

# ADP GLOBAL VIEW EMPLOYEE SELF-SERVICE - QUICK REFERENCE GUIDE

# Table of Contents

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Table of Contents .....	ii
1. Home Page Overview .....	3
Update Paperless PaySlip settings .....	4
Update Photo .....	4
How to Log Out.....	5
2. Update Banking Information .....	6
Edit existing bank information.....	7
Add additional bank information.....	9
3. View Pay Information .....	12
4. Update Tax Withholding Information .....	15
Update Federal Tax Information .....	15
Update State Tax Information .....	20
Update Local Tax Information .....	23
View W2 Information .....	23

## 1. Home Page Overview

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myView Home Page contains news sections and quick links to get you places fast

myView

Welcome contains brief summaries of news and information

Welcome

myLinks contains useful links to other websites

myLinks

myPay contain a link to the latest check date information

myPay

About Me contains a link to view and update tax and direct deposit information

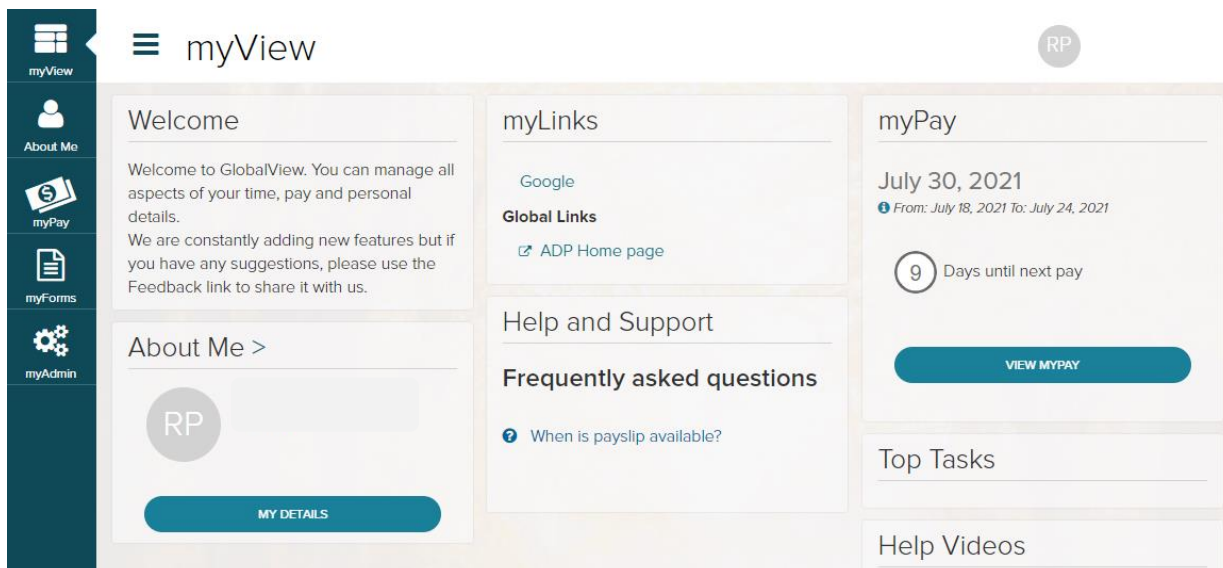
About Me >

Help and Support contains FAQs and other information

Help and Support

Help Videos contains videos on how to use ESS

Help Videos

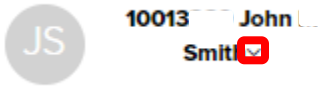


The screenshot shows the myView home page interface. On the left is a dark blue sidebar with icons for myView, About Me, myPay, myForms, and myAdmin. The main content area is light beige and features a top navigation bar with a hamburger menu icon, the text 'myView', and a user profile icon labeled 'RP'. Below the navigation bar are several content cards: a 'Welcome' card with a message about GlobalView, a 'myLinks' card with a 'Google' link and 'Global Links' section containing an 'ADP Home page' link, a 'myPay' card showing the date 'July 30, 2021', a date range 'From: July 18, 2021 To: July 24, 2021', and a circular counter showing '9 Days until next pay' with a 'VIEW MYPAY' button below it. There is also a 'Help and Support' card with a 'Frequently asked questions' section containing a question 'When is payslip available?'. At the bottom of the main area are 'Top Tasks' and 'Help Videos' sections. A 'MY DETAILS' button is located at the bottom of the 'About Me >' card.

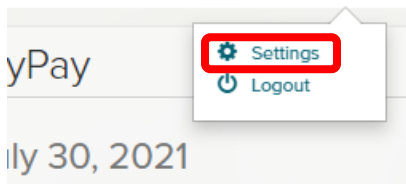
## Update Paperless PaySlip settings

All employees are defaulted to online payslips only. To turn off paperless pay and receive a printed copy of your payslip, follow the instructions below. **All paper payslips will be sent by US Mail to your home address on file.**

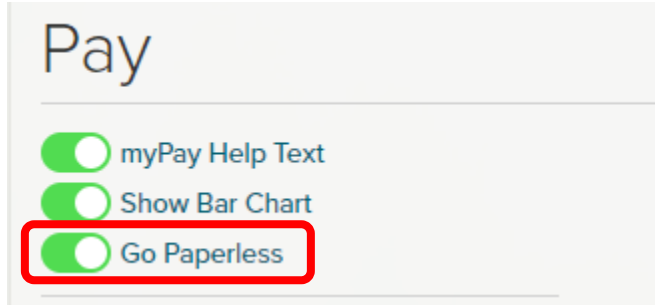
Hover over dropdown under your name in the upper right-hand corner



Click Settings



Under Pay click the radio button to turn OFF paperless payslips

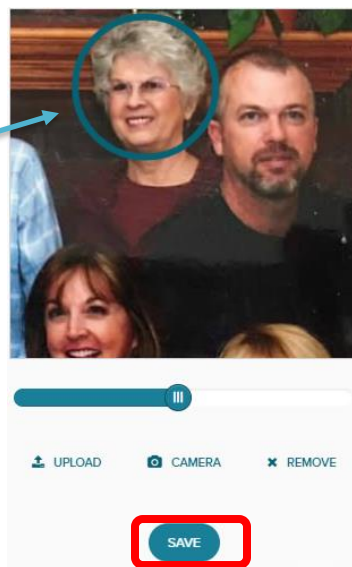


## Update Photo

Click Upload to use a file on your computer or Camera to take a picture and then click Save



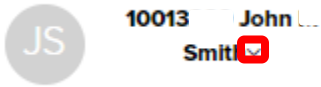
Move the circle to the image you want to capture



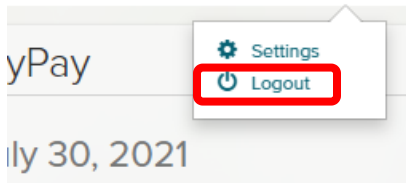
## How to Log Out

If you are using a public computer or a Kiosk at the plant, be sure to logout when you are done to protect your private information. **Failure to log out will allow others to see all your information.**

Hover over dropdown under your name in the upper right-hand corner

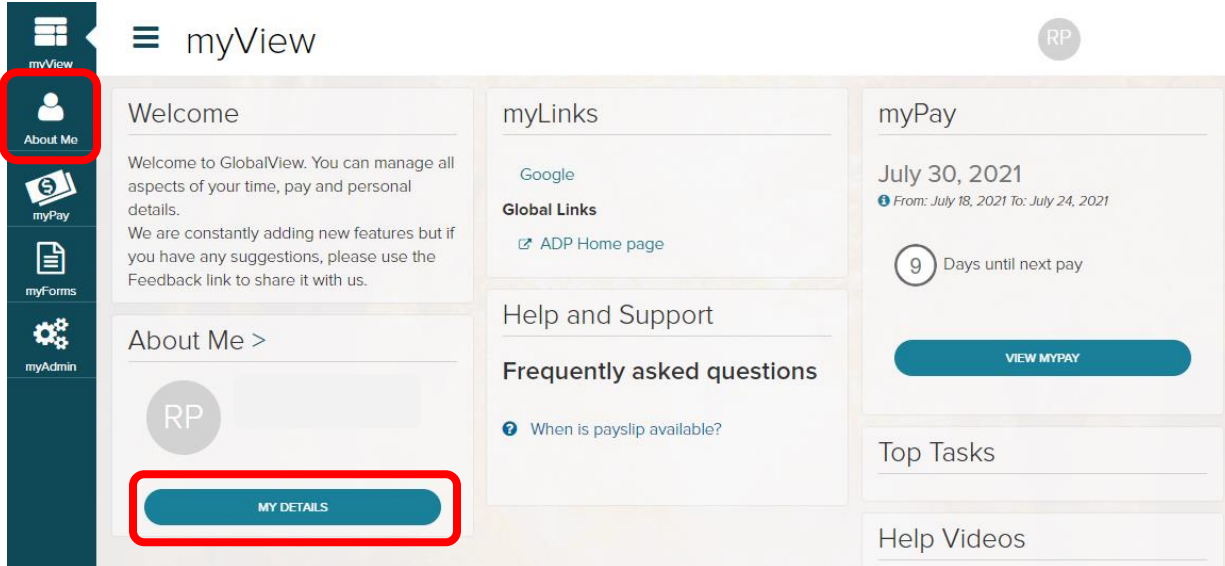


Click Logout

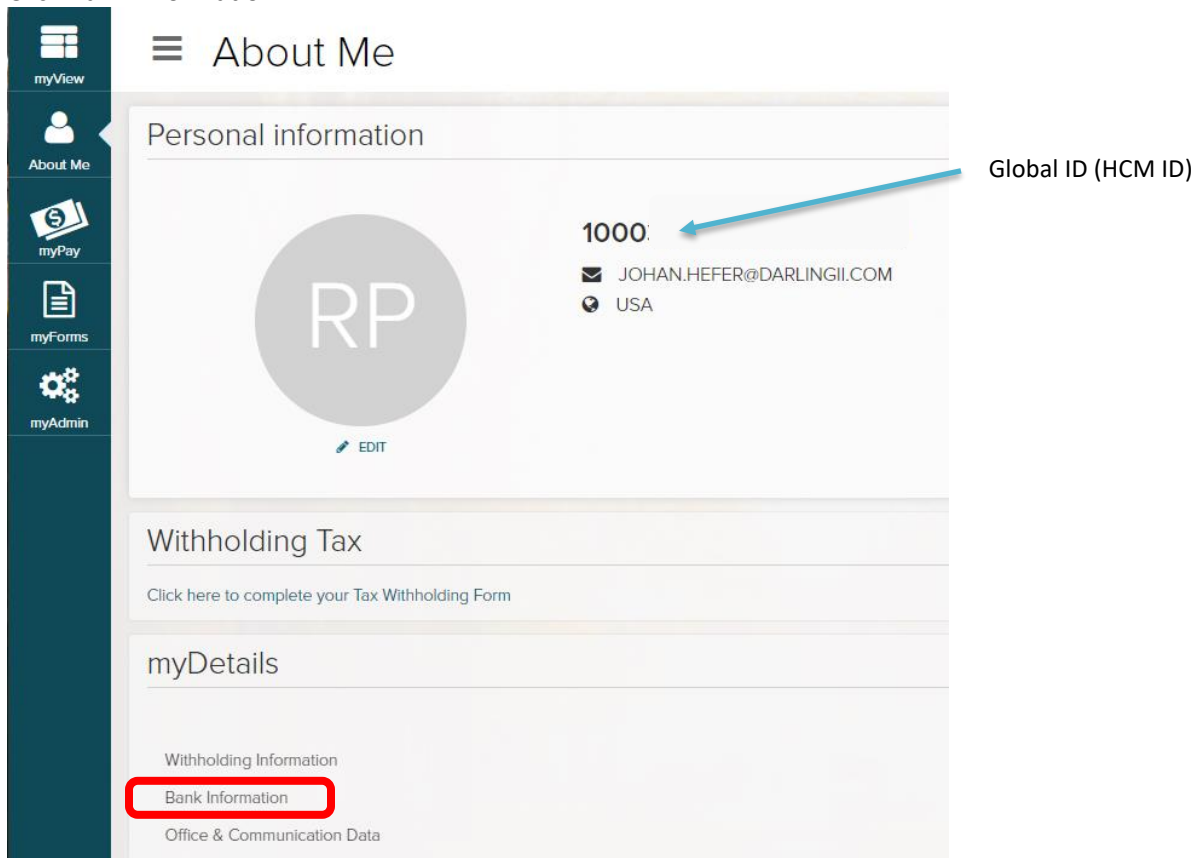


## 2. Update Banking Information

Click on About Me from the side menu or My Details from the myView page



Click Bank Information



Every employee must always have one current Main Bank record and may also have one or more Other Bank records.

## Edit existing bank information

Click the “+” to view or edit current info

### Bank Information

**ADD**

**Current**

Main bank	<b>+</b>
Other bank	<b>+</b>

Click Edit

### Current

Main bank **-**

**Bank Type**  
Main bank

**Valid From**  
January 23, 2021


**Bank Name**  
WELLS FARGO BANK NA

**Account Number**  
0550

**Payee**  
XXXXX


**EDIT**

Update the information as needed

 **BACK** Cancel any time by clicking Back


### Edit Record

**Bank details type\***


Main bank 

**Valid From**  
August 29, 2021



**Payee**  
XXXXX

**City**  Bank City and Zip Code


South San Francisco

**Postal Code** 

94080

**Routing Number**  Bank Routing Number  
(Click Reveal to see current info)   Reveal

XXXXX

**Bank Name**  Bank Name will populate from  
routing number

WELLS FARGO BANK NA

**Bank Account**


.....


**Bank Account Type**

Checking

None

Savings

**Payment Method**  This is always the same.

Bank transfer (ACH PPD) 



Click the check box when complete

**Direct Deposit Authorizations Agreement: \***

*I authorize my employer to deposit my pay and other categories of compensation to which I may be entitled directly into my checking/savings account(s). If funds to which I am not entitled are deposited into my account(s), I authorize my employer to direct the financial institution to return said funds to my employer. This authorization agreement remains in effect until I provide my employer written notification to cancel direct deposit into my account(s).*

Click Save. Please note that the SAVE button will not be selectable until the Authorization Agreement box is checked.

SAVE

## Add additional bank information

Click Add

### Bank Information

ADD

#### Current

Main bank



Other bank



Use the drop down to select "Other Bank"

← BACK

Cancel any time by clicking Back

#### Add Record

##### Bank Information\*



Enter in the Bank information

**Add Record**

**Bank Information\***

Other bank

**Valid From**  
August 29, 2021

**Payee**  
XXXXXX

**City** Bank City and Zip Code  
South San Francisco

**Postal Code**  
94080

**Routing Number** Bank Routing Number  
   Hide

**Bank Name** Bank Name will populate from routing number

**Bank Account Type**  
 Checking  
 None  
 Savings  
Select account type to make bank account box appear

**Bank Account**

**Payment Method**

Choose Bank transfer

Bank transfer (ACH PPD)

**Standard value**

0.00

**Percentage**

0.00

Enter amount (Standard Value)  
**OR**  
Enter Percentage (click reveal to see)

Reveal

Click Save.

SAVE

### 3. View Pay Information

Click myPay

myView

myPay

myLinks

myPay

July 30, 2021

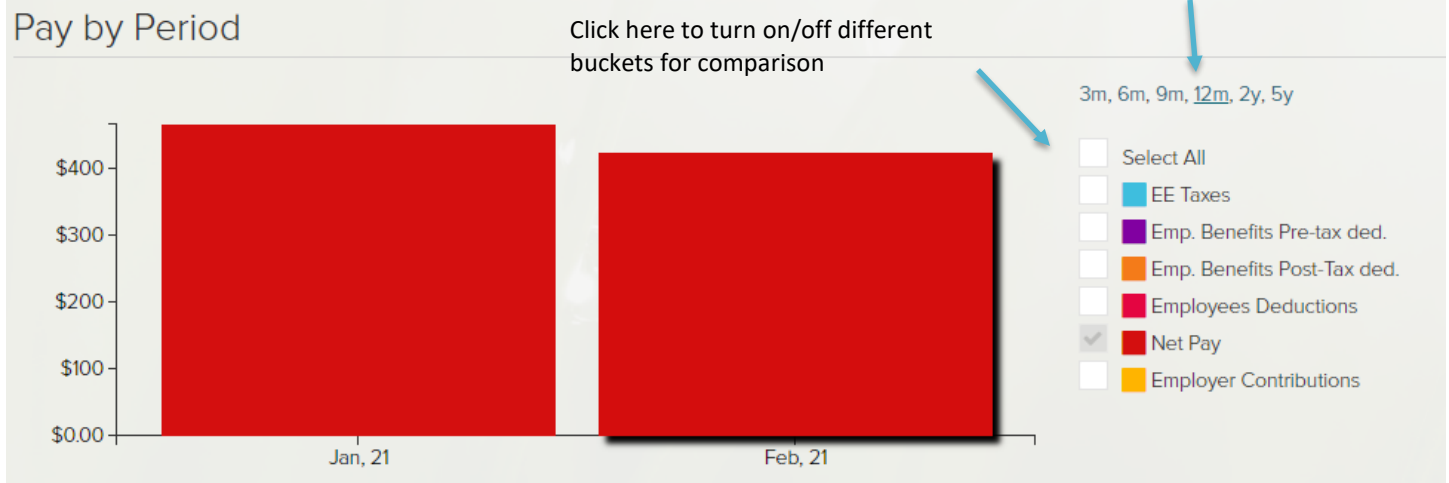
9 Days until next pay

VIEW MYPAY

Click the slider button to show figures

Reveal  Hide

Pay by Period shows month to month comparison



Pay History shows gross and net for each pay period.

### Pay History

**i** One pay period must be checked at all times. Select up to 3 pay periods to compare in Pay Details. ✕

2021	
<input checked="" type="checkbox"/>	February 5, 2021
	Gross Pay <b>\$1,384.75</b>
	Net Pay <b>\$425.01</b>
<input type="checkbox"/>	January 23, 2021
	Gross Pay <b>\$6,985.63</b>
	Net Pay <b>\$466.96</b>

Pay Details shows breakdown of period selected in Pay History.

### Pay Details

February 5, 2021  
From: January 24, 2021 To: January 30, 2021

<b>Gross Pay</b>	<b>\$1,384.75</b>
Earnings	\$1,384.75
EE Taxes	-\$239.67
Emp. Benefits Pre-tax ded.	-\$720.07
Emp. Benefits Post-Tax ded.	\$0.00
Employees Deductions	\$0.00
<b>Net Pay</b>	<b>\$425.01</b>
Employer Contributions	\$0.00

**Gross Pay**

Federal Wages \$664.68

[Download Payslip](#)

[View Year To Date](#)

Click Download Payslip to print

Click View Year to date to see current and year to date totals

Select multiple pay dates to compare

Pay History
Pay Details
Click the eye to see details

2021

- February 5, 2021
 

Gross Pay	Net Pay
<b>\$1,384.75</b>	<b>\$425.01</b>
- January 23, 2021
 

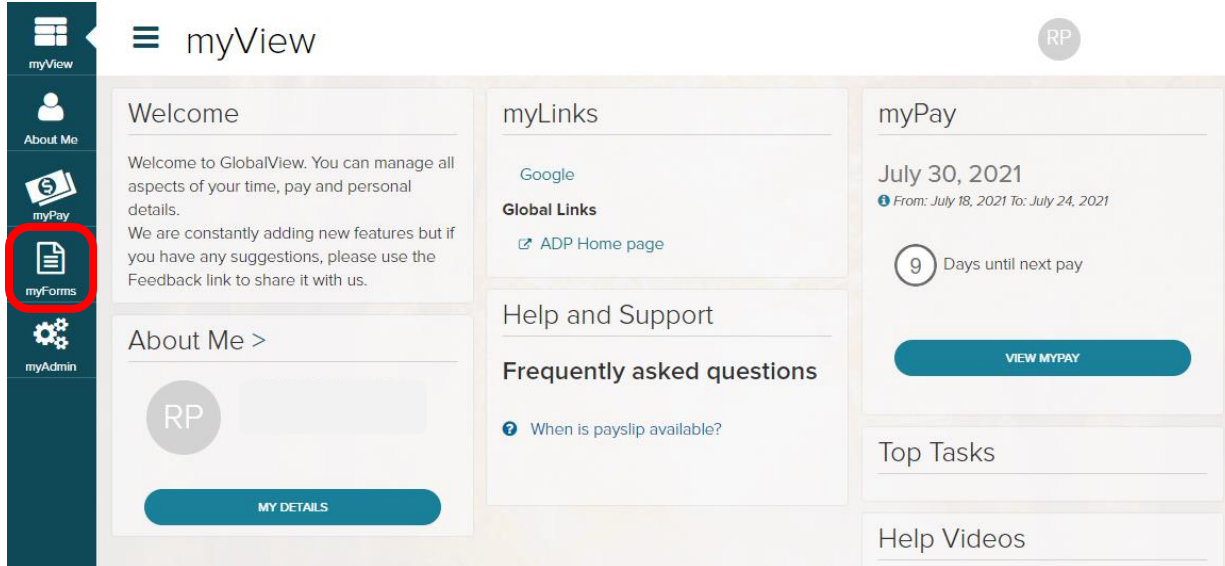
Gross Pay	Net Pay
<b>\$6,985.63</b>	<b>\$466.96</b>

### Compare

	Jan 23, 2021	Feb 5, 2021
Gross Pay	<b>\$6,985.63</b>	<b>\$1,384.75</b>
Earnings	\$6,985.63	\$1,384.75
EE Taxes	-\$889.80	-\$239.67
TX Withholding Tax California	-\$160.00	-\$46.95
TX Withholding Tax Federal	-\$111.57	-\$70.18
TX EE Social Security Tax Federal	-\$433.11	-\$85.85
TX EE Medicare Tax Federal	-\$101.29	-\$20.08
TX EE Disability Tax California	-\$83.83	-\$16.61
Emp. Benefits Pre-tax ded.	-\$5,557.68	-\$720.07

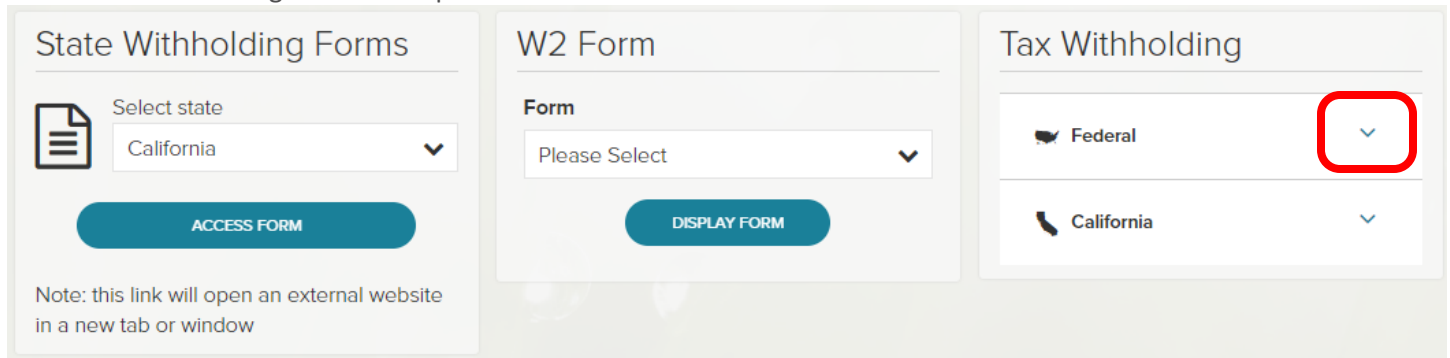
## 4. Update Tax Withholding Information

Click myForms

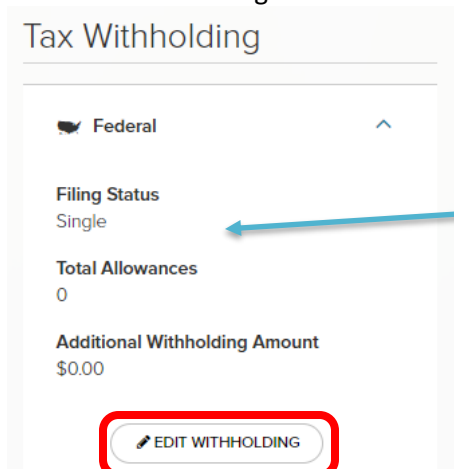


### Update Federal Tax Information

Under Tax Withholding click the drop down



Click Edit Withholding



Current Withholding Information

## Click Let's Begin

Hi **[Name]** ready to set up your income tax withholding?

Answer a few questions about yourself to let your employer know how much to withhold for your federal income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.

[The IRS has created the IRS Tax Withholding Estimator to help you get the most accurate withholding information. This is a great tool for people with more complicated tax situations. Once you've completed your calculation, you can come back to this experience to file your form. Note that you cannot use the estimator if you're a nonresident alien.](#)  
[IRS TAX WITHHOLDING ESTIMATOR](#)

**[i]** If you don't complete this form, your employer is required to withhold income tax at the highest default status

**LET'S BEGIN >**

Click here to use the IRS Tax Estimator

## Review your info and then click Next

### First, let's verify your personal information

Full Name

Social Security Number  
xxx-xx-xxxx [Show](#)

Home Address

South San Francisco, CA 94080  
US

Does your name match the name on your social security card?  
If not, to ensure you get credit for your earnings, contact the Social Security Administration at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

**[i]** If something doesn't look right, please contact your HR or payroll representative

Information not correct? Please contact your Office Manager.

**< PREVIOUS**

**NEXT >**

## Click Yes or No and then click Next

### Are you a Nonresident Alien?

An alien is any individual who is not a U.S. citizen or U.S. national. A nonresident alien is an alien who has not passed the green card test or the substantial presence test.

Yes  No

**< PREVIOUS**

**NEXT >**



Select the filing status and then click Next

### What filing status do you want to use?

- Single or Married Filing Separately**  
You're single or divorced at the end of the year
- Married Filing Jointly (or Qualifying Widow(er))**  
You plan to file your tax return with your spouse
- Head of Household**  
You're single and take care of at least one dependent

◀ PREVIOUS

NEXT ▶

Select exemption if required and then click Next (Caution! Most people are NOT exempt)

### Do you claim exemption from federal income tax withholding?

You can only claim exemption if you owed no federal income tax last year and you expect to owe no federal income tax this year. **Caution: this is rare.**

- Yes
- No

◀ PREVIOUS

NEXT ▶

Select the answer and then click Next

### Do you work more than one job or does your spouse work?

- Yes
- No

**i** If there are only two jobs total, you may want to select "yes" and do the same on the Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. If the jobs do not have similar pay, you can use the IRS Tax Withholding Estimator to determine your withholding.

◀ PREVIOUS

NEXT ▶

Provide the appropriate answers and then click Next

**Will you and your spouse's combined income be \$400,000 or less?**

Yes  No

Dependents under age 17

Each is worth a \$2,000 tax credit

= \$0.00

Other Dependents

Each is worth a \$500 tax credit

= \$0.00

Have any other tax credits you want to claim?

There are a wide variety of situations that may qualify for tax credits including education tax credits and the foreign tax credit.

\$

**!** If you are married and your spouse works, be sure that only one of you enters tax credit information. Otherwise tax credits claimed by both spouses may have to be repaid with your income tax return.

[< PREVIOUS](#)

[NEXT >](#)

Provide the appropriate answers and then click Next

**Want to make any other adjustments?**

Have other income that you expect this year that you want to withhold for? If yes, how much?

\$

Do you expect to have total deductions above the standard deduction amount that you want to be considered?

If yes, use the worksheet (IRS Form W-4 page 3, Step 4(b)) and enter your result.

[DEDUCTION WORKSHEET](#)

\$

Want to withhold an additional amount each pay period? If yes, how much?

If you work more than one job or you're filing together with a working spouse, you can use the Multiple Jobs Worksheet (IRS Form W-4 page 3, Step 2(b)) to help calculate the amount.

[MULTIPLE JOBS WORKSHEET](#)

\$

**!** If you are married and your spouse works, be sure that only one of you enters deductions and other income (if applicable). Otherwise amounts claimed by both spouses may be overstated, resulting in tax due with your income tax return.

[< PREVIOUS](#)

[NEXT >](#)

Review the info and then click Next

## Here's what I've got

Nonresident Alien  
**No** [EDIT](#)

Click Edit to make changes

Filing Status  
**Married Filing Jointly (or Qualifying Widow(er))** [EDIT](#)

Withholding Status  
**Not Exempt** [EDIT](#)

Multiple Jobs  
**Yes** [EDIT](#)

Qualifying Children Tax Credit  
**\$2,000.00** [EDIT](#)

Other Dependent Tax Credit  
**\$0.00**

[PREVIOUS](#) [NEXT](#)

Review the info and then click Next

<b>W-4</b> Form (Rev. December 2020) Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Certificate</b>		OMB No. 1545-0074
	▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer. ▶ Your withholding is subject to review by the IRS.		<b>2021</b>
<b>Step 1:</b>	(a) First name and middle initial	Last name	(b) Social security number

[PREVIOUS](#) [NEXT](#)

Select the checkbox, enter your full name and then click Submit  
Electronic Signature

Check this box and type your name to sign this document

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

RP

[CANCEL](#) [SUBMIT](#)

Click Close to return to myForms screen



## Good to go!

Your Federal W-4 has been submitted to your employer

[VIEW YOUR SIGNED FEDERAL W-4](#)



## Update State Tax Information

Screens in this section may differ depending on what state you work/reside in.

Under Tax Withholding click the drop down

The screenshot shows three panels in a row. The first panel, 'State Withholding Forms', has a 'Select state' dropdown menu with 'California' selected and an 'ACCESS FORM' button. The second panel, 'W2 Form', has a 'Form' dropdown menu with 'Please Select' and a 'DISPLAY FORM' button. The third panel, 'Tax Withholding', has a dropdown menu with 'Federal' and 'California' options. The 'California' option is selected, and the dropdown arrow is circled in red.

Click Edit Withholding

The screenshot shows the 'Edit Withholding' screen for California. It displays the following information: 'Filing Status' (Head of household or family), 'Total Allowances' (0), and 'Additional Withholding Amount' (\$40.00). At the bottom, there is an 'EDIT WITHHOLDING' button highlighted with a red circle.

Current Withholding Information

## Click Let's Begin

Hi , let's set up your California tax withholding

Answer a few questions about yourself to let your employer know how much to withhold for your state income tax. When you're done, we'll submit it to your employer. You'll have the opportunity to print or download a copy for your records.

Use this guided experience to:

- select a filing status
- claim withholding allowances
- request to withhold an additional dollar amount
- claim exempt from California income tax withholding

**i** If you don't complete this form, your employer is required to withhold taxes using the default status Single with no allowances.

You may be fined \$500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding.

**LET'S BEGIN** >

## Review your info and then click Next

### First, let's verify your personal information

Full Name

Social Security Number

xxx-xx-xxxx

Show

Home Address

South San Francisco, CA 94080

US

Does your name match the name on your social security card?

If not, to ensure you get credit for your earnings, contact the Social Security Administration at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

Information not correct? Please contact your Office Manager.

**i** If something doesn't look right, please contact your HR or payroll representative

< PREVIOUS

**NEXT** >

Answer all questions or provide required information and click Next to continue to next section

### What filing status do you want to use?

- Single or Married (with two or more incomes)**  
You're single or married and have more than one job, or are married and your spouse works
- Married (one income)**  
You're married, have one job, and will file your tax return jointly with your spouse who does not work
- Head of Household**  
You're single and take care of at least one dependent

< PREVIOUS

**NEXT** >



Review the info and then click Next

### Here's what I've got

Nonresident Alien  
**No** [EDIT](#)

Filing Status  
**Married Filing Jointly (or Qualifying Widow(er))** [EDIT](#)

Withholding Status  
**Not Exempt** [EDIT](#)

Multiple Jobs  
**Yes** [EDIT](#)

Qualifying Children Tax Credit  
**\$2,000.00** [EDIT](#)

Other Dependent Tax Credit  
**\$0.00**

[PREVIOUS](#)

[NEXT](#)

Click Edit to make changes



Review the info and then click Next



### EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

[PREVIOUS](#)

[NEXT](#)

Select the checkbox, enter your full name and then click Submit  
Electronic Signature

Check this box and type your name to sign this document

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

RP|

[CANCEL](#)

[SUBMIT](#)

Click Close to return to myForms screen



## Good to go!

Your California DE 4 has been submitted to your employer

[VIEW YOUR SIGNED CALIFORNIA DE 4](#)



### Update Local Tax Information

Local tax information can not be updated online in ESS. Please provide completed form to the Office Admin

### View W2 Information

Under Tax Withholding click the drop down and select the year

Click Display Form

The screenshot shows three main sections: 'State Withholding Forms', 'W2 Form', and 'Tax Withholding'. In the 'State Withholding Forms' section, there is a 'Select state' dropdown menu with 'California' selected and an 'ACCESS FORM' button. In the 'W2 Form' section, there is a 'Form' dropdown menu with 'Please Select' and a red circle around the dropdown arrow, and a 'DISPLAY FORM' button with a red border. In the 'Tax Withholding' section, there are two dropdown menus, one for 'Federal' and one for 'California', both with red circles around their dropdown arrows.