# anthology

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.

Payroll Payments	
1	
ি View payments	

3. Click View payments to view a summary list of your payments.

Pavroll	payments	or Aaron Brown		
-	• •			
Payme	nt details			
✓ Pa	ay Period	End date	Туре	Payment date
2	019-10	1/31/2019	Deposit - GBR Funds	22/01/2019
<				

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

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 Dynamics 365 🗸	Finance and Operations	Em
gb payroll Payment details t	for Aaron Brown	
Statement	Payment period year 2019 Payment period num 10	ber
	Pay period end date 1/31/2019	
	Statement date 1/22/2019	

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.* 

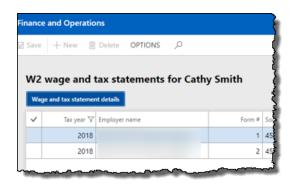
To view and print your W-2s:

- 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.

W2 Forms	
1	
O View W2 forms     O	

3. Click View W2 slips to view a summary list of your reports.

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4. Select a W-2 report and click Wage and tax statement details to view more details about that report.

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Save + New 🗊 Delete 🛛	PTIONS ,O	
Wage and tax statemer	nt details	
EMPLOYER	WORKER	WAGES, TIPS, OTHER COMPENSATION
Employer identification number (EIN) 47838998	Form # 1	Wages, tips, other compensation 7,500.00
Employer name	Social security number	Social security wages
Dave's AX7 US Test Company	456-98-3848	7,500.00
Street address	Last name	Medicare wages and tips
1678 Warehouse Drive	Smith	7,391.25
City	First name	Social security tips
Beverly Hills	Cathy	0.00

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.