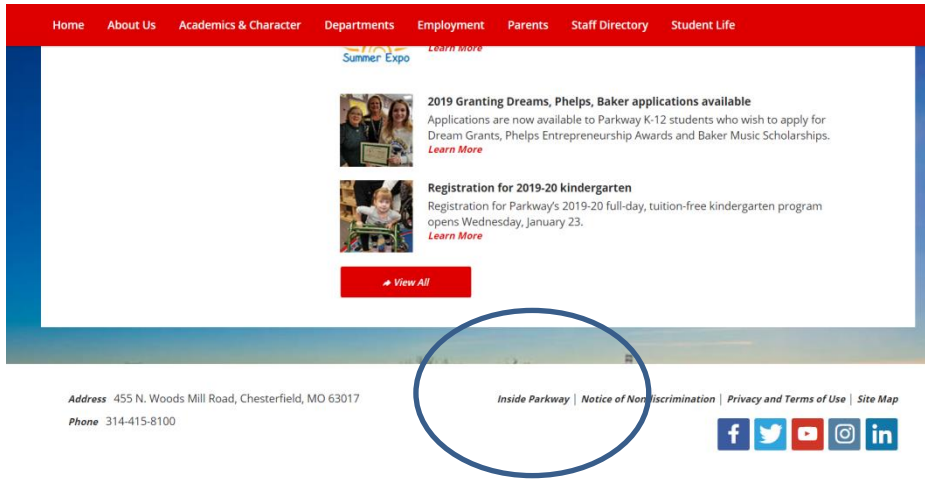


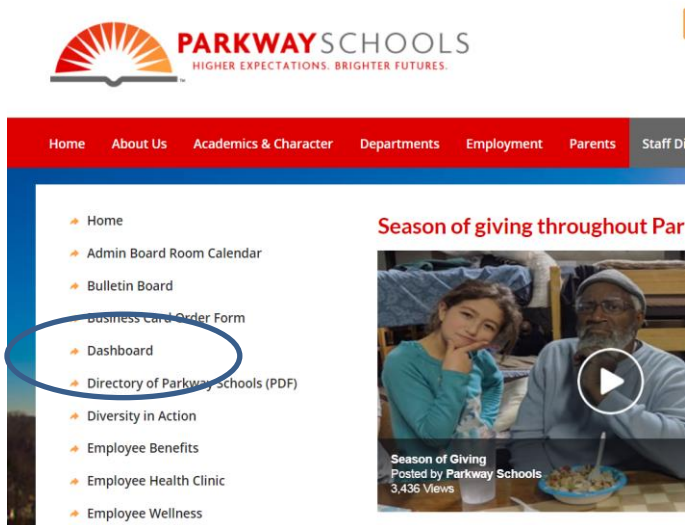
**HOW TO LOOK AT YOUR PAY RECORDS**  
**HOW TO CHANGE YOUR TAX WITHHOLDINGS**  
**HOW TO CHANGE YOUR ADDRESS**

Employee Self Service allows you to view your paychecks, change your home address and change your tax withholding as well as other self-service features.

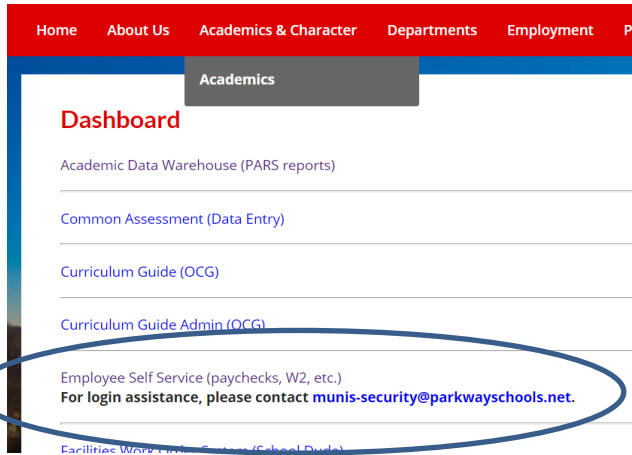
**Step 1.** Click on “Inside Parkway” at the bottom of any Parkway webpage.



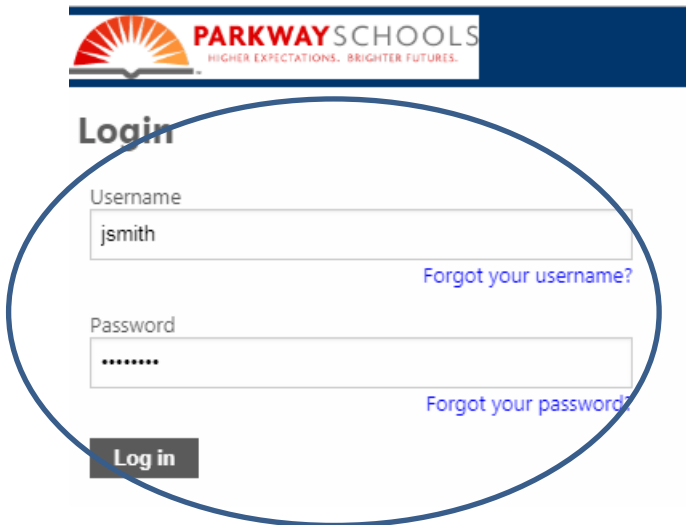
**Step 2.** Select and log into the Dashboard. Use your regular network username and password to log in. Example: jsmith



**Step 3. Select “Employee Self Service”**



**Step 4. Log in using your regular username (ex: jsmith) and password. Click “Log in”.**



**Step 5.**

**Resources include:**

Click on the camera icon. This will open a **printable version of your earnings and withholdings for that pay period.**

Paychecks

[Show paycheck amounts](#)

**\$3,893.28**  
Last Paycheck: 1/4/2019

**\$3,893.28**  
Year to date

| Previous paychecks |  |                         |
|--------------------|--|-------------------------|
| 1/4/2019           |  | <a href="#">Details</a> |
| 12/21/2018         |  | <a href="#">Details</a> |
| 12/7/2018          |  | <a href="#">Details</a> |
| 11/21/2018         |  | <a href="#">Details</a> |
| 11/9/2018          |  | <a href="#">Details</a> |

- Tools
- [Paycheck simulator](#)
  - [View last year's W2](#)
  - [Change your W4](#)

Click here to view last year's W2 form.

Click here to open the page to **edit your tax withholding** amounts. Once you click here, a second screen will open.

**Edit W-4**

**FEDERAL**

Marital status  
MARRIED

Exemptions  
1

Additional amount  
\$10.0000

**MISSOURI**

Marital status  
MARRIED

Exemptions  
1

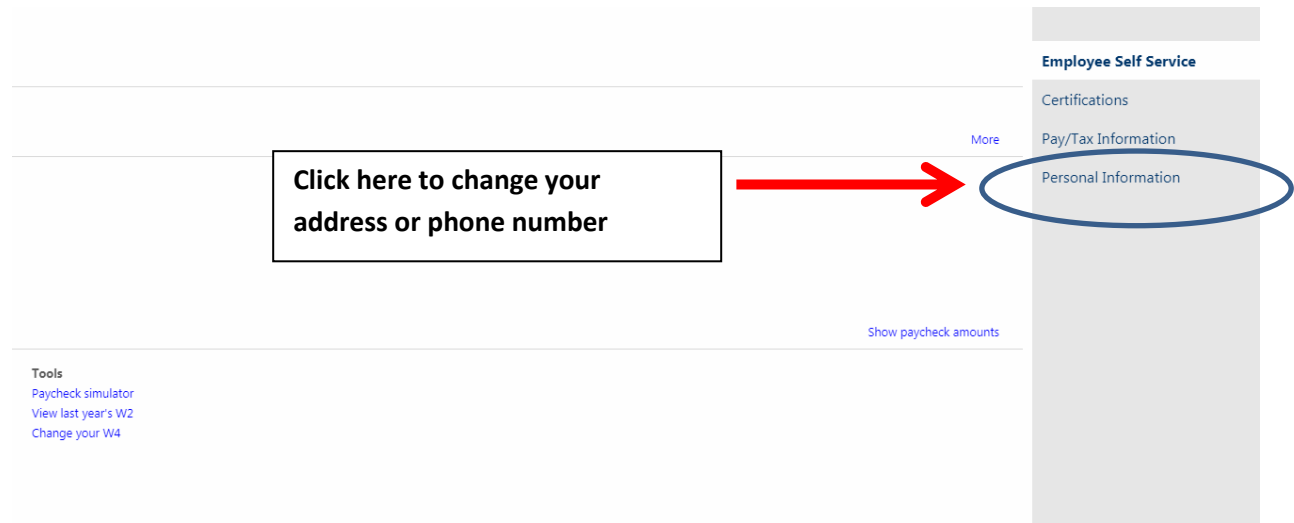
Additional amount  
\$5.0000

[Edit](#)

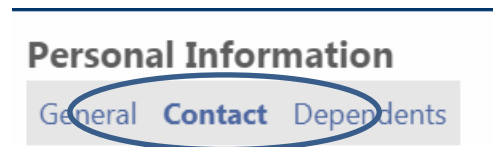
Click here to change your tax withholding amounts.

**To change your address or phone number:**

From the main employee self service page:



Then, at the top of the page select "Contact".



This will open a page where you will be able to edit your home address, your emergency contact information, and your telephone contact information.

"Dependents" information MUST be updated via SmartBEN which can be accessed via the Benefits Department webpage.