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

or (mainly after 5/16/2014)

First Initial of First Name (CAP) + Full Last Name (with first letter in CAPs) as it appears in the payroll system [this format is typically used for accounts created for lifeguards during the summer months]

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

ie: JSmith9999 & JSmi9999

or (mainly after 5/16/2014)

Date of Birth (MMDDYYYY), no dashes or slashes [this format is typically used for accounts created for lifeguards during the summer months]

** Troubleshooting Hints: maybe you aren't the only JSmith in the system. In that case, your assigned username may be JSmith1 or JSmith 2, etc. The MMDDYYYY for date of birth will be unchanged in those situations.

** Troubleshooting Hints: Prior to 5/16/2014, duplicate entries were handled in the following way for assigning usernames: JSmith1234A and password, JS1234A. Just some helpful hints.

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.

Direct Deposits
Allows you to change, add and/or delete your direct deposit bank account information. NOTE: When cancelling a direct deposit bank account, click the "Cancel" checkbox. DO NOT change any other information on accounts you are "Cancelling". Your direct deposit changes must be submitted by the end of the next pay period in order to be processed in the next payroll. Changes during a payroll week will be effective the following payroll. If you have questions, please see your local Lead Admin Officer.

Changes to Direct Deposits

Use the Changes to Direct Deposits page to add new direct deposits or to change or cancel your current electronic funds transfer (EFT) information.

After you save your new direct deposit or any changes, your request is forwarded to the appropriate person or department. Use the Requests in Process page to review the status of your request.

To add new direct deposits
1. Click on the Direct Deposit Link.
2. Select a priority for the new amount to deposit and an account type.
   NOTE: If you enter information for more than one account, use the priorities in sequence. For example, if you enter information for the first account using priority 1, don't skip to priority 3 to enter the second account's information.
3. Enter the account number of the account where you want to deposit the direct deposit.
   NOTE: To see the location of the routing number, account number, and check numbers open the check sample.
4. Enter the routing number from a check, not a deposit slip.
5. Enter the amount you want deposited into the specified account, with or without commas.
6. If you want the remainder of the check to be deposited in another account, click "**Yes"** for in the Deposit Remainder column for that account. For example, if the new hire wants to set up two accounts with $1000 deposited in a savings account and any remainder deposited in a checking account, then click **"Yes"** in the Deposit Remainder column for the checking account. Only one account can be a remainder account.
7. Click **Save**.
8. When your information is complete and accurate, click **Save** again.

To change direct deposit information
1. Open the Changes to Direct Deposits page.
2. Make the appropriate changes to the fields.
3. Be sure to use the priorities in sequence and don't skip any numbers. If you want to deposit the remainder of your check in an account, leave the amount blank for that account.
4. Click **Save**.
5. When your information is complete and accurate, click **Save** again.

   NOTE: We have disabled the pre-notification (or 10-day "prenote") that we have utilized for many years. This process protected you and the personnel that were data-entering your account information into Ceridian. Now that you have access to data-enter your own account information, we have decided that we can disable that process and make your direct deposit immediate.

   NOTE: If you enter an incorrect account number or routing/transit number into the system, please understand that we cannot pay out any monies until the deposited funds are returned to us via the banking system. XpressChecks & petty cash checks cannot be utilized for this purpose until the monies are verified to be back in our corporate accounts. This could be up to 7-days.

To cancel a direct deposit
1. Open the Changes to Direct Deposits page.

2. Click **Cancel** on the row of account information you want to discontinue. DO NOT change any other information on the account you are cancelling.
3. Click **Save**.
4. When your information is complete and accurate, click **Save** again.

Troubleshooting

Working with multiple direct deposit accounts
If you have multiple direct deposit accounts, the priority determines which account Self-Service deposits to first. For example, if you want $1200 to be deposited in account A, $100 to be deposited in account B, and the remaining net pay to be paid in a check, you set up the priorities like this:
- Account A Priority 1 $1200
- Account B Priority 2 $ 100

If you received only $900 in net pay, all of it would be deposited in account A with nothing left for account B or the regular check. If the priorities were reversed, $100 would be deposited in account B and $800 would be deposited in account A, leaving nothing for the check.

Depositing net pay
If you want to deposit your net pay in an account, leave the amount for that account blank. Your net pay is deposited after amounts for all other accounts have been deposited. For example, your accounts are set up like this:
- Account A Priority 1 <blank>
- Account B Priority 2 $500

If your net pay is $2000, $500 is deposited in account B and $1500 is deposited in account A, even though the priorities are reversed. When you leave an amount blank, any remaining amount is deposited last in the account that has a blank amount.
If you leave the amount blank for all your direct deposit accounts, and if you don't click **Yes** in the Deposit Remainder column for any account, Self-Service deposits the entire net pay in the account with the highest priority.

Special handling is required
A message appears at the top of this page requiring you to contact your payroll department to make changes if any of the following circumstances exist:
- You have more direct deposit accounts than your company allows.
- An account's frequency is something other than blank or 0 (zero, meaning every pay period).
- An account has a limit.
- An account has a limit frequency.
- You have a prioritized health savings account deposit or Comdata paycard entered already

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.