

If you already have voluntary personal direct deposit established in our payroll system or have a convenient Comdata payroll debit paycard, **welcome to the Employee Ceridian Self-Service System!**

If you do not currently have a form of electronic payroll deposit established, then I ask you WHY NOT? Haven't you heard that paper "check stubs" are so yesterday! I strongly encourage that you review the information below and that you let your Lead Admin Officer know that you are interested in setting up a paycard or personal direct deposit today! We can establish a record in the system for you within 24 hours and you can then log in and set it up for the very next payroll. There is no pre-notification delay! **Unfortunately, access will be removed if deposit information is not entered or your record in the payroll system is terminated.** This service is designed for use by individuals with direct deposit and/or a deposit to an assigned paycard. But, the benefits of the system go above and beyond just electronic deposit maintenance. We also link access to this site with Ceridian SeeMyW2 for annual tax document online access 24/7!

With this tool you will be able to:

- View your bi-weekly earnings statements on-line
- Change your payroll address
- Update your direct deposit information
- Change your Federal Form W-4 information
- Find useful links to Newport Group & other benefit program websites
- Find useful corporate-wide forms for easy reference, ie: FirstLine

If you have any additional questions, please see your local Lead Admin Officer. They can assist with navigating the site. I can also assist that Lead Admin Officer with any site-oriented issues.

I also strongly recommend that you print out one earnings statement (check stub) each three-month period; especially the final check of the calendar year, for your personal financial recordkeeping.

Just a note, too, if the Payroll Department has established a deposit in your record to fund your health savings account to BB&T Bank or you already have a Comdata paycard deposit entered in your payroll record, please send your direct deposit update requests directly to Payroll via email. That way, your priority settings for that deposit are not inadvertently altered.

I fully believe that this "change" is a very positive one for our company and its Teams. I am excited about this accessibility and will continue to explore other ways to improve our payroll and HR systems.

Cheers!

Mike LaFaver
Corporate Payroll/HR Coordinator
American Pool Enterprises, Inc.

Accessing the Ceridian Self-Service System

To access the system, please use this URL: **<https://sss2.ceridian.com/pools>**

Username: First Initial of First Name (CAP) + Full Last Name (with first letter in CAPs), as it appears in the payroll system + Last 4 digits of Social Security Number

Default Password: First Initial (CAP), Last Initial (CAP), next two lowercase letters of your last name + Last 4 digits of SSN

ie: JSmith9999 & JSmi9999

You will immediately be prompted to change your password to a *minimum 8 position alpha-numeric* password of your choice. It is strongly recommended that you do this as soon as possible. You may also enter answers to a few challenge questions, used when you are requesting a password reset, etc.

In the future, if you forget your password. Follow these instructions to receive a new password:

- From the log-on page, key your username into the username field.
- Click the "Forget your Password" link. A system generated password will be emailed to you.
- ***Please remember to enter a personal email address in your record so that the system sends a temporary password directly to you, outside of our pools-world system, and without delay.

If you try to log on to the system with an erroneous username and/or password, you will have 5 tries to correct it before you are locked out of the system. If you are locked out of the system, the System Administrator will contact you to reset your account.

Personal Information

Change of Address

Self Service allows you to change your address and phone number information on file.

To change your address and/or phone number information:

1. Click on the Change of Address Link from the main page.
2. Enter or select the effective date for the change of address.
3. Enter or select your home address information.
4. Enter your home, cell, and pager phone numbers.
5. To change the address and phone information for your dependents or emergency contacts, click the appropriate box or boxes.
6. Click **Save**.
7. When your information is complete and accurate, click **Save** again.

Your request is then forwarded to the appropriate person or department for approval. Use the Requests in Process page to review the status of your request.

Password Change

Allows you to change your system password

E-mail Address

Allows you to add or change your e-mail address. NOTE: this can also be done by using the "change your email" link at the top of the page).

Payroll & Tax Information

Earnings Statements

When clicking this link, you will see a list of your current earnings statements. You can then click on a check number to display the earnings statement.

Check Calculations: allows you to experiment with changing earnings, tax and/or deduction information on your check in order to view the net effect of a change. This functionality can also be accessed from the top of an earnings statement.

Federal Tax Form (W-4)

This section allows you to make changes to your Federal W4 information.

To complete or change your Withholding Allowance Certificate (W-4)

1. Open the Employee's Withholding Allowance Certificate (W-4) page.
2. Verify your name, address, and Social Security number.
3. Click the marital status that applies.

4. If you click **Married, but withhold at higher Single rate** and return to review your selection, **Single** is selected. You don't need to make a correction because Self-Service saves your original selection and withholds your taxes correctly.
5. If your name is different from the name on your Social Security card, click the corresponding box.
6. Enter the total number of allowances you are claiming.
7. To help you determine your allowances, the IRS provides a Personal Allowance Worksheet.
8. To withhold an additional federal amount from each paycheck, enter the amount.
9. To withhold a flat amount or a percentage of earnings instead of using exemptions to calculate withholding, contact your payroll department.
10. If you meet both conditions for claiming exemption from withholding, click **Exempt**.
11. If you claim exemption from withholding, special tax reporting is required.
12. Verify your employer's name and address, office code, and federal tax ID number.
13. Verify the information you entered is correct.
14. Click **Save**.
15. When your information is complete and accurate, click **Save** again.

Your request is forwarded to the appropriate person or department. Use the Request in Process page to review the status of your request.

To print your W-4 form

Open the Employee's Withholding Allowance Certificate (W-4) page.

2. Click **File Print**.
3. Click **OK**.

NOTE: For state and/or local tax form update requests, please see your local Lead Admin Officer for the appropriate forms. This process has not changed.

Contact for Payroll Questions

This section allows you to email your payroll questions to the appropriate payroll resource.

Payroll

(P) 877-705-7665

(F) 410-363-9959

Staffing

(P) 877-705-7665

(F) 410-363-9959

American Pool

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