



ATHENS STATE
UNIVERSITY

**MyAthens Self Service
Employee Information Guide**

Effective October 2023



Table of Contents

Getting Started	3
Navigating the Employee Dashboard	5
How to Update Personal Information	10
How to Update Direct Deposit Information	14
How to Update Federal Tax Withholdings	19
How to Consent or Revoke Electronic Tax Statements	23
How to Enter Time	27
How to Approve Time	33
How to Enter Leave.....	35
How to Approve Leave.....	39
How to Manage Approver Proxies	41

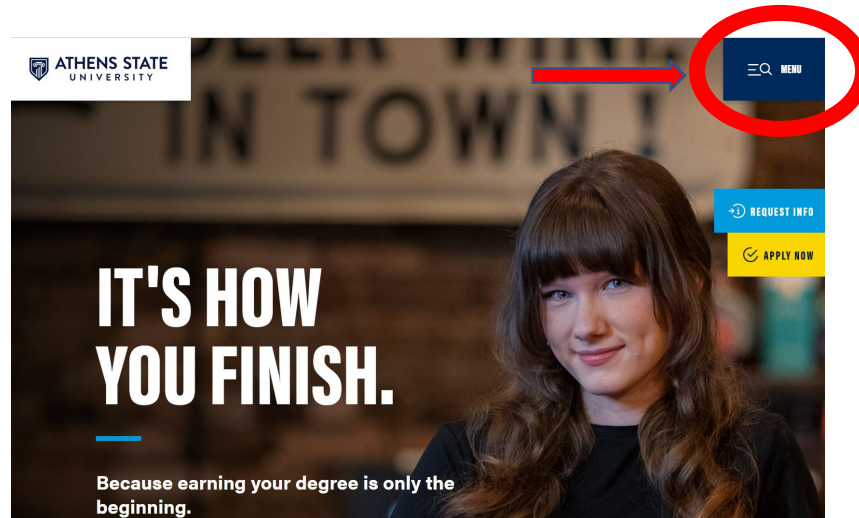


MyAthens Self Service Employee Information Guide

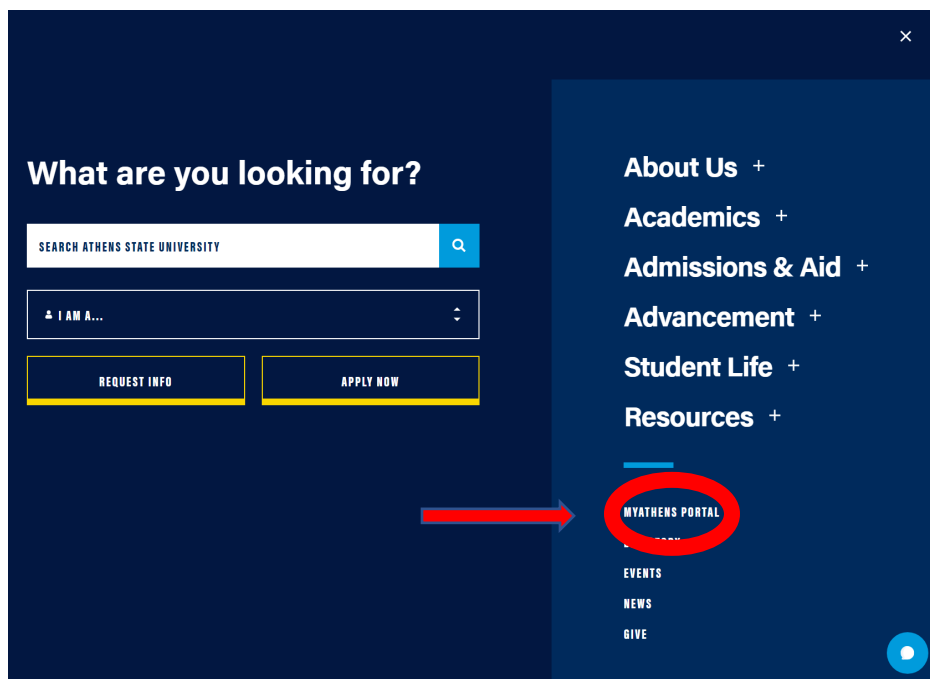
Getting Started

This guide will demonstrate a few of the more commonly used tools available through MyAthens Self Service. Following are examples of how to use these tools. Please explore the system to discover the best techniques that fit your needs.

To access **MyAthens Self Service**, you must first visit the **Athens State University Portal**. You may do this from our website, www.athens.edu, or by downloading the MyAthens app from a mobile device. Click on the MENU search (magnifying glass).



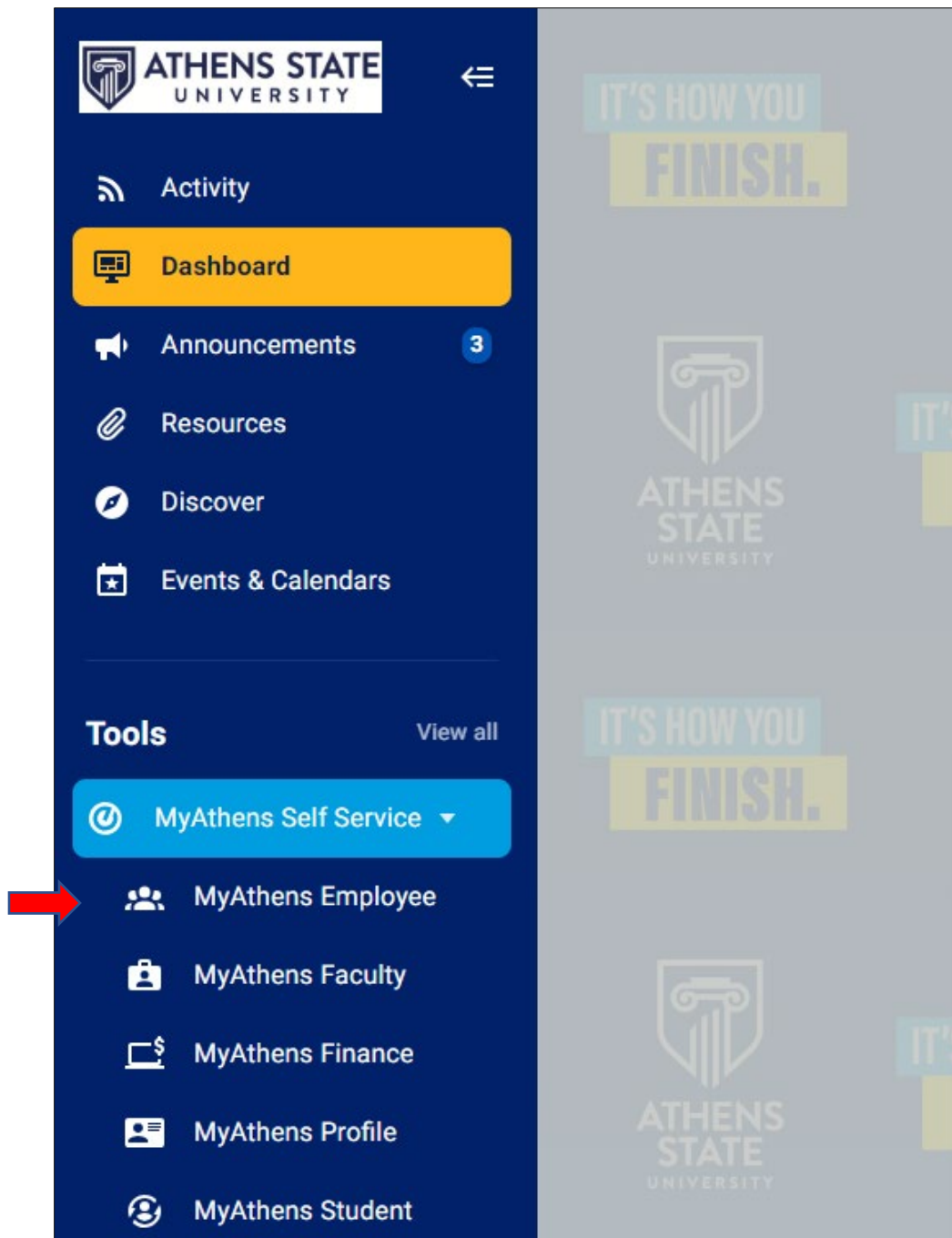
Then select **MYATHENS PORTAL**, as demonstrated below.





MyAthens Self Service Employee Information Guide

Once in the **Athens State University Portal**, you will have a tool for **MyAthens Self Service** with links to **MyAthens Employee**.





Navigating the Employee Dashboard

The **Employee Dashboard** provides an overall view of your employment record at Athens State University.

The screenshot shows the 'Employee Dashboard' for a user named 'Sample, Sandy'. The dashboard includes a profile picture placeholder, a 'My Profile' button, and a 'My Team' button. The 'Leave Balances as of 10/04/2023' section displays: Annual Leave in hours (429.50), Sick Leave in hours (507.25), Personal Leave in hours (16.00), and Compensatory Leave in hours (0.14). A 'Full Leave Balance Information' link is present. The left navigation menu includes: Pay Information, Earnings, Taxes, Job Summary, and Employee Summary. The right 'My Activities' section contains an 'Enter Time' button, 'Approve Time', 'Approve Leave Report', and 'Electronic Personnel Action Forms (EPAF)'.

My Profile will give you access to view, add, and update personal information, such as addresses, phone numbers, email addresses, and emergency contacts.

This screenshot is identical to the one above, but with a red arrow pointing to the 'My Profile' button to highlight it.



MyAthens Self Service Employee Information Guide

My Team will allow you to view the leave balances and employee profiles of all employees who report to you.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It features a profile picture placeholder with a red arrow pointing to the 'My Team' button. The 'Leave Balances as of 10/04/2023' section displays: Annual Leave in hours (429.50), Sick Leave in hours (507.25), Personal Leave in hours (16.00), and Compensatory Leave in hours (0.14). A link for 'Full Leave Balance Information' is located below the leave balances. The left sidebar contains 'Pay Information', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. The right sidebar contains 'My Activities' with an 'Enter Time' button and options for 'Approve Time', 'Approve Leave Report', and 'Electronic Personnel Action Forms (EPAF)'.

The leave balances summary will be displayed at the top of the screen. This will be your leave balance as of the last pay cycle or leave report approval. The leave balances will be updated once payroll or leave forms are processed. You may click **Full Leave Balance Information** to view your leave balance history.

This screenshot is identical to the one above, but with a red arrow pointing to the 'Full Leave Balance Information' link in the bottom right corner of the dashboard.



MyAthens Self Service Employee Information Guide

Under **Pay Information**, you can view your paystubs and deduction history. You may also view, add, and update direct deposit information for paychecks and expense reimbursements.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. At the top, there is a profile section with a placeholder image and buttons for 'My Profile' and 'My Team'. To the right, 'Leave Balances as of 10/04/2023' are displayed in a grid:

Annual Leave in hours	429.50	Sick Leave in hours	507.25	Personal Leave in hours	16.00
Compensatory Leave in hours	0.14				

Below the leave balances is a 'Full Leave Balance Information' link. The main navigation menu on the left includes 'Pay Information', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. A red arrow points to the 'Pay Information' menu item. The 'Pay Information' sub-menu is expanded, showing options: 'Latest Pay Stub: 08/31/2023', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. To the right of the main menu is a 'My Activities' section with a blue 'Enter Time' button and links for 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', and 'Salary Planner'.

Under **Earnings**, you can view your earnings details broken down by date range or position.

This screenshot is identical to the one above, but the 'Earnings' menu item is highlighted with a red arrow. The 'Earnings' sub-menu is expanded, showing: 'Year to Date Earnings: \$39,068.45', 'Earnings By Date Range', and 'Earnings By Position'. The 'My Activities' section on the right now includes a 'Pay Stub Administrator' link at the bottom.



MyAthens Self Service Employee Information Guide

Under **Taxes**, you can view and update your W-4 Employee's Withholding Allowance Certificate, consent or revoke receiving your tax documents electronically, and view your W-2 and 1095-C tax documents.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. The dashboard includes a profile section with 'My Profile' and 'My Team' buttons, and a 'Leave Balances as of 10/04/2023' section with the following data:

Leave Type	Balance (hours)
Annual Leave	429.50
Sick Leave	507.25
Personal Leave	16.00
Compensatory Leave	0.14

The 'Taxes' section is highlighted with a red arrow and contains the following information:

Section	Document Type
Federal Income Tax	W-4 Employee's Withholding Allowance Certificate
Alabama State Income Tax	W-2 Wage and Tax Statement

Additional tax-related information includes: Filing Status: Single, Status: Active, Number of Allowances: 0, Additional Withholding, 1095-C Employer Provided Health Insurance Offer and Coverage Statement, W-2c Corrected Wage and Tax Statement, and No Exem: 0.

Under **Job Summary**, you can view your job position information history for select years.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. The dashboard includes a profile section with 'My Profile' and 'My Team' buttons, and a 'Leave Balances as of 10/04/2023' section with the following data:

Leave Type	Balance (hours)
Annual Leave	429.50
Sick Leave	507.25
Personal Leave	16.00
Compensatory Leave	0.14

The 'Job Summary' section is highlighted with a red arrow and contains the following information:

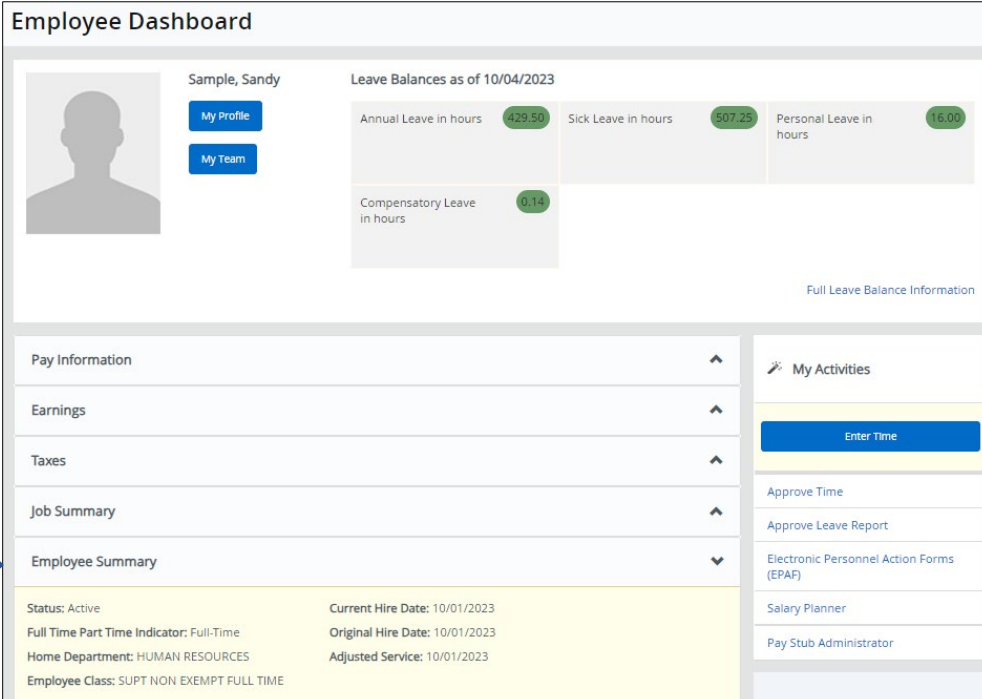
Job Title	Job Information
Secretary 999877-01, HUMAN RESOURCES, Sample, Sally	Job Information

The 'Employee Summary' section is also visible at the bottom of the dashboard.



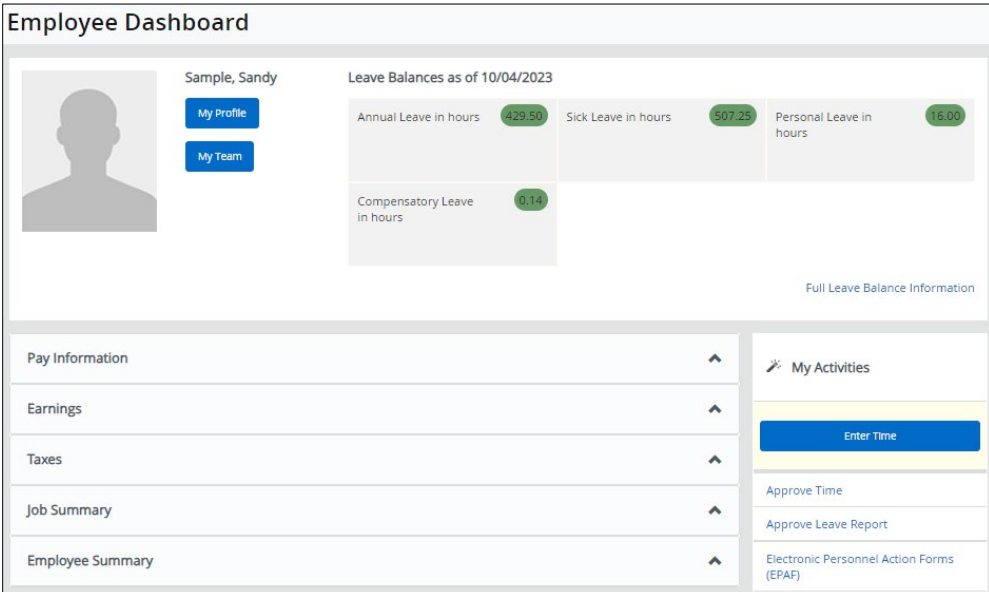
MyAthens Self Service Employee Information Guide

Under **Employee Summary**, you can view your employment status, hire dates, and adjusted service date for leave accrual.



The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. The dashboard includes a profile section with 'My Profile' and 'My Team' buttons. A 'Leave Balances as of 10/04/2023' section displays: Annual Leave in hours (429.50), Sick Leave in hours (507.25), Personal Leave in hours (16.00), and Compensatory Leave in hours (0.14). A 'Full Leave Balance Information' link is present. A left-hand navigation menu includes: Pay Information, Earnings, Taxes, Job Summary, and Employee Summary (highlighted with a red arrow). The 'Employee Summary' section shows: Status: Active, Current Hire Date: 10/01/2023, Full Time Part Time Indicator: Full-Time, Original Hire Date: 10/01/2023, Home Department: HUMAN RESOURCES, Adjusted Service: 10/01/2023, and Employee Class: SUPT NON EXEMPT FULL TIME. A right-hand 'My Activities' section includes an 'Enter Time' button and links for Approve Time, Approve Leave Report, Electronic Personnel Action Forms (EPAF), Salary Planner, and Pay Stub Administrator.

Under **My Activities**, depending on your role, you can access time entry, leave entry, time approval, and leave approval.

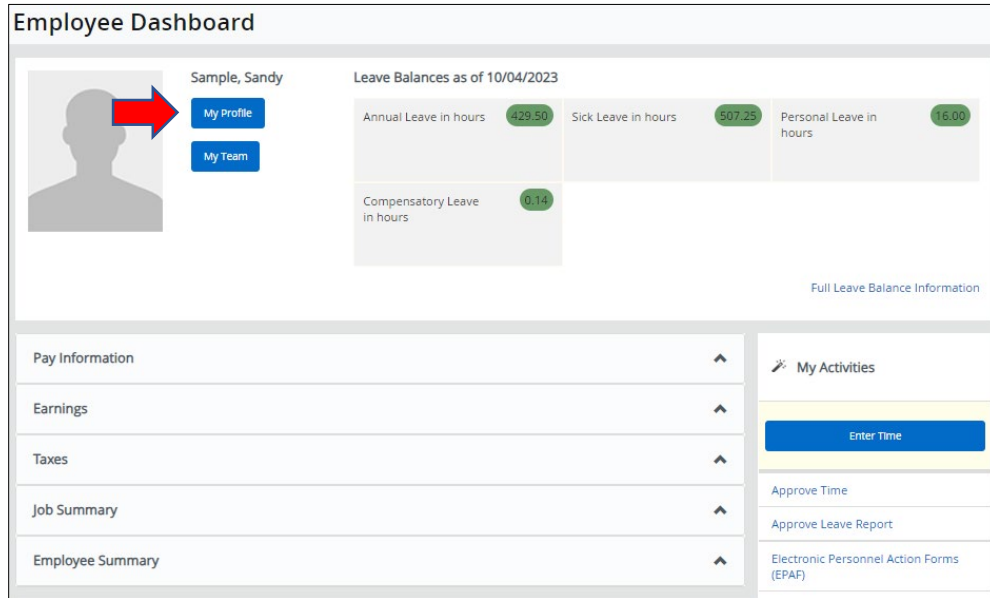


This screenshot is identical to the one above, but with a red arrow pointing to the 'My Activities' section in the right-hand navigation menu. The 'Employee Summary' section in the left-hand menu is no longer highlighted.

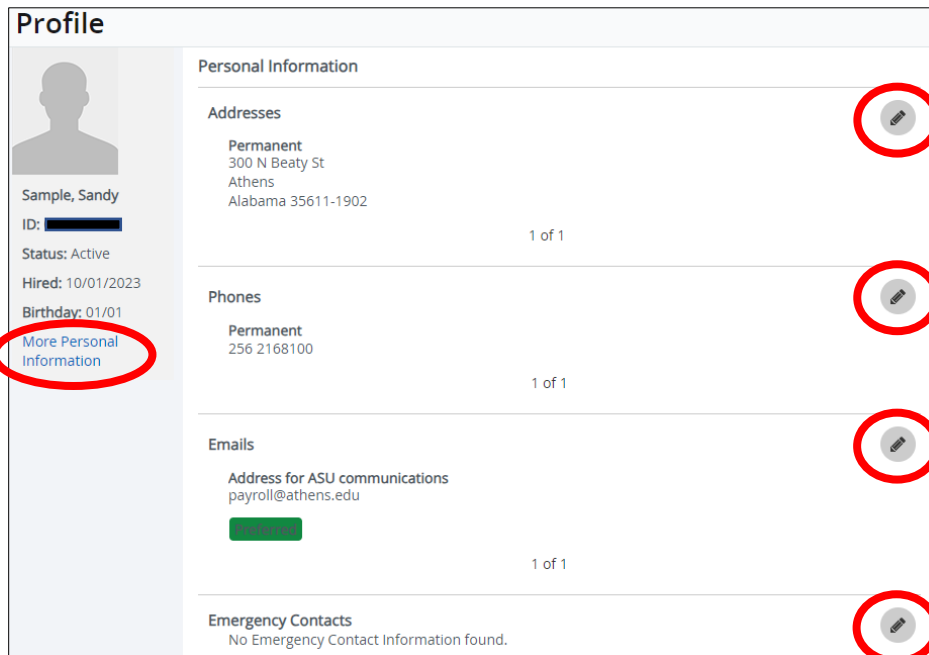


How to Update Personal Information

By clicking on **My Profile**, you can access the biographical data that you submitted to Athens State University upon employment with the University.



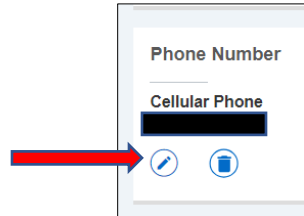
A quick view of your personal details, email, phone number, address, and emergency contact are available. Feel free to edit your contact information, such as your personal email address, mailing/permanent address, phone numbers, and emergency contact information, by clicking **More Personal Information** or a pencil icon.





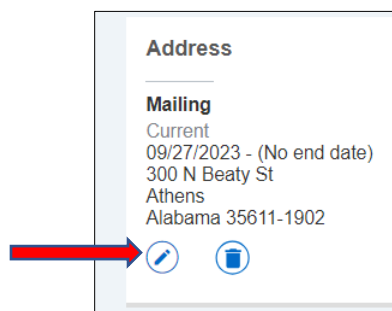
MyAthens Self Service Employee Information Guide

You may edit your email address, phone number, mailing and/or permanent address, emergency contact, and ethnicity. Make your edits by clicking on the **pencil** and entering the updated information.



If editing your phone number, be sure to list your area code in the first box and the remaining seven (7) numbers in the second box, as shown in the example below. Click **Update** to save your edits.

You may update your mailing or permanent address by clicking on the editing **pencil**.





MyAthens Self Service Employee Information Guide

A box similar to the below example should appear.

The 'Edit Address' form contains the following fields:

- Type of Address: Permanent
- Valid From: 09/29/2021
- Valid Until: MM/dd/yyyy
- Address Line 1: 300 N Beaty St
- Address Line 2: Enter Address Line 2
- Address Line 3: Enter Address Line 3
- Address Line 4: Enter Address Line 4
- City: Athens
- State/Province: Alabama
- County: AL-Limestone
- Zip/Postal Code: 35611-1902
- Country: Not Applicable

Buttons: Cancel, Update

To change your address, you must first expire your previously listed address. Click in the box labeled **“Valid Until”**. List yesterday’s date in the format of MM/DD/YYYY. Click **“Update”** to save your changes.

The 'Edit Address' form contains the following fields:

- Type of Address: Mailing
- Valid From: 09/27/2023
- Valid Until: MM/dd/yyyy
- Address Line 1: 300 N Beaty St
- Address Line 2: Enter Address Line 2
- Address Line 3: Enter Address Line 3
- Address Line 4: Enter Address Line 4
- City: Athens
- State/Province: Alabama
- County: AL-Limestone
- Zip/Postal Code: 35611-1902
- Country: Not Applicable

Buttons: Cancel, Update

Now you may **“Add New”**.

The 'Address' section contains the following elements:

- Address: [Empty field]
- Buttons: + Add New
- Message: There are no addresses available for you to view.



MyAthens Self Service Employee Information Guide

Select your **Type of Address** – either Mailing or Permanent.
Enter today’s date in the box labeled **Valid From**.
Enter the correct street address in **Address Line 1**.
Enter **City, State/Province, County, Zip/Postal Code** and **Country**.
Click “**Add**” to Save.

Note: Please enter an accurate address. Our system attempts to verify all addresses for accuracy before allowing an update to be saved to the record by the employee. If you have difficulty adding/updating your address, please complete the Address Change form located in the Human Resources section of the MyAthens portal and return it to Human Resources.

The screenshot shows the 'Add Address' form with the following fields and annotations:

- Type of Address:** A dropdown menu with 'Select Address Type' and a red arrow pointing to it.
- Valid From:** A date input field with 'MM/dd/yyyy' and a red arrow pointing to it.
- Valid Until:** A date input field with 'MM/dd/yyyy' and a calendar icon.
- Address Line 1:** A text input field with 'Enter Address Line 1' and a red arrow pointing to it.
- Address Line 2:** A text input field with 'Enter Address Line 2'.
- Address Line 3:** A text input field with 'Enter Address Line 3'.
- Address Line 4:** A text input field with 'Enter Address Line 4'.
- City:** A text input field with 'Enter City' and a red arrow pointing to it.
- State/Province:** A dropdown menu with 'Select State' and a red arrow pointing to it.
- County:** A dropdown menu with 'Select County' and a red arrow pointing to it.
- Zip/Postal Code:** A text input field with 'Enter Zip Code' and a red arrow pointing to it.
- Country:** A dropdown menu with 'Select Country' and a red arrow pointing to it.
- Add:** A blue button at the bottom center, circled in red.

Return to your My Profile landing page by clicking **Previous** in the upper left-hand corner.

The screenshot shows the 'Personal Information' page for 'Sandy Sample'. The 'Previous' button in the top left corner is circled in red. The page displays the following information:

- Name:** Sandy Sample
- ID Number:** [Redacted]
- Email:** payroll@athens.edu
- Address:** 300 N Beaty St, Athens, Alabama 35611-1902
- Phone:** 256 2168100
- Personal Details:**
 - First Name:** Sandy
 - Date of Birth:** January 1, 2000
- Email:** [Redacted]



How to Update Direct Deposit Information

Under **Pay Information**, click **Direct Deposit Information**.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes a profile picture, 'My Profile' and 'My Team' buttons, and 'Leave Balances as of 10/04/2023' with values for Annual, Sick, Personal, and Compensatory leave. The 'Pay Information' section is expanded to show 'Direct Deposit Information' as an option, along with 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. A 'My Activities' sidebar on the right contains buttons for 'Enter Time', 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', and 'Salary Planner'.

There are two types of direct deposit: payroll and accounts payable. Both direct deposit types will need to be populated.

Select **Add New** under **Proposed Pay Distribution** to add a Payroll direct deposit account.

This screenshot shows two sections: 'Proposed Pay Distribution' and 'Accounts Payable Deposit'. Each section has a 'Delete' button and a circled 'Add New' button. Below each section is a message: 'You have not added any payroll allocations yet. Click Add New to add an allocation.' and 'You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.'



MyAthens Self Service Employee Information Guide

You can then choose from **existing** account information options or create a **new** direct deposit account.

The screenshot shows a dialog box titled "Add Payroll Allocation" with a close button (X) in the top right corner. Below the title, there is a section labeled "Choose an option:" containing two radio buttons: "Create from existing account information" and "Create new". The "Create new" option is selected. At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right. Red circles highlight the "Choose an option:" section and the "SAVE NEW DEPOSIT" button.

If creating a new direct deposit account, enter your **Bank Routing Number**, **Account Number**, **Account Type**, **Priority**, and the allocated **Amount**. You will then **Authorize** Athens State to initiate direct credits or debits and **Save New Deposit**. If you receive an error while entering the information, please contact the Payroll Office.

The screenshot shows the "Add Payroll Allocation" dialog box with several input fields and radio buttons. The fields are: "Bank Routing Number" (with a red arrow pointing to the input), "Account Number" (with a red arrow pointing to the input), "Bank Name" (empty), "Account Type" (dropdown menu with "Select a Type" and a red arrow pointing to the dropdown), and "Priority" (dropdown menu with "1" and a red arrow pointing to the dropdown). Below these fields is the "Amount" section with three radio buttons: "Use Remaining Amount" (selected, circled in red), "Use Specific Amount", and "Use Percentage". Below the "Amount" section is a checkbox labeled "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf" with a red arrow pointing to the checkbox. At the bottom of the dialog, there are two buttons: "CANCEL" on the left and "SAVE NEW DEPOSIT" on the right, which is circled in red.



MyAthens Self Service Employee Information Guide

If creating from an existing account, enter the **Amount** and **Priority**.

Add Payroll Allocation ✕

Choose an option:

Create from existing account information

Create new

Amount

Use Remaining Amount

Use Specific Amount

Use Percentage

%

Priority

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Multiple payroll direct deposit accounts can be used. Priority 1 will deposit first, priority 2 will deposit second, and so on. The lowest priority account must have the amount of **Use Remaining Amount**.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Savings	30%	1	[REDACTED]	Active
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Checking	Remaining	2	[REDACTED]	Active
						Total Net Pay	[REDACTED]



MyAthens Self Service Employee Information Guide

Select **Add New** under **Accounts Payable Deposit** to add an Accounts Payable direct deposit account. Please note that only one bank account is allowed for accounts payable deposit.

The screenshot shows two sections: 'Proposed Pay Distribution' and 'Accounts Payable Deposit'. Both sections have a 'Delete' and 'Add New' button. The 'Add New' button in the 'Accounts Payable Deposit' section is circled in red. Below each section is a message: 'You have not added any payroll allocations yet. Click Add New to add an allocation.' and 'You have not added an Accounts Payable allocation yet. Click Add New to add an allocation.'

You can then choose from **existing** account information options or create a **new** account.

The dialog box titled 'Add Accounts Payable Deposit' has a close button (X) in the top right. It contains a section 'Choose an option:' with two radio buttons: 'Create from existing account information' and 'Create new'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE NEW DEPOSIT'. The 'Choose an option:' section and the 'SAVE NEW DEPOSIT' button are circled in red.

Enter your **Bank Routing Number**, **Account Number**, and **Account Type** if adding a new direct deposit account. You will then **Authorize** Athens State to initiate direct credits or debits and **Save New Deposit**. If you receive an error while entering the information, please contact the Payroll Office.

The dialog box is filled with input fields. 'Bank Routing Number' and 'Account Number' are text boxes with red arrows pointing to them. 'Bank Name' is a text box. 'Account Type' is a dropdown menu with 'Select a Type' and a red arrow pointing to it. Below these is a checkbox with the text 'By checking this box, I authorize the institution to initiate direct credits or debits on my behalf'. At the bottom, there are 'CANCEL' and 'SAVE NEW DEPOSIT' buttons. The 'SAVE NEW DEPOSIT' button is circled in red.



MyAthens Self Service Employee Information Guide

Select the **Bank Account** from the drop-down list if creating from an existing direct deposit account. You will then **Authorize** Athens State to initiate direct credits or debits and **Save New Deposit**.

Add Accounts Payable Deposit

Choose an option:

Create from existing account information

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Create new

CANCEL SAVE NEW DEPOSIT

Accounts can be deleted by clicking the **Checkbox** beside the Account and then **Delete**.

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/>			Savings	30%	1		Active
<input type="checkbox"/>			Checking	Remaining	2		Active

Proposed Pay Distribution

[-] Delete [+ Add New

If you make any changes on the direct deposit dashboard, such as changing the amount or percentage of an existing account, remember to **Authorize** Athens State to initiate direct credits or debits and **Save Changes** at the bottom of the screen.

Direct Deposit Allocation

Proposed Pay Distribution

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

Cancel Changes Save Changes



How to Update Federal Tax Withholdings

Under **Taxes**, click **W-4 Employee's Withholding Allowance Certificate**.

The screenshot displays the 'Employee Dashboard' for a user named 'Sample, Sandy'. The dashboard includes a profile section with 'My Profile' and 'My Team' buttons, and a 'Leave Balances as of 10/04/2023' section with the following data:

Leave Type	Balance (hours)
Annual Leave	429.50
Sick Leave	507.25
Personal Leave	16.00
Compensatory Leave	0.14

Below the leave balances is a 'Full Leave Balance Information' link. The main content area is divided into 'Pay Information' and 'Taxes' sections. The 'Taxes' section is expanded, showing:

- Federal Income Tax**: W-4 Employee's Withholding Allowance Certificate (highlighted with a red arrow), W-2 Wage and Tax Statement
- Electronic Regulatory Consent**
- 1095-C Employer Provided Health Insurance Offer and Coverage Statement**
- W-2c Corrected Wage and Tax Statement**

Other sections include 'Alabama State Income Tax' and 'Job Summary'. On the right side, there is a 'My Activities' sidebar with an 'Enter Time' button and a list of activities: Approve Time, Approve Leave Report, Electronic Personnel Action Forms (EPAF), Salary Planner, and Pay Stub Administrator.



MyAthens Self Service Employee Information Guide

Your current W-4 Employee's Withholding Allowance Certificate will appear. On the bottom of the page, you will click **Update**.

[Employee Dashboard](#) • [W-4 Employee's Withholding Allowance Certificate](#)

W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date:	10/11/2023
Name:	Sandy Sample
Address:	300 N Beaty St Athens AL 35611-1902
Last Name differs from SSN card:	No
Deduction Status:	Active
Start Date:	08/16/2009
End Date:	
Filing Status	Single
Nonresident Alien	No
Step 2C Indicator	No
Dependent Amount	0.00
Other Income	0.00
Deductions	0.00
Additional Withholding	0.00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

[Print](#)

[History](#) • [Update](#) • [Contributions or Deductions](#)
W2 Year End Earnings Statement



MyAthens Self Service Employee Information Guide

Review **Form W-4** for required information before completing a new form W-4. A link to the paper form and instructions are at the page's top.

Update W-4

Review Form W-4 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

* - indicates a required field.

Follow the instructions on the form to enter your changes. Make sure that all boxes are completed. Once completed, click **Certify Changes**.

Update W-4

Review Form W-4 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

* - indicates a required field.

Federal Tax

Deduction Effective as of: 10/01/2023

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: 10/01/2023

Note: Effective Date must be after 09/30/2023 the date you were last paid.

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- * Last year I had no tax liability and
- * This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

Deduction Status: Active

Step 1(c): Enter Personal Information

Filing Status: [Dropdown]

Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Certify Changes. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy. 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 at 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.

Step 2C Indicator

TIP: To be accurate, submit a 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 total 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

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

(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.

(c) Extra withholding. Enter any additional tax you want withheld each pay period.

Nonresident alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Certify Changes Restore Original Values



MyAthens Self Service Employee Information Guide

Read the certification message carefully, and click **OK**.

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. ×

The following message will then appear. You may click the **W-4 Employee's Withholding Allowance Certificate** link to view your updated form.

Update W-4 Confirmation

The updates you requested were successfully processed.

Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

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



How to Consent or Revoke Electronic Tax Statements

Athens State University is required by federal law to provide each employee with a Form W-2 (Wage and Tax Statement) that states the employee's compensation and tax withholding amounts for the calendar year on or before January 31st of the following year. University employees may access their W-2 statement electronically through **MyAthens Self Service** (preferred) or receive a paper copy mailed to the home address on file. Federal regulations require that employees consent to receive the W-2 electronically. Below are the required IRS Disclosure Statement and instructions to consent to access your W-2 electronically instead of receiving a paper copy.

Disclosure Statement

- **Consent Generally:** If an employee does not consent to receive an electronic version of the W-2 form, they will continue to be furnished a paper W-2 form. (The "default" position is for employees to receive paper W-2 forms via U.S. mail.)
- **Scope and Duration of Consent:** An employee's consent to receive a W-2 form in electronic format is effective only for all future tax years until consent is withdrawn. University Payroll will notify employees each year when the W-2 Forms are available for access online.
- **Procedure for Obtaining Paper W-2s After Consent Given:** After giving consent, an employee may still request a paper Form W-2 by contacting the Payroll Office in writing (either by email to Payroll@athens.edu or by U.S. mail to Athens State University, Payroll Office, 300 North Beaty Street, Athens, AL 35611.) The request for a paper Form W-2 will not terminate consent to receive W-2 Forms electronically in the future.
- **Withdrawal of Consent:** An employee may withdraw their consent at any time. Consent withdrawn by employees is effective for those W-2s not yet issued only and does not apply to previously issued Forms W-2. To withdraw your consent, you may change your selection in Athens State Online (by unchecking the consent box and submitting it) to receive a paper copy or send a request to Payroll@athens.edu.
- **Terminated Employees:** If your employment with Athens State University is terminated, a paper copy of your W-2 form will be mailed to your last home address on file.
- **Updating Information:** It is an employee's responsibility to notify the University Payroll Office or Human Resources Office of any changes to contact information, such as name or address changes. The University Payroll Office is responsible for notifying employees of changes to the University's contact information.



MyAthens Self Service Employee Information Guide

Under **Taxes**, click **Electronic Regulatory Consent** to consent or revoke your consent.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes sections for 'Leave Balances as of 10/04/2023' (Annual Leave: 429.50, Sick Leave: 507.25, Personal Leave: 16.00, Compensatory Leave: 0.14), 'Pay Information', 'Earnings', and 'Taxes'. The 'Taxes' section is expanded to show 'Federal Income Tax' and 'Alabama State Income Tax' details. A red arrow points to the 'Electronic Regulatory Consent' link under the Federal Income Tax section. To the right, the 'My Activities' sidebar contains buttons for 'Enter Time', 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

Under **My Choice**, **Check** the checkbox to consent or **Uncheck** the checkbox to revoke your consent. Then click **Submit**.

IMPORTANT NOTE: You cannot access your tax forms if you revoke your consent.

The screenshot shows a 'Selection Criteria' form with two rows of consent options. The first row is 'Consent to receive W-2 electronically:' with a checked checkbox. The second row is 'Consent to receive 1095-C electronically:' with a checked checkbox. The 'My Choice' label is positioned above the checkboxes. Below the form, there is a statement: 'I understand the instructions provided to me for accessing and printing my electronic tax forms.' and a 'Submit' button. A red circle highlights the 'My Choice' label and the two checkboxes, and another red circle highlights the 'Submit' button.



MyAthens Self Service Employee Information Guide

Once you have consented to receive your W-2 Wage and Statement electronically, you can view your W-2 online. Under **Taxes**, click on **W-2 Wage and Tax Statement**.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes a profile picture, 'My Profile' and 'My Team' buttons, and 'Leave Balances as of 10/04/2023' with values for Annual, Sick, Personal, and Compensatory leave. The 'Taxes' section is expanded, showing 'Federal Income Tax' and 'Alabama State Income Tax' details. A red arrow points to the 'W-2 Wage and Tax Statement' link in the 'Taxes' section. To the right, the 'My Activities' sidebar contains an 'Enter Time' button and links for 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

You will then select the **Tax Year** and click **Display**.

The screenshot shows the 'W-2 Wage and Tax Statement' page. It includes a breadcrumb trail 'Employee Dashboard > W-2 Wage and Tax Statement' and a header 'W-2 Wage and Tax Statement'. Below the header is a message: 'You may adjust the display size by selecting View in the menu at the top of your browser.' The main form has two dropdown menus: 'Tax Year:' with '2022' selected (indicated by a red arrow) and 'Employer or Institution:' with 'Athens State University' selected. A red circle highlights the 'Display' button at the bottom left of the form.



MyAthens Self Service Employee Information Guide

Once you have consented to receive your 1095-C electronically, you can view your 1095-C online. Under **Taxes**, click on **1095-C Employer Provided Health Insurance Offer and Coverage Statement**.

The screenshot shows the Employee Dashboard for Sandy Sample. The 'Taxes' section is expanded, showing various tax-related links. A red arrow points to the link for '1095-C Employer Provided Health Insurance Offer and Coverage Statement'. Other visible links include 'Federal Income Tax', 'Alabama State Income Tax', 'W-4 Employee's Withholding Allowance Certificate', 'Electronic Regulatory Consent', 'W-2 Wage and Tax Statement', and 'W-2c Corrected Wage and Tax Statement'. The 'My Activities' sidebar on the right includes options like 'Enter Time', 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'.

You will then select the **Tax Year** and click **Display**.

The screenshot shows the selection screen for the 1095-C Employer-Provided Health Insurance Offer and Coverage Statement. The 'Tax Year' dropdown menu is set to '2022', and the 'Employer or Institution' dropdown menu is set to 'Athens State University'. A red arrow points to the '2022' selection. The 'Display' button is circled in red.



How to Enter Time

Under **My Activities**, click **Enter Time**.

The screenshot shows the 'Employee Dashboard' for a user named 'Sample, Sandy'. It includes a profile picture, 'My Profile', and 'My Team' buttons. A 'Leave Balances as of 10/04/2023' section displays: Annual Leave in hours (429.50), Sick Leave in hours (507.25), Personal Leave in hours (16.00), and Compensatory Leave in hours (0.14). A 'Full Leave Balance Information' link is present. On the left, there are expandable sections for 'Pay Information', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right, the 'My Activities' menu is open, with the 'Enter Time' button highlighted in blue and indicated by a red arrow.

Click on the position for which you are entering hours (you may have more than one option) to start your timesheet. You can view the timesheet based on the Pay Period or Month by clicking the drop-down. The pay period view is the default.

The screenshot shows the 'Timesheet' interface. It has tabs for 'Approvals' and 'Timesheet'. A 'Pay Period' dropdown menu is visible in the top right, with a red arrow pointing to it. Below is a table with columns: 'Pay Period', 'Hours/Units', 'Submitted On', and 'Status'. The table contains one entry for 'Secretary, 999877-01, A, 062500, HUMAN RESOURCES' for the period '10/16/2023 - 11/15/2023', which is marked as 'In Progress'. A red arrow points to the date range in the table. A 'Prior Periods' link is also visible.



MyAthens Self Service Employee Information Guide

The **Arrows** on the ends will allow you to scroll through the various days within the pay period.

To enter hours:

1. Select the day you want to record time by clicking the **Calendar Entry**.
2. Select the **Earn Code** from the drop-down and enter the **Hours**.
3. Click **Save** after every entry.

IMPORTANT NOTE: Hours are to be rounded to the nearest quarter hours. For example:

- 15 minutes = 0.25
- 30 minutes = 0.50
- 45 minutes = 0.75
- 60 minutes = 1.00

Secretary, 999877-01, A, 062500, HUMAN RESOURCES Restart Time Leave Balances

09/16/2023 - 10/15/2023 | 40.00 Hours 1 In Progress Submit By 10/20/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7

+ Add Earn Code

Earn Code: Annual Leave Hours*: 8

Exit Page Cancel Save Preview



MyAthens Self Service Employee Information Guide

Click the **Pencil** icon to edit your hours. Click the **Copy** icon to copy the hours to another day. Click the **Delete** icon to delete your hours. You can add more hours for the day with a different earn code by clicking **Add Earn Code**. You can also **Restart Time** by clicking the button on the top of your timesheet. This will erase all hours entered on your timesheet.

Secretary, 999877-01, A, 062500, HUMAN RESOURCES Restart Time Leave Balances

09/16/2023 - 10/15/2023 | 8.00 Hours | In Progress | Submit By 10/16/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11 8.00 Hours	12	13	14

[Add Earn Code](#)

Annual Leave 8.00 Hours

Total: 8.00 Hours | [Account Distribution](#)

[Exit Page](#) Cancel Save Preview

You may receive a **Timesheet Message**. Timesheet messages will appear at the top of the screen. You will need to correct the indicated errors before submitting your timesheet.

Secretary, 999877-01, A, 062500, HUMAN RESOURCES Restart Time Leave Balances

Timesheet Messages 1

Possible Insufficient Leave Balance for Comp Time Leave

09/16/2023 - 10/15/2023 | 48.00 Hours | In Progress | Submit By 10/16/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9 8.00 Hours	10 8.00 Hours	11 8.00 Hours	12 8.00 Hours	13 8.00 Hours	14 8.00 Hours



MyAthens Self Service Employee Information Guide

When you are ready to submit your timesheet, click the **Preview** button. **DO NOT** submit your timesheet before entering time for the entire pay period.

Secretary, 999877-01, A, 062500, HUMAN RESOURCES Restart Time Leave Balances

09/16/2023 - 10/15/2023 | 8.00 Hours i 🗨 In Progress Submit By 10/16/2023, 11:59 PM

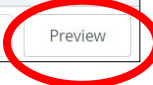
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11 8.00 Hours	12	13	14

+ Add Earn Code

Annual Leave ⊖ 8.00 Hours ✎ 📄 ⊖

Total: 8.00 Hours | [Account Distribution](#)

[Exit Page](#) Cancel Save Preview






MyAthens Self Service Employee Information Guide

Review the **Timesheet Detail Summary** to verify that all time entered is correct. Enter any **Comments** you wish your timesheet approver to see, such as unusual situations. Once reviewed, **Certify** that the timesheet is accurate and **Submit**. You can print this page for your records by clicking the **Printer** icon.

Timesheet Detail Summary

Secretary, 999877-01, A, 062500, HUMAN RESOURCES 

Pay Period: 09/16/2023 - 10/15/2023 | 40.00 Hours | In Progress | Submit By 10/16/2023, 11:59 PM


Time Entry Detail

Date	Earn Code	Shift	Total
10/09/2023	ANL, Annual Leave	1	8.00 Hours
10/10/2023	ANL, Annual Leave	1	8.00 Hours
10/11/2023	ANL, Annual Leave	1	8.00 Hours
10/12/2023	ANL, Annual Leave	1	8.00 Hours
10/13/2023	ANL, Annual Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
ANL, Annual Leave	1					40.00		40.00 Hours
Total Hours								40.00

Routing and Status

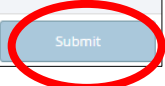
Name	Action
	Originated On 10/11/2023, 12:21 PM by Sample, Sandy
	Submit By 10/16/2023, 11:59 PM
	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.





MyAthens Self Service Employee Information Guide

Once the timesheet is submitted, you may recall your timesheet to make additional edits. This can only be done when the status is **Pending** and before the **Timesheet Submit By Date**. Once you have made your corrections, resubmit your timesheet to your approver.

Secretary, 999877-01, A, 062500, HUMAN RESOURCES Leave Balances

09/16/2023 - 10/15/2023 | 48.00 Hours Info 1 Pending Submitted On 10/17/2023, 01:40 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 8.00 Hours	3	4	5	6	7

[Exit Page](#) [Recall Timesheet](#) [Preview](#)



How to Approve Time

Remember: It is the Supervisor’s responsibility to check their direct report’s timesheet for accuracy, and to approve that time by the respective deadline dates.

Under **My Activities**, click **Approve Time**.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes a profile picture, 'My Profile' and 'My Team' buttons, and 'Leave Balances as of 10/04/2023' with categories: Annual Leave (429.50), Sick Leave (507.25), Personal Leave (16.00), and Compensatory Leave (0.14). Below this are sections for 'Pay Information', 'Earnings', 'Taxes', and 'Job Summary'. On the right, the 'My Activities' menu is expanded, showing 'Enter Time', 'Approve Time' (highlighted with a red arrow), and 'Approve Leave Report'.

Select the **Pay Period** from the drop-down. You will then see a list of your employees broken down into status categories. You can filter the categories by selecting the **Status** drop-down. You can only approve timesheets that are in pending status. Click the employee’s **Pending** timesheet.

The screenshot shows the 'Approvals - Timesheet' interface. At the top right, it says 'Proxy Super User' and 'Reports'. There are two tabs: 'Approvals' and 'Timesheet'. Below the tabs are filters: 'Timesheet' (dropdown), 'All Departments' (dropdown), '09/16/2023 - 10/15/2023 (20...)' (dropdown, circled in red), 'All Status except Not Started' (dropdown, circled in red), and 'Enter ID/Name' (text input). Below the filters is a 'Distribution Status Report - Timesheet' with a bar chart showing 'Pending' at 1 and other statuses at 0. At the bottom, a table shows 'Pending 1' with one entry: 'Smith, Susie' (ID: IWS993-00, Organization: A-PYOFF, PAYROLL OFFICE (NOT MAILED), Hours/Units: 60.00 Hours). A red arrow points to the 'ID' column header.



MyAthens Self Service Employee Information Guide

Review the Timesheet Detail Summary. If there are any errors, click the **Return for Correction** button to return the timesheet to the employee. If there are no errors, click **Approve**.

Time Entry Detail			
Date	Earn Code	Shift	Total
09/18/2023	REG, Regular Pay	1	3.00 Hours
09/19/2023	REG, Regular Pay	1	3.00 Hours
09/20/2023	REG, Regular Pay	1	3.00 Hours
09/21/2023	REG, Regular Pay	1	3.00 Hours
09/22/2023	REG, Regular Pay	1	3.00 Hours
09/25/2023	REG, Regular Pay	1	3.00 Hours
09/26/2023	REG, Regular Pay	1	3.00 Hours
09/27/2023	REG, Regular Pay	1	3.00 Hours

Return Details Return for correction Approve



How to Enter Leave

Under **My Activities**, click **Enter Leave Report**.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes sections for 'Leave Balances as of 10/18/2023' (Annual Leave: 429.50, Sick Leave: 507.25, Personal Leave: 16.00, Compensatory Leave: 0.14), 'Pay Information', and 'My Activities'. The 'My Activities' section has a dropdown menu with 'Enter Leave Report' highlighted in yellow and a red arrow pointing to it.

Click on the position for which you are entering hours (you may have more than one option) to start your leave report. You can view the leave report based on the Leave Report Period or Month by clicking the drop-down. The leave report period view is the default.

The screenshot shows the 'Leave Report' interface. It has tabs for 'Approvals', 'Timesheet', and 'Leave Report'. A 'Leave Report Period' dropdown menu is highlighted with a red arrow. Below is a table with columns: Leave Period, Hours/Days/Units, Submitted On, and Status. The table shows two rows: '11/01/2023 - 11/30/2023' (Not Started) and '10/01/2023 - 10/31/2023' (In Progress). A red arrow points to the '10/01/2023 - 10/31/2023' row.



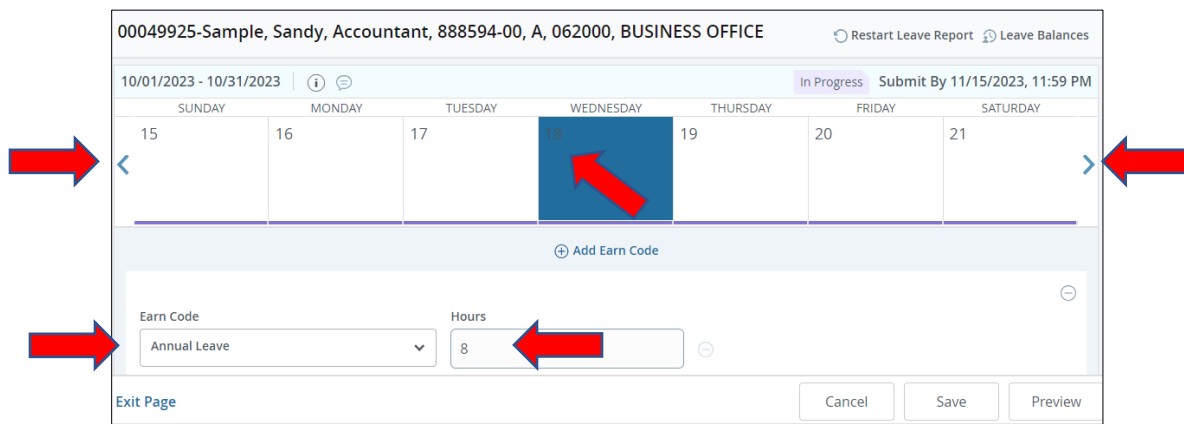
MyAthens Self Service Employee Information Guide

The **Arrows** on the ends will allow you to scroll through the various days within the pay period.
To enter hours:

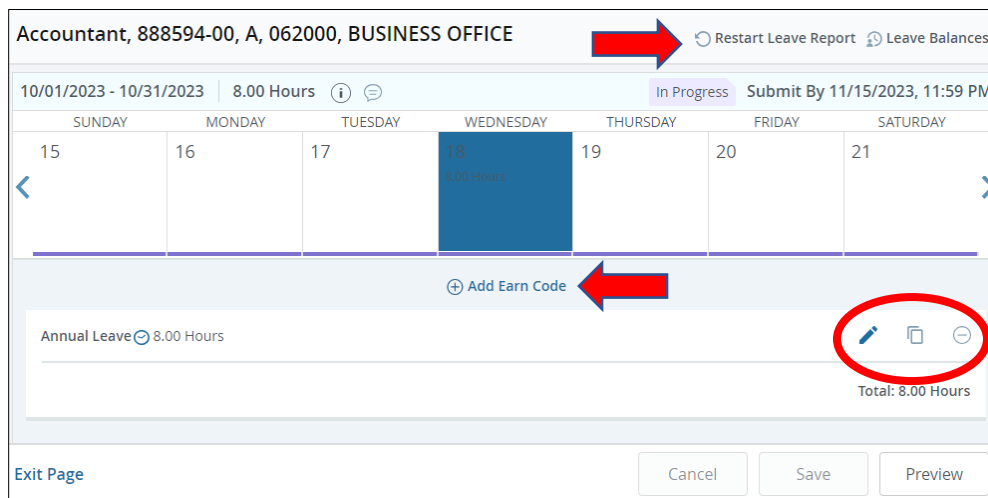
1. Select the day you want to record time by clicking the **Calendar Entry**.
2. Select the **Earn Code** from the drop-down and enter the **Hours**.
3. Click **Save** after every entry.

IMPORTANT NOTE: Hours are to be rounded to the nearest quarter hours. For example:

- 15 minutes = 0.25
- 30 minutes = 0.50
- 45 minutes = 0.75
- 60 minutes = 1.00



Click the **Pencil** icon to edit your hours. Click the **Copy** icon to copy the hours to another day. Click the **Delete** icon to delete your hours. You can add more hours for the day with a different earn code by clicking **Add Earn Code**. You can also **Restart Leave Report** by clicking the button on the top of your leave report. This will erase all hours entered on your leave report.





MyAthens Self Service Employee Information Guide

You may receive a **Leave Report Message**. Leave report messages will appear at the top of the screen. You will need to correct the indicated errors before submitting your leave report.

Accountant, 888594-00, A, 062000, BUSINESS OFFICE Restart Leave Report Leave Balances

Leave Report Messages 1

Possible Insufficient Leave Balance for Comp Time Leave

10/01/2023 - 10/31/2023 | 16.00 Hours i ☰ In Progress Submit By 11/15/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18 8.00 Hours	19 8.00 Hours	20	21

When you are ready to submit your leave report, click the **Preview** button. **DO NOT** submit your leave report before entering time for the entire leave report period.

Accountant, 888594-00, A, 062000, BUSINESS OFFICE Restart Leave Report Leave Balances

10/01/2023 - 10/31/2023 | 8.00 Hours i ☰ In Progress Submit By 11/15/2023, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18 8.00 Hours	19	20	21

+ Add Earn Code

Annual Leave 8.00 Hours ✎ 📄 ⊖

Total: 8.00 Hours

Exit Page Cancel Save Preview



MyAthens Self Service Employee Information Guide

Review the **Leave Report Detail Summary** to verify that all time entered is correct. Enter any **Comments** you wish your timesheet approver to see, such as unusual situations. Once reviewed, **Certify** that the timesheet is accurate and **Submit**. You can print this page for your records by clicking the **Printer** icon.

Leave Report Detail Summary

Accountant, 888594-00, A, 062000, BUSINESS OFFICE 🖨️

Pay Period: 10/01/2023 - 10/31/2023 | 8.00 Hours | In Progress | Submit By 11/15/2023, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
10/18/2023	ANL, Annual Leave	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
ANL, Annual Leave	1			8.00			8.00 Hours
Total Hours				8.00			

Routing and Status

Name	Action
	Originated On 10/18/2023, 09:30 AM by Sample, Sandy
	Submit By 11/15/2023, 11:59 PM
Smith, Susie	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return
Submit

Once the leave report is submitted, you may recall your leave report to make additional edits. This can only be done when the status is **Pending** and before the **Leave Report Submit By Date**. Once you have made your corrections, resubmit your leave report to your approver.

Accountant, 888594-00, A, 062000, BUSINESS OFFICE 🔄 Leave Balances

10/01/2023 - 10/31/2023 | 8.00 Hours | Pending | Submitted On 10/18/2023, 09:51 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	16	17	18 8.00 Hours	19	20	21

Exit Page Recall Leave Report Preview



How to Approve Leave

Remember: It is the Supervisor's responsibility to check their direct report's leave report for accuracy, and to approve that time by the respective deadline dates.

Under **My Activities**, click **Approve Leave Report**.

Employee Dashboard

Sample, Sandy

Leave Balances as of 10/04/2023

- Annual Leave in hours: 429.50
- Sick Leave in hours: 507.25
- Personal Leave in hours: 16.00
- Compensatory Leave in hours: 0.14

Full Leave Balance Information

Pay Information

Earnings

Taxes

Job Summary

My Activities

- Enter Time
- Approve Time
- Approve Leave Report

Select the **Leave Period** from the drop-down. You will then see a list of your employees broken down into status categories. You can filter the categories by selecting the **Status** drop-down. You can only approve leave reports that are in pending status. Click the employee's **Pending** leave report.

Approvals - Leave Report

Proxy Super User | Reports

You are acting as a Superuser for Time Entry Approvals & Leave

Approvals | Timesheet

Leave Report: 10/01/2023 - 10/31/2023 (...)

All Department: All Department

All Status except Not Star...

Enter ID/Name

Distribution Status Report - Leave Report

Bar chart showing status distribution: Pending (1), In Progress (1), Returned (0), Error (0), Approved (0), Completed (0), Cancelled (0).

Pending 1

Employee Name	ID	Organization	Hours/Days/Units
<input type="checkbox"/> Smith, Susie Director of Accounting, 999925-00		A-062000, BUSINESS OFFICE	40.00 Hours



MyAthens Self Service Employee Information Guide

Review the Leave Report Detail Summary. If there are any errors, click the **Return for Correction** button to return the leave report to the employee. If there are no errors, click **Approve**. Once approved, the leave report cannot be returned or recalled. Please get in touch with the Human Resources office in regards to issues after the leave report is returned.

Time Entry Detail			
Date	Earn Code	Shift	Total
10/02/2023	ANL, Annual Leave	1	8.00 Hours
10/03/2023	ANL, Annual Leave	1	8.00 Hours
10/04/2023	ANL, Annual Leave	1	8.00 Hours
10/05/2023	ANL, Annual Leave	1	8.00 Hours

Return Details Return for correction Approve



How to Set-up Time Entry Approver Proxy

You can designate a proxy to approve your employee's leave reports or timesheets. Select **Approve Time** or **Approve Leave Report** on the **Employee Dashboard** to do this.

The screenshot shows the 'Employee Dashboard' for 'Sample, Sandy'. It includes a profile picture, 'My Profile' and 'My Team' buttons, and a 'Leave Balances as of 10/04/2023' section with the following data:

Leave Type	Balance (hours)
Annual Leave in hours	429.50
Sick Leave in hours	507.25
Personal Leave in hours	16.00
Compensatory Leave in hours	0.14

Below the dashboard is a navigation menu with categories: Pay Information, Earnings, Taxes, Job Summary, and Employee Summary. On the right, there is a 'My Activities' section with a list of options: Enter Time, Approve Time, Approve Leave Report, Electronic Personnel Action Forms (EPAF), Salary Planner, and Pay Stub Administrator. A red arrow points to the 'Approve Time' option.

Select **Proxy Super User** on the top of the Approvals page.

The screenshot shows the 'Approvals - Timesheet' page. At the top right, there is a dropdown menu for user selection, currently showing 'Proxy Super User'. A red arrow points to this dropdown. Below the header are tabs for 'Approvals' and 'Timesheet'. The main area contains several filters: 'Timesheet' (dropdown), 'All Departments' (dropdown), '09/16/2023 - 10/15/2023 (20...)' (date range), 'All Status except Not Started' (dropdown), and 'Enter ID/Name' (text input). Below the filters is a 'Distribution Status Report - Timesheet' section with a bar chart showing the status distribution of timesheets.

Status	Count
Pending	1
Pending in the Queue	0
In Progress	0
Retrieved	0
Error	0
Pending Approval	0
Approved	0
Completed	0



MyAthens Self Service Employee Information Guide

Select **Time & Leave Approvals** from the drop-down list. Click **Add a new proxy** and begin typing the name of the **Employee** who you want to act as your proxy. If the name does not appear, contact the Payroll Office.

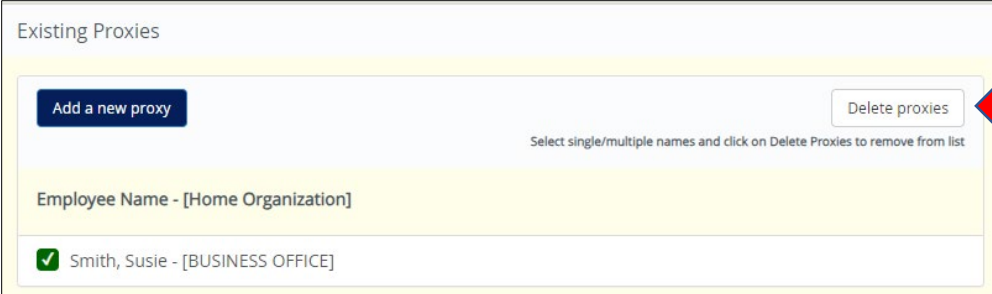
The screenshot displays the 'Proxy or Super User' configuration page. The breadcrumb trail is 'Employee Dashboard • Proxy or Super User'. The page is divided into several sections:

- Proxy or Superuser**: A header section.
- Application Selection**: A dropdown menu currently set to 'Time & Leave Approvals', with a red arrow pointing to it.
- Act as a Superuser**: Two unchecked checkboxes: 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'.
- Act as a Proxy for**: A dropdown menu showing 'Self-Sample, Sandy - [HUMAN RESOURCES]'.
- Existing Proxies**: A section containing:
 - An 'Add a new proxy' button with a red arrow pointing to it.
 - A dropdown menu labeled 'Select Employee to add as Proxy' with a red arrow pointing to it.
 - A 'Delete proxies' button.
 - Text: 'Select single/multiple names and click on Delete Proxies to remove from list'.
 - A text input field labeled 'Employee Name - [Home Organization]'.
- Navigation**: A 'Navigate to Time & Leave Approvals application' button at the bottom right.



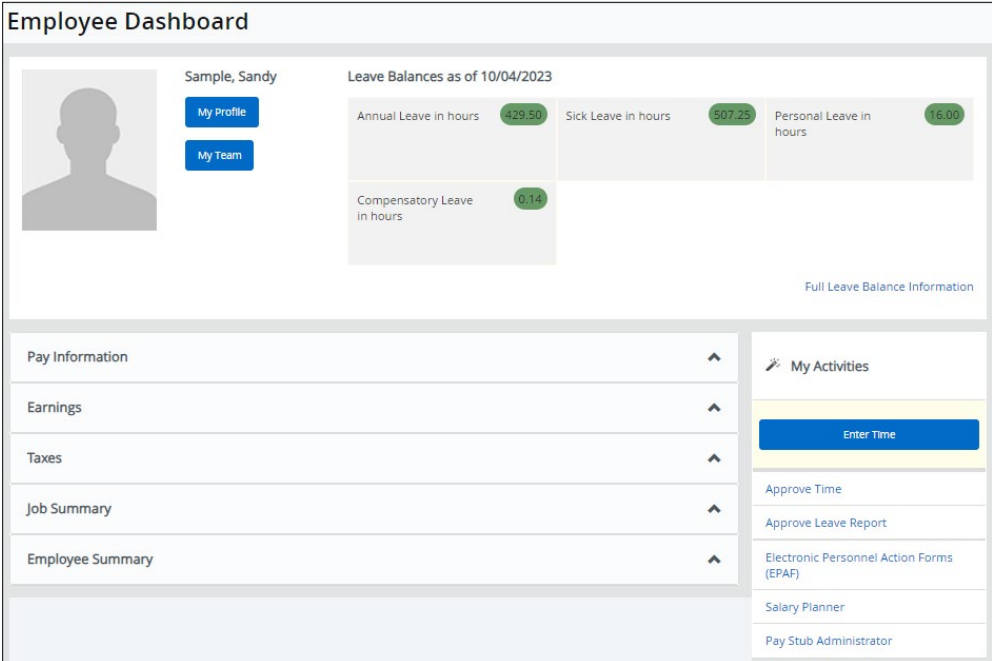
MyAthens Self Service Employee Information Guide

To delete a proxy, click the **Checkbox** beside the employee's name and **Delete Proxies**.



The screenshot shows the 'Existing Proxies' section of the MyAthens system. At the top left is a blue button labeled 'Add a new proxy'. At the top right is a button labeled 'Delete proxies', with a red arrow pointing to it from the right. Below these buttons is a yellow instruction bar that reads 'Select single/multiple names and click on Delete Proxies to remove from list'. Underneath is a search bar labeled 'Employee Name - [Home Organization]'. Below the search bar is a list of proxies, with the first entry being 'Smith, Susie - [BUSINESS OFFICE]' which has a green checkmark to its left. A red arrow points to this checkmark from the left.

Select **Approve Time** or **Approve Leave Report** on the **Employee Dashboard** to act as a proxy.



The screenshot shows the 'Employee Dashboard' for a user named 'Sample, Sandy'. The dashboard includes a profile picture placeholder, 'My Profile', and 'My Team' buttons. It also displays 'Leave Balances as of 10/04/2023' with four categories: Annual Leave in hours (429.50), Sick Leave in hours (507.25), Personal Leave in hours (16.00), and Compensatory Leave in hours (0.14). Below this is a 'Full Leave Balance Information' link. The main content area is divided into two columns. The left column contains links for 'Pay Information', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column contains a 'My Activities' section with a yellow header and a blue 'Enter Time' button. Below this are links for 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Salary Planner', and 'Pay Stub Administrator'. A red arrow points to the 'Approve Time' and 'Approve Leave Report' links from the right.

Select **Proxy Super User** on the top of the Approvals page.



The screenshot shows the 'Approvals - Timesheet' page. At the top right, there is a user selection dropdown menu currently set to 'Proxy Super User', with a red arrow pointing to it from the left. To the right of the dropdown is a 'Reports' icon. Below the header are two tabs: 'Approvals' and 'Timesheet'.



MyAthens Self Service Employee Information Guide

Select the employee who you will be acting for from the **Act as Proxy for** drop-down. Then select **Navigate to Time & Leave Approvals Application**.

[Employee Dashboard](#) • Proxy or Super User

Proxy or Superuser


Application Selection

Time & Leave Approvals ▾

Act as a Superuser

Act as Time Entry Approvals Superuser
 Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Sample, Sandy - [HUMAN RESOURCES] ▾ 

Existing Proxies

[Add a new proxy](#) ▾ [Delete proxies](#)

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

[Navigate to Time & Leave Approvals application](#) 