

Good morning, Exempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

Pay - Document Delivery Preferences

Directory	Onboarding	Checklist Tasks
Pay	Time and Absences	Career and Performance






BlueSky Help

# Good morning, Exempt Staff!

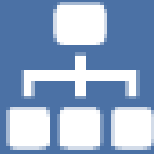





1/5 ✕  
Click 'Me'

**Me** Procurement Tools Others

## QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts

## APPS

 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance

# Good morning, Exempt Staff!








Me

Procurement

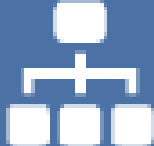








Tools

Others

## QUICK ACTIONS

-  Personal Details
-  Document Records
-  Identification Info
-  Contact Info
-  Family and Emergency Contacts
-  My Organization Chart
-  My Public Info

## APPS


 Directory	 Onboarding	 Checklist Tasks
 Pay	 Time and Absences	 Career and Performance
		

2/5 x  
Click the 'Pay' tile.




## Exempt Staff


3/5 ×  
Select 'Document Delivery Preferences' to update your preferred method of receiving important documents.

 **Document Delivery Preferences**


Set up preferences for delivering documents.

 **Payslips**


View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

 **Payment Methods**

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

 **Year-End Documents**

View, print, download and search year-end documents for current or prior tax years.

 **Tax Withholding**

# Document Delivery Preferences

Exempt Staff



Preferences	
<p><b>W_2c</b></p> <p>Delivery Method Paper</p>	<p>Online Delivery Consent Not applicable</p>
<p><b>W_2</b></p> <p>Delivery Method Paper</p>	<p>Online Delivery Consent Not applicable</p>
<p><b>1095-C</b></p> <p>Delivery Method Paper</p>	<p>Online Delivery Consent Not applicable</p>
<p><b>Payslip</b></p> <p>Delivery Method Online</p>	<p>Online Delivery Consent Not applicable</p>

4/5  
Current delivery method is listed under each document. Click 'Next' to continue.

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# Document Delivery Preferences

Exempt Staff



5/5 x  
Click this edit button and choose from the dropdown menu to change your preferred delivery method. Click 'Save' when finished.

### Preferences

<b>W_2c</b>	
Delivery Method Paper	Online Delivery Consent Not applicable
<b>W_2</b>	
Delivery Method Paper	Online Delivery Consent Not applicable
<b>1095-C</b>	
Delivery Method Paper	Online Delivery Consent Not applicable
<b>Payslip</b>	
Delivery Method Online	Online Delivery Consent Not applicable



# Document Delivery Preferences

Exempt Staff

## Preferences

<b>W_2c</b>			
Delivery Method			
Paper			
<b>W_2</b>			
Delivery Method		Online Delivery Consent	
Paper		Not applicable	
<b>1095-C</b>			
Delivery Method		Online Delivery Consent	
Paper		Not applicable	
<b>Payslip</b>			
Delivery Method		Online Delivery Consent	
Online		Not applicable	

Complete the info on the following page to update your delivery preferences.

BlueSky Help