu or call 360-867-6460.

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