Self Service Pay

Omaha Public Schools uses PeopleSoft, also known as OPS Anywhere, to manage Human Resources data, paychecks, all financial information, and other business processes. This guide walks you through the steps of Accessing OPS Anywhere, Signing in to OPS Anywhere, Viewing your Paycheck and Tax Withholding Information, Updating W-4 Tax Information, Entering Direct Deposit Information, Signing Out, and Finding Help.

Accessing OPS Anywhere

1. From any Office 365 application, click .
2. Next, click to view a list of available applications.
3. Scroll down the list and then click . The Sign In page appears.

Note: These are the steps to access OPS Anywhere during go-live in August of 2018. The system will not be ready until then, so you may not find the OPS Anywhere app in your O365 Waffle yet.

Signing in to OPS Anywhere

1. From the Sign in page, click in the User ID field and then enable the CAPS LOCK key by pressing the Caps button on your keyboard.
2. Type your ENUMBER in all caps in the **User ID** field, and then press the Tab key to move to the **Password** field. Be sure to disable CAPS LOCK before typing your password.

3. Type your network password in the **Password** field and then click **Sign In**. The Employee Self Service page appears, and you have successfully signed in.
Payroll Tile

The Payroll tile allows you to view your paychecks, update tax withholding and W-4 tax information, and edit your direct deposit information. From the Employee Self Service menu, click the Payroll tile to view the options.

Payroll page options

a. View Paycheck – displays a list of your most recent paychecks and allows you to view specific paycheck details when clicking on a paycheck date and print your paycheck
b. Tax Withholding Summary – shows federal, state, and jurisdiction information, and withholding details
c. Update W-4 Tax Information – displays your home address, W-4 tax data information, and your claim exemptions, and allows you to update this information
d. Direct Deposit – displays your account and routing information, the amount or percentage of your deposit, and allows you to edit or remove this information

Viewing your Paycheck

The Payroll page appears by default.

1. To view a specific paycheck, hover your mouse over the check date of the check you wish to view. When a yellow highlight appears, click to select the desired check information line.

Your selected check line now appears gray.
2. To review specific information about your check click **View Check Details**.

   **Note:** After the Check Details page displays, you can print your paycheck by clicking the **Print** button. If you are using Microsoft Edge as the browser, right-click and select **Save** or **Print**.

**Viewing your Tax Withholding Information**

1. To view your tax withholding information, click [Tax Withholding Summary] (left menu). The Tax Withholding Summary page appears and displays the allowances you are withholding.

![Tax Withholding Summary](image)

2. Navigate to another menu on the left, or click [](top right) to return to the Employee Self Service page.

**Updating W-4 Tax Information**

1. To update your W-4 tax information, click [Update W-4 Tax Information] (left menu). The W-4 Tax Information page displays.
2. If you need to update your W-4 information and need assistance, contact your tax advisor, or the person who helps you complete your tax return.
forms. Otherwise, you can update your allowance(s) and exception elections and then click **Submit** (bottom of page).

A Verify Identity box appears.

![Verify Identity](image)

3. To verify your identity, enter your network password and then click **Continue**.

A message appears confirming the update was successful, and you receive an automated email notification indicating this change.

![Submit Confirmation](image)

4. Click **OK** to return to the W-4 Tax Information page.

**Entering Direct Deposit Information**

1. To enter or update your direct deposit information, click **Direct Deposit** (left menu). The Direct Deposit page appears.

![Direct Deposit](image)
2. Click 🖌️ to update your existing account information or .btnDelete to delete it.
3. If you would like to add another account, click Add Account to open the new Direct Deposit page.

![Direct Deposit Add Direct Deposit](image.png)

4. Complete the Routing Number and Account Number fields.
5. In the Account Type field, select if you want your paycheck to be deposited in your Checking or Savings account.
6. In the Deposit Type field, select if you want an Amount or a Percentage deposited, or the entire paycheck (balance) deposited into the account.

   **Note:** If you only have one account, the default is set to the balance of your net pay. If an account is added, then you will have to select Amount or Percentage.

7. Type the amount or percentage of your paycheck you would like deposited into the account and then click Submit.
8. In the Deposit Order field, 999 defaults to the balance of net pay. To add multiple accounts, select 1 or 2 to indicate the priority of each deposit.

   **Note:** You can deposit your paycheck and split it between multiple bank accounts, up to three different accounts. Only one direct deposit account can be added per day.
Signing out of OPS Anywhere

1. To sign out of OPS Anywhere, click (top right) from the Employee Self Service page.
2. From the menu, click Sign Out.

Finding Help?

If you do not know your user ID or password, have difficulties signing in to OPS Anywhere, or have specific questions, you have several options:

- Call the OPS Anywhere number at 531-299-0277 for assistance.
- Email specific OPS Anywhere question(s) to ops-anywhere@ops.org. Someone from the project team will respond within 24 hours.
- Visit the OPS Anywhere Hub Click Here to view the Calendar, Communications (Alerts and Grams), Training materials, or access Frequently Asked Questions and Inservices.