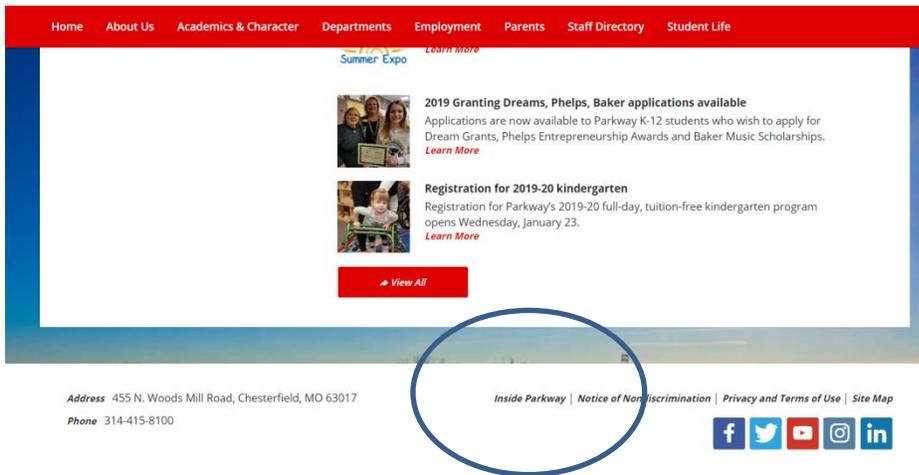


HOW TO LOOK AT YOUR PAY RECORDS
HOW TO CHANGE YOUR TAX WITHHOLDINGS
HOW TO CHANGE YOUR ADDRESS
HOW TO LOOK UP YOUR "EMPLOYEE NUMBER"

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.

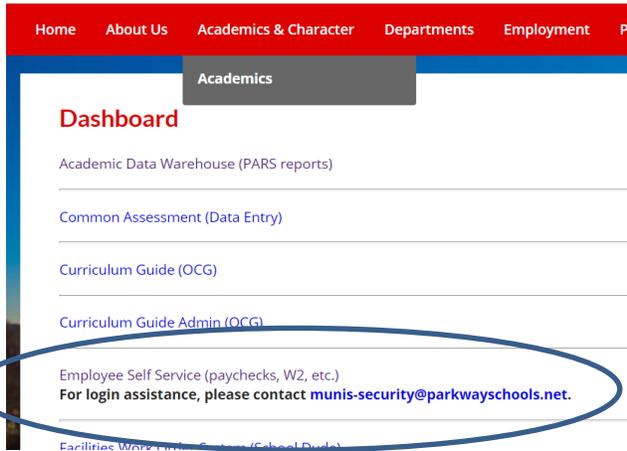
Step 1. Click on "Inside Parkway" at the bottom of any Parkway webpage.



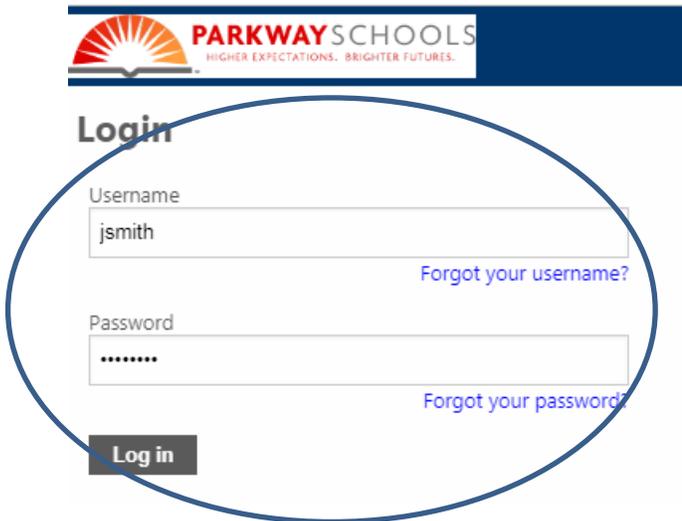
Step 2. Select and log into the Dashboard. Use your regular network username and password to log in. Example: jsmith



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	Details 
12/21/2018	Details 
12/7/2018	Details 
11/21/2018	Details 
11/9/2018	Details 

- 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

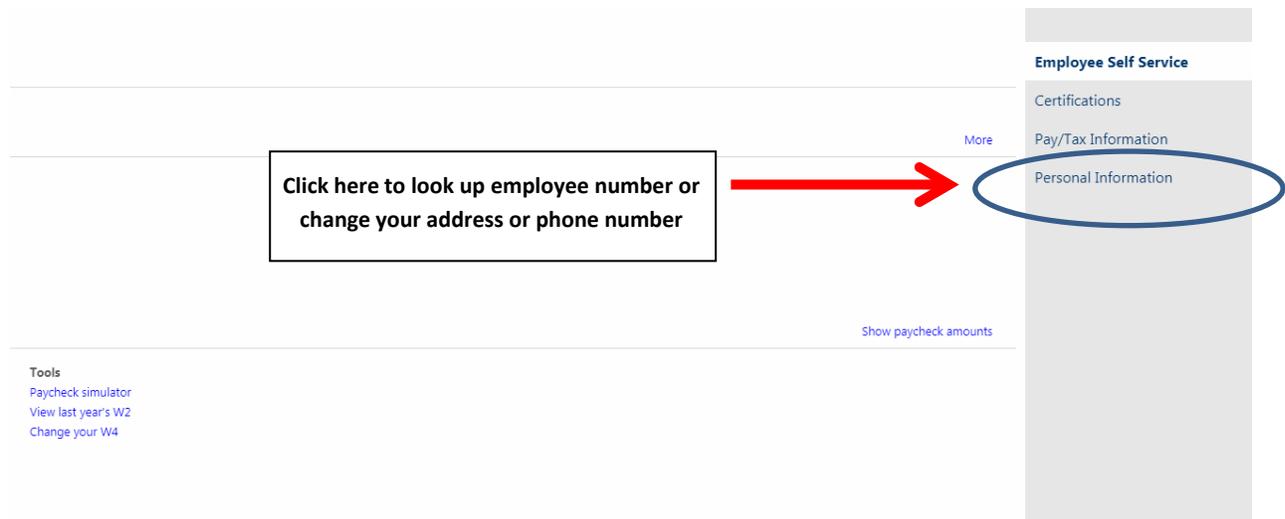
Exemptions
1

Additional amount
\$5.0000

[Edit](#)

Click here to change your tax withholding amounts.

To look up your employee number or
to change your address or phone number:
From the main employee self service page select
"Personal Information":



Your employee number will display on the main page. To change your address or phone number, 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.