


# Columbia EDP

PAYROLL/TAX SERVICES

Secure Login

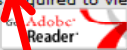
User Name

Password

 Log In

[Register / Restore Login](#)

Information is protected by 128 bit SSL encryption.  
Acrobat Reader is required to view pay statements



Done

**If this is your first time using ESS, and your Company Payroll/HR did not provide you with a Username & Password you will need to click on the Register button.**

# Columbia EDP

## PAYROLL/TAX SERVICES EDP

You will need the following information  
From a current pay stub within the last  
30 days:

1. Company Number
2. Social Security Number
3. Check Number (include "-" if in the check number)
4. Current Total Earnings

Secure Login  
Register / Restore Login

Pay statement information

Company 0159

SSN ●●●●●●●●

Check Number -99999999

Current Total Earnings 1505.65

Create new login

User Name employee

Password ●●●●●●●●

Confirm Password ●●●●●●●●

Calculate 27 + 41 = 68

Register

Info Acro Janet L Wilson

Company	Period Begin	Division
0159	1/30/2007	
Number	Period End	Branch
1	2/12/2007	3
Social Security #	Check Date	Department
555-55-5555	2/15/2007	A
Hire Date	Check Number	Team
5/27/2004	99999999	

Three Kites Sample Company

Fed OR addl \$5.00; MO OR addl \$25.00	
Sick =88.00 HOURS	
Vacation =176.00 HOURS	

Earnings						Deductions		
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date
Regular Earnings		21.00	50.00	1050.00	2650.00	Fed (M/O) (3000.00)	113.08	118.08
Bonus		21.00	0.00	500.00	1000.00	OASDI (3150.00)	80.60	195.30
MEMOS						Medicare (3150.00)	18.85	45.68
401K Match			0.00	62.00	137.00	MO (M/O) (3000.00)	71.00	96.00
						United Way	5.00	10.00
						Insurance	45.00	90.00
						401k	75.00	150.00
						HSA Single XX3456	250.00	500.00
<b>Total Earnings</b>			50.00	<b>1505.65</b>	3650.00	<b>Total Deductions</b>	658.53	1205.06
<b>NET PAY</b>		891.47				<b>Check Amount</b>	891.47	2444.94
						<b>Total Direct Deposits</b>	0.00	

Done

# Columbia EDP

## PAYROLL/TAX SERVICES EDP

Dashboard   Paystubs   W-2   EE Info   Time Off   Services   Log Out

Company:   Employee:

• Welcome,

### Main Menu

- Pay Statements
- W2 / 1099 Forms
- Employee Info.
- Paid Time Off
- Services

### Links

### Message Board

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Upon successful login this will be your "Dashboard" page.

You can click on the TABS at the top or the BUTTONS down the side.

# Columbia EDP

## PAYROLL/TAX SERVICES EDP

You can view or print paystub info from past pay periods.

Dashboard **Paystubs** W-2 EE Info Time Off Services Log Out

Company: \_\_\_\_\_ Employee: \_\_\_\_\_

Pay statements

Show Year:

- 2009
- 2008
- 2007
- 2006
- 2005

Check Date	Check #	Gross	Net	Action
Aug 28, 2009	-99993515	1773.98	0.00	
Aug 14, 2009	-99993558	1773.98	0.00	
Jul 31, 2009	-99993602	1773.98	0.00	
Jul 17, 2009	-99993645	1773.98	0.00	
Jul 3, 2009	-99993688	1773.98	0.00	
Jun 19, 2009	-99993733	1773.98	0.00	
Jun 5, 2009	-99993776	1722.31	0.00	
May 22, 2009	-99993820	1722.31	0.00	
May 8, 2009	-99993863	1722.31	0.00	

1. Select Year

2. Click on magnifying glass to preview check.

1 (1 of 1) 130% Find

Company	Period Begin	Division	Sick Salary 100.000000-68.000000=32.000000
Number	Period End	Branch	Vac Salary 80.000000-32.000000=48.000000 H
572	8/25/2009		
Social Security #	Check Date	Department	
	8/28/2009	2	
Hire Date	Check Number	Team	

Earnings						Deductions		
Description	Location / Job	Rate	Hours	Current	Year To Date	Description	Current	Year To Date
SALARY		22.17	0.00	1773.98	31311.60	Fed (M/3) (1522.25)	57.57	1142.35
MEMOS						OASDI (1522.25)	94.38	1691.79
Roth ER Match			0.00	53.22	939.36	Medicare (1522.25)	22.07	395.63
						MO (M/3) (1522.25)	56.00	994.00
						CHECKING 28180XXXX	989.01	17624.43
						SAVINGS 16XXXX	250.00	4500.00
						Roth 401k	53.22	939.36
						Cafe-Health Prm	128.70	2316.60
						Cafe-Med Exp	76.93	1384.74
						Aflac PT Dental	27.32	191.24

Done Unknown Zone | Protected Mode: Off

You can print or save this image

Dashboard Paystubs **W-2** W-2 info Time Off Services Log Out

Company: Employee:

**W-2 / 1099 Forms**

Note: W2 data reflects only originally issued W2 information.  
It does not reflect any W2C corrected statements

Year ▼ Type ▼ Action

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You can view or print W2 info from past pay periods.

Choose the year and type from the drop down menu



Copy B--To Be Filed With Employee's FEDERAL Tax Return.		39-1908647 OMB No. 1545-0008	
a Control number 1	1 Wages, tips, other comp. 117940.50	2 Federal income tax withheld 38772.83	
b Employer ID no. (EIN) 234567890	3 Social security wages 101750.00	4 Social security tax withheld 5260.70	
c Employer's name, address, and ZIP code Burlington Book Store 123 Pine St Burlington, VT 05401 BBS			
d Employee's social security number 005-32-6585			
e Employee's name, address, and ZIP code John Garfield 1 Pine St. Burlington, VT 05401			
7 Social security tips 0.00	8 Allocated tips	9 Advance EIC payment 0.00	
10 Dependent care benefits	11 Nonqualified plans	12a Code See list for box 12 12D 26858.50	
13 Statutory employee	14 Other	12b Code 12E 420.00	
Retirement plan X		12c Code 12G 400.00	
Third-party sick pay		12d Code 12W 950.00	
VT 27275752725	137606.35	11838.62	
15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

Copy 2--To Be Filed With Employee's State, City, or Local Income Tax Return.		OMB No. 1545-0008	
a Control number 1	1 Wages, tips, other comp. 117940.50	2 Federal income tax withheld 38772.83	
b Employer ID no. (EIN) 234567890	3 Social security wages 101750.00	4 Social security tax withheld 5260.70	
c Employer's name, address, and ZIP code Burlington Book Store 123 Pine St Burlington, VT 05401 BBS			
d Employee's social security number 005-32-6585			
e Employee's name, address, and ZIP code John Garfield 1 Pine St. Burlington, VT 05401			
7 Social security tips 0.00	8 Allocated tips	9 Advance EIC payment 0.00	
10 Dependent care benefits	11 Nonqualified plans	12a Code See list for box 12 12D 26858.50	
13 Statutory employee	14 Other	12b Code 12E 420.00	
Retirement plan X		12c Code 12G 400.00	
Third-party sick pay		12d Code 12W 950.00	
VT 27275752725	137606.35	11838.62	
15 State Employer's state ID no.	16 State wages, tips, etc.	17 State income tax	
18 Local wages, tips, etc.	19 Local income tax	20 Locality name	

You can save or print this image

# Columbia **EDP**

## PAYROLL/TAX SERVICES **EDP**

Dashboard | Paystubs | W-2 | **EE Info** | Time Off | Services | Log Out

Company: \_\_\_\_\_ Employee: \_\_\_\_\_

### Employee Information

Last Name First Name Middle Initial Birth Date		<b>Federal:</b> Marital Status <b>Married</b> Dependents <b>3</b> Override Tax <b>None</b> Value <b>0.00</b>	
Address City State Zip Code		<b>State: MO</b> Marital Status <b>Married (Spouse Working)</b> Dependents <b>3</b> Override Tax <b>None</b> Value <b>0.00</b>	
Salary <b>1773.98</b> Hire Date			

Rate #	Amount	Primary	Div ~ Branch ~ Dept ~ Team
1	22.17	Y	~~~

You can view your name, Address, Tax Filing Status and Pay rate info from this screen

Time Off Information

Type ↓	Balance ↓	Accrued ↓	Used ↓
Sick Salary	32.0	100.0	68.0
Vac Salary	48.0	80.0	32.0

You can view your Vacation, Sick Leave or Paid Time off Balances.

# Columbia EDP

PAYROLL/TAX SERVICES EDP

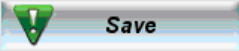
Dashboard Paystubs W-2 EE Info Time Off **Services** Log Out

Company: Employee:

**Change Password**

**Password**

**Confirm Password**

 **Save**

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You can change your password on this screen.

# Columbia EDP






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Company: \_\_\_\_\_ Employee: \_\_\_\_\_ 

• Welcome, \_\_\_\_\_

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-  W2 / 1099 Forms
-  Employee Info.
-  Paid Time Off
-  Services

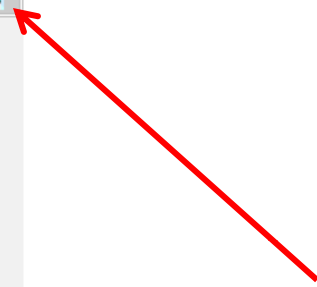

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You can email your HR/Payroll department here with questions about your information.