

## ONLINE TAX FORM ANNOUNCEMENT

From your Payentry dashboard, hover over **"Company Setup"** and select **"Online Tax Forms Announcement."** 

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Dashboard Company Profile	Payroll Setup      Benefits	Company Setup	
Last update: 6 minutes ago Next update in: 7 minutes New F	O View Payroll Summ Q Reports	ACA Status Bulk Update Custom Fields Employee Self-Service Configuration Employee Self-Service Bulk Update Miscellaneous	nployee <b>24</b> Active Employees
CURRENT PAYROLL Check Date: August 30, 2019 Create Manual Check Select Payroll	PAYROLL TRENDS	Online Tax Forms Announcement Sonline Tax Forms Review Online Tax Forms Setup Services Users	End Date:
	\$1.20	Payroll Trend	
Start Payroll Enter Wages Submit Payro	II \$1.00 -		
	to \$0.80		
QUICK LINKS	10.50 S0.60		
Time Management	50.20		

2

Insert additional text to be included in email announcement in **"Introduction"** and **"Closing"** sections.

Review contact information for accuracy. If contact information needs to be updated, go the **"Online Tax Form Setup"** to make changes.

Introduction	
Text appears as the beginning of the announcement	
Main Body	
ext appears as the main body of the announcement. You cannot edit this section.	
We are pleased to announce the capability for all employees to obtain, view, and print their tax return documents online using the Payentry ESS portal!	
To access your tax return documents, you must first enroll. To do so:	
<ol> <li>In a web browser, navigate to the Payentry ESS portal at http://my.payentry.com.</li> </ol>	
·····	
Contact info	
ext appears after the main body of the announcement. You cannot edit this section.	
If you have any questions about obtaining W-2/1099/1095C tax forms online please contact your Tax Form Administrator below.	
For W-2 inquiries contact:	
885-632-2940	
ext appears at the end of the announcement.	

## ONLINE TAX FORM ANNOUNCEMENT

## 3 When ready, click on "Send Announcement." Dashboard Company Profile 🔻 Payroll Setup 🔻 Benefits 🔻 Company Setup • ACA Status Bulk Update View Payroll Summ Custom Fields 0 **Employee Self-Service Configuration** Employee Self-Service Bulk Update Miscellaneous **Online Tax Forms Announcement** PAYROLL TRENDS Online Tax Forms Review Start Payroll Create Manual Check **Online Tax Forms Setup** Services Users Payroll Trend \$68,000.00 Vages Submit Payroll \$67,500,00 \$67,000.00 Cost \$66,500.00 avroll \$66,000,00 4 Next, choose who you would like to send this announcement to. Click on "Send" to finish sending the communication. Send to: All ESS Employees with status All Statuses Messa All ESS Employees All Statuses ESS Employees Not Yet Enrolled for ANY Online Forms Active / Leave of Absence We are ESS Employees Hired After Date its on ine in, view, and Terminated using t Email Address To access your tax return documents, you must first enroll. To do so: 1. In a web browser, navigate to the Payentry ESS portal at http://my.payentry.com. 2. Log into your ESS account. 3. Select <b>Employee</b>. 4. Click <b>Go to Your Online Tax Form Enrollment</b> at the bottom of the screen. 5. Click the orange slider button. A screen displays with disclosure information. 6. Read the disclosure document. At the bottom of the document is a checkbox that indicates whether you agree to the

7. Check the checkbox if you agree to the terms. You must agree to the terms to take advantage of the Online Tax Forms feature.

Send Cancel

terms.

- **All ESS Employees** All individuals with My Payentry Employee Self Service.
- **ESS Employees Not Yet Enrolled for ANY Online Forms** Only those individuals in My Payentry who have not enrolled in the online tax service.
- **ESS Employees Hired After Date** Only those individuals who were hired after a specified date.
- **Email Address** Only one particular person. When you select this option, input the specific email address in the field to the right.

## AND

- **All Statuses** All employment statuses, including individuals with Active, Terminated, Leave of Absence statuses.
- Active/Leave of Absence Only include individuals who have Active or Leave of Absence statuses.
- **Terminated –** Only include individuals who have Terminated statuses.

