Anthology Payroll for Microsoft
Dynamics 365 Finance

Anthology Payroll D365 United States Localization Employee Self-Service Guide

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1 Introduction

This document details the payroll-related functions and features that are available to a Dynamics 365 user through the **Employee self-service** (ESS) workspace. This document is specific to the US localization of Anthology Payroll.

2 Employee Self-Service Functions

Employees have access the following payroll-related functions from the **Employee self-service** workspace:

- viewing and printing your own payslips and pay statements
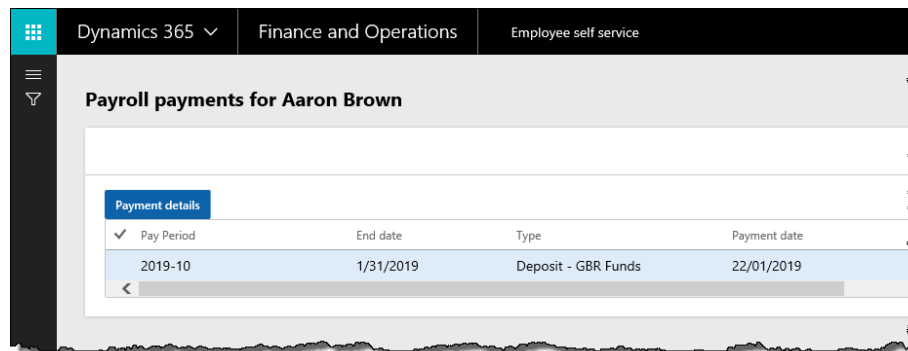
2.1 View and Print My Pay Statements

As a Dynamics 365 user, you can view your own pay statements produced from Anthology Payroll from the ESS workspace. These can be viewed and printed.
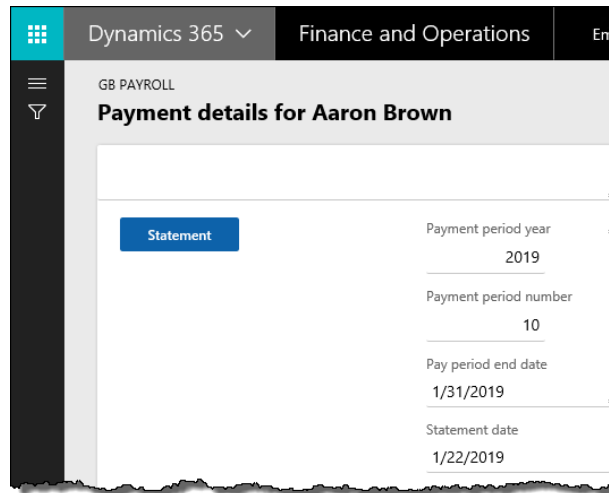
To view or print your pay statements:

1. In the navigation pane, click **Workspaces** > **Employee self service** to open the **Employee self service** workspace.
2. On the **My career information** dashboard, locate the **Payroll Payments** widget. It displays the number of pay statements you currently can view.
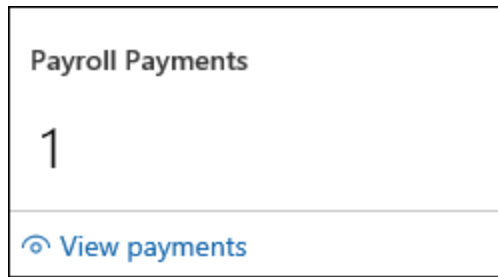
3. Click **View payments** to view a summary list of your payments.

4. Select a payment and click **Payment details** to view more details about that payment.

5. On the **Payment details** page, click **Statement** to open a print window. Select your print destination and print as desired.

2.2 View and Print My W-2 Details

You can view and print your W-2 details from the ESS workspace. This functionality must be explicitly enabled by your payroll administrator in Anthology Payroll. You can only view reports up to a tax year specified by your payroll administrator.

> *NOTE: W-2 details printed from ESS do not constitute the actual W-2 Form, but are provided as reporting functionality to view amounts reported on the W-2.*

To view and print your W-2s:

1. In the navigation pane, click **Workspaces** > **Employee self service** to open the **Employee self service** workspace.
2. On the **My career information** dashboard, locate the **W2 Forms** widget. It displays the number of reports you can view.
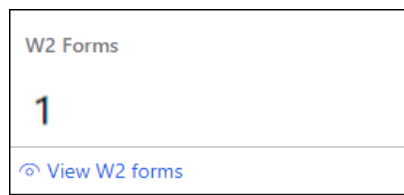
3. Click **View W2 slips** to view a summary list of your reports.
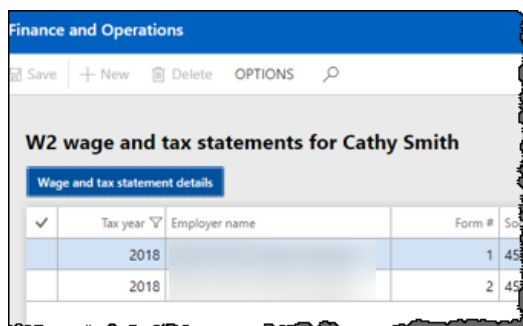
4. Select a W-2 report and click **Wage and tax statement details** to view more details about that report.

5. On the **Wage and tax details** page, click **Print W2 wage and tax statement** to open a print window. Select your print destination and print as desired.