

# Stan Koch & Sons Trucking, Inc.

## Employee Self Service Information

Effective on 9/15/2005. Koch Companies is rolling out a new self-service tool – Ceridian Self Service that will provide employees with online, anytime access to earnings statements.

### How do I log into Self Service?

1. To access Self-Service, you can click on the link below. You can also connect directly to the Self Service site from your home PC at this Internet address:  
<https://sss2.ceridian.com/kochcompanies>
2. You will be prompted to enter your User Name and Password on the login page.  
**User Name:** driver ID number
3. **First Login Password:** The last four digits of your social security number
4. Once you have successfully logged into Self-Service for the first time, you will be required to change your password. Your password must be a minimum of 6 characters and no greater than 20 characters. It must be a combination of numeric and alpha characters, and no spaces or apostrophes are allowed. You will also be prompted to enter a reminder for your new password.

### Password Changes

You will be prompted to change your password upon logging into Self Service for the first time. You may also change your password at any time by clicking on the *Change Password* link on the home page.

#### Password

To change your password, enter the following information and click **Save**.

##### Old Password

Enter your old password.

Old Password

##### New Password

The password must be between 6 and 20 characters in length and must be a combination of letters and numbers. No spaces or apostrophes are allowed.

New Password

Verify New Password

##### Password Reminder

Enter a phrase to help you remember your password, such as 'My Pet' for the password 'Fido.'

Reminder Phrase

Save

Cancel

You also can input a reminder phrase on the password change screen. On the login page, you have several opportunities to obtain your password, should you lose or forget it.

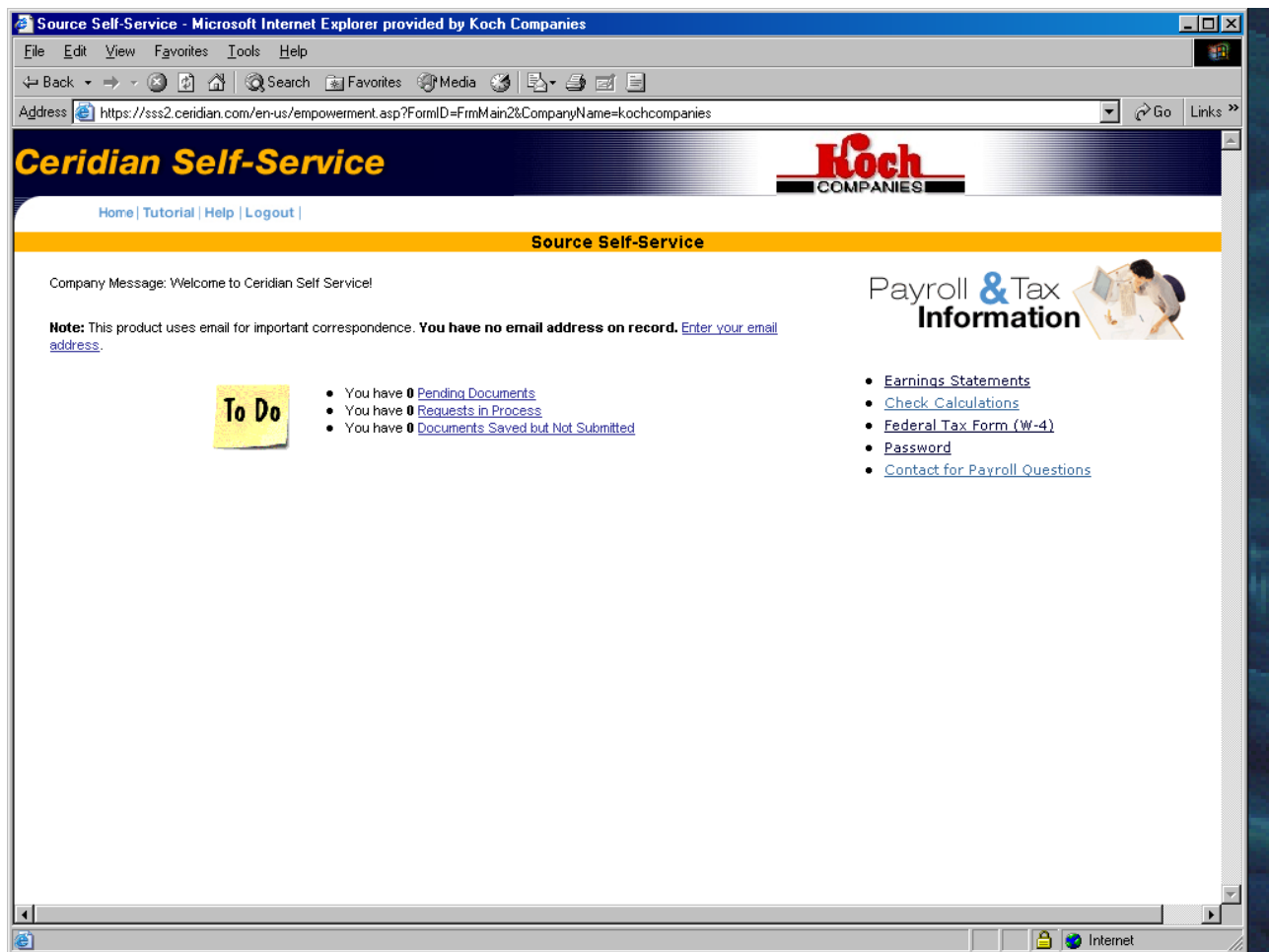
If you click on ‘*Need a Password Reminder?*’ you will see the password reminder phrase that you typed in appear on the screen.

If you click on ‘*Forget your password?*’ you will receive an email with a new randomly generated password. The email will be sent to the email address that is stored in the HR/Payroll system, which you can verify and change on the home page of Self Service.

If you enter the wrong password 3 times, your account will become disabled, and you will need to contact a Self Service System Administrator to receive a new password. The System Administrator will also receive an email notification that your account has been disabled.

## How Do I View my Check Stub?

This is the main page of Self Service that you will see when you log in. To view your check stub, click on the “Earnings Statements” link.



You will see a listing of all check history stored in the HR/Payroll database, listed by date. Click on the check number to open the earnings statement.

Earnings Statements	
This is the earnings history for this employee. To display detailed information for a specific earnings statement, click the check number.	
Check Number	Check Date
<a href="#">000017227</a>	7/29/2005
<a href="#">Cancel</a>	

Employees may view an earnings statement on the screen or click 'Printable Copy' to print the statement.

[Calculate this Check](#)

					CHECK NO : 000017227	
					CHECK DATE : 7/23/2005	
					PERIOD ENDING : 7/23/2005	
					PAY FREQUENCY : BI-WEEKLY	
EMPLOYEE,TEST	ID NUMBER: ILRO552639	STATUS EXEMPT		TAX ADJUSTMENTS:		
123 MAIN AVENUE	BASE RATE: 8.35	FED: SINGLE	2	FED: ST:	STATE AND LOCAL CODES	
CHICAGO, IL 60552	SSN: 125-66-1234	ST1:	2	DI / UC:	PRI: IL LOC1: LOC3:	
		ST2:		LOCAL:	SEC: LOC2: LOC4: LOC5:	
IMPORTANT MESSAGE						
HOURS AND EARNINGS				TAXES AND DEDUCTIONS		SPECIAL INFORMATION
	CURRENT		Y - T - D			
DESCRIPTION	HOURS	UNITS	EARNINGS	HOURS	UNITS	EARNINGS
REGULAR	80.00		800.00	80.00		800.00
TOTAL H/E	80.00		800.00	80.00		800.00
PRE-TAX ITEMS			AFTER-TAX ITEMS			CURRENT NET PAY DISTRIBUTION
401K			-86.54			-86.54
MEDICAL			-45.00			-45.00
DENTAL			-14.97			-14.97
FSAHC			-35.00			-35.00
TOTAL PRE-TAX			-181.51			-181.51
TOTAL	80.00		800.00	80.00		800.00
	GROSS	PRE-TAX	FIT TAXABLE	LESS TAXES	LESS DEDS	EQ NET PAY
CURRENT	.00	.00	800.00	115.24	.00	684.76
Y-T-D	.00	.00	800.00	115.24	.00	684.76
						TOTAL CURRENT NET PAY 684.76

[Cancel](#) [Printable Copy](#)

## Check Calculation

Employees also have the ability to figure their net pay for a variety of scenarios using the Check Calculation Worksheet. You can access the blank worksheet by clicking on Check Calculations on the Self Service home page. Or, if you click on 'Calculate This Check' at the top of any Earnings Statement, you can bring in earnings information from that check.

Make changes to information such as per pay period earnings, tax exemptions, or permanent deductions. Then click 'Calculate' to see the resulting change to net pay and tax amounts. This information is an estimate of your net pay and doesn't include all variables, such as local taxes. You can make changes to any deductions that are currently taken from your checks. Please note that pre-tax deductions should be entered with a negative sign (-) and post-tax deductions should be entered as positive.

## Check Calculation Worksheet

To calculate your net pay, enter the following information and click **Calculate**. An \* indicates that the field is required.

### Employee Information

Clock Number 1235  
Employee Name TEST EMPLOYEE  
Street 1 123 MAIN AVENUE  
Street 2  
City, State, ZIP Code CHICAGO, IL 60552

### Earnings Information

Total Earnings \* 800.00  
Pay Type \* Regular  
Pay Frequency \* B - Bi-weekly  
Check Date (mm/dd/yyyy) \* 07/29/2005

### State Tax Information

Primary State Illinois  
Primary State Tax Status \* S  
Secondary State  
Secondary State Tax Status (none)  
Primary Local Code  
Primary Local Code  
Secondary Local Code  
State Exemptions \* 2  
State Adjustment (none)  
Local Adjustment (none)  
SDI Adjustment Value

### Federal Tax Information

Federal Tax Status \* S  
Federal Exemptions \* 2  
Federal Adjustment (none)  
FICA/FUTA Code

### Deduction Information

Deduction	Amount	Percent
401K - 401K	-86.54	0
MED - MEDICAL	-45.00	0
DENTL - DENTAL	-14.97	0
FSAHC - FSAHC	-35.00	0

Calculate

Cancel

## What Other Changes Can I Make Using Self Service?

The 'Payroll & Tax Information' menu provides you access to a variety of other activities, including Changes to Federal tax elections. Clicking on 'Contact for Payroll Questions' will open your default mail system with the 'To' field pre-populated with the payroll contact for your company.

### Federal W4

The Self Service system allows you to make changes to your Federal tax elections. To view this page, click Federal Tax Form (W4) on the Payroll & Tax menu.

#### Employee's Withholding Allowance Certificate (W-4)

To add or change your withholding information, enter the following information and click **Save**. If your address is incorrect, change it on the Change of Address page.

You may not be allowed to edit your Employee's Withholding Allowance Certificate (W-4) due to preexisting federal adjustments or FICA overrides.

##### 1. Your Name and Address Information

Employee, Test


123 Main Avenue


Chicago, IL 60552

2. Your Social Security Number...125-66-1234

3. Marital Status...  Single  Married  Married, but withhold at higher Single rate. 

**Note: If married, but legally separated, or spouse is a nonresident alien, click the Single radio button.**

4. If your last name differs from that on your social security card, check here. **You must call 1-800-772-1213 for a new card....**  

5. Total number of allowances you are claiming....  

6. Additional **FEDERAL** amount, if any, you want withheld from each paycheck....\$  

7. I claim exemption from withholding for 2005, 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.

If you meet both conditions, check EXEMPT here.....  **EXEMPT**

**8. Employer's Name and Address**

9. Office Code (optional).....

10. Employer's Federal Tax Identification Number

**There are two ways you can print the Employee's Withholding Allowance Certificate (W-4) form.**

- Use the File...Print selection from your browser
- Press the printer icon on the navigation bar

## Agreement Section

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.

By clicking on this Save button, you have verified that this information is correct.

Make any desired changes to your filing status or number of allowances and click *Save*. For State W4 forms, please contact your Payroll Administrator. Please note that all changes must be entered by **Friday, 5 P.M.** in order to be included in the next pay cycle. Some changes in the Self Service system require approval/acknowledgement of notification by an HR Administrator before they are saved to the HR/Payroll database. Changes requiring approval are: Federal W4 changes.

To find out the status of transactions that you have submitted, go to the 'To Do' section of the Home page in Self Service.



- You have **0** [Pending Documents](#)
- You have **1** [Requests in Process](#)
- You have **0** [Documents Saved but Not Submitted](#)

*You have 1 Requests in Process* means that you have submitted 1 document for approval. Click on the Blue link *Requests in Process* for details.

These are documents (requests) that you submitted.

### Documents You Submitted

To review the status of a request, click a document ID. To hide documents that are already processed, click the **Archive** box for those documents and then click the **Archive** button.

Document ID	Submitted Date	Description	Status	Archive
<a href="#">52702</a>	8/9/2005 1:23:49 PM	W4 Validate and Save for Employee, Test	Placed in tray 'HRPR', awaiting action.	<input type="checkbox"/>

[Check All](#) [Uncheck All](#)

You can see the date that you submitted the change, a description of the change and the status. This W4 change is waiting to be approved by the HR/Payroll Administrator. You can click on the document ID number for even further detail on the change history.

You also have the option to Archive documents on this page. Please note that when a 'document' has been archived, it cannot be retrieved and will no longer appear on this screen.

When a document has been saved to the HR/Payroll database, you will see that the status indicates that the '*Document has been Committed*'.