

# A Guide to Viewing Payroll Information Online

**ALVIN WEB SELF-SERVICE**

**February, 2006**

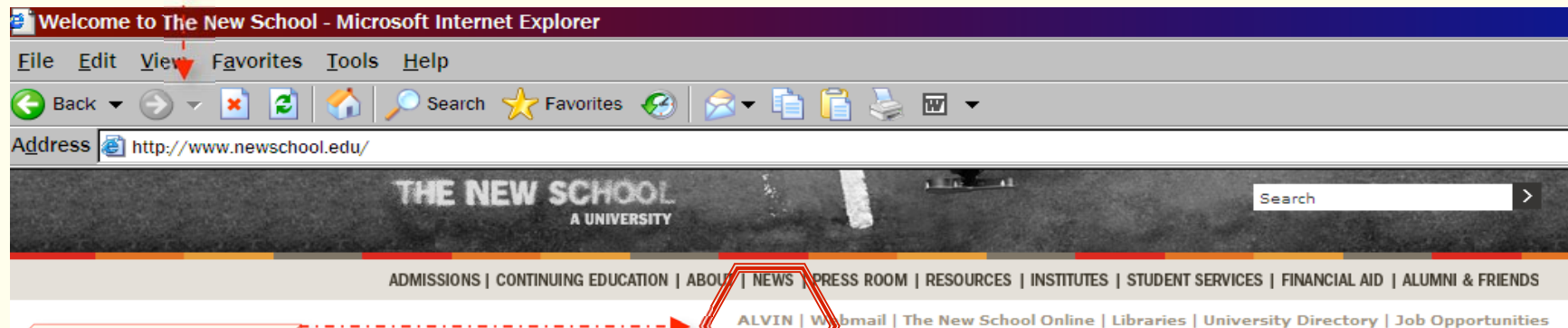
**The following is a 'Step by Step' guide to help you to start viewing payroll information online through ALVIN today.**

- **The Guide has 3 sections and includes illustrations and instructions for most screens related to Payroll.**
  - 1. Logging onto Payroll @ ALVIN Pages 3 - 8**
  - 2. W-2 Tax Information Pages 9 - 11**
  - 3. Online Pay Statements Pages 12 - 25**

## **Logging onto Payroll @ALVIN**

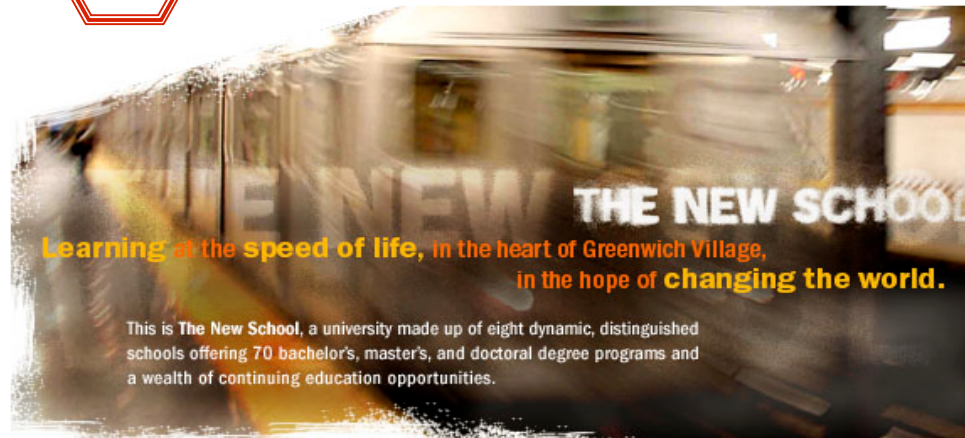
## Payroll Information Online @ALVIN

Step 1: Go to The New School  
Website on the internet  
([www.newschool.edu](http://www.newschool.edu))



Step 2: Click on  
**ALVIN**

- [The New School for General Studies](#)
- [The New School for Social Research](#)
- [Milano The New School for Management and Urban Policy](#)
- [Parsons The New School for Design](#)
- [Eugene Lang College The New School for Liberal Arts](#)
- [Mannes College The New School for Music](#)
- [The New School for Drama](#)
- [The New School for Jazz and Contemporary Music](#)



## Payroll Information Online @ALVIN

**THE NEW SCHOOL**  
A UNIVERSITY

ADMISSIONS | CONTINUING EDUCATION | ABOUT | NEWS | PRESS ROOM | RESOURCES | INSTITUTES | STUDENT SERVICES | FINANCIAL AID | ALUMNI & FRIENDS

> [Help](#)  
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> [About Alvin](#)  
> [Academic Calendar](#)  
> [Human Resources](#)

### ALVIN

ALVIN is the online access point for student, faculty and employee services at the New School. To get started, click on the Login link which will walk you through the process to set up your PIN and give you immediate access to your information.

**Log Into ALVIN >>**

**EMPLOYEE ACCESS:**  
[Benefits](#) • [Deductions](#) • [Tax Information](#) • [Personal Information](#) • [Payroll Information](#)

**STUDENT ACCESS:**  
[Registration](#) • [Grades](#) • [Transcript](#) • [Class Schedule](#) • [Financial Aid](#) • [Account Summary](#) • [Holds and Personal Information](#)

**FACULTY ACCESS:**  
[Online Grading](#) • [Class Lists](#) • [Schedule](#) • [Personal Information](#)

### Information

- Browser Recommendations: Internet Explorer 5.5 or higher, Netscape 6 or higher and Internet Explorer 5.1 for MAC.
- Your browser must have cookies enabled to use ALVIN.

[Webmail](#) | [New School Online](#) | [Libraries](#) [Contact Us](#) | [Faculty & Staff Directory](#)

**THE NEW SCHOOL**  
A UNIVERSITY

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EMENT AND URBAN POLICY PARSONS THE NEW SCHOOL FOR DESIGN EUGENE LANG COLLEGE THE NEW SCHOOL FOR LIBERAL ARTS MANNES COLLEGE THE NEW SCHOOL  
FOR MUSIC THE NEW SCHOOL FOR DRAMA THE NEW SCHOOL FOR JAZZ AND CONTEMPORARY MUSIC

## Payroll Information Online @ALVIN

To Log In, you need a 'USER ID' and 'PIN'. Follow the directions on this page to set your PIN. If you have any problems with logging in, click on the **Help link**. All Username and PIN related problems are handled by the Human Resources Office.

[HELP](#) | [EXIT](#)

### Login to Alvin:

- Please enter your 9-character New School ID, beginning with the capital letter **N**. You can also enter your social security number or old 6-digit ID number.
- Enter your six digit Personal Identification Number (PIN).
- When finished, click Login.

### First time users:

- Your default PIN is set as your date of birth in the **MMDDYY** format.
- **Your PIN will be expired and you will be prompted to create a new 6 Digit PIN and set up a security question.**

**If you Forget your PIN number, type in your User ID then hit the Forgot Pin button below. This will allow you to answer your security question and reset your PIN.**

[Click here for Help.](#)

User ID:

PIN:

Login

Forgot PIN?

**Step 4:** Enter your 'USER ID' and 'PIN' then click Login.

## Payroll Information Online @ALVIN

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[ [Personal Information](#) | [Employee Services](#) ]

### Main Menu

Welcome, to ALVIN! Last web access on Jan 31, 2006 at 03:20 pm

#### Personal Information

- Change your PIN
- View or update your address(es) and phone number(s)
- View or update e-mail address(es)
- View name change & social security number change information

#### Employee Services

- View Your W-2 Tax Information
- View your Pay Stubs
- View your Earnings and Deductions History
- Review your W-4 Tax Status
- View Leave Balances
- Benefits Information
- Payroll Deductions

Step 5: At the Main Menu,  
Click on **Employee Services** for  
Online Payroll information

[Return to Homepage](#)

## Payroll Information Online @ALVIN

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### Employee Services Main Menu

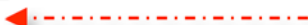
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#### **Payroll Information Menu**

- View your W-2 Tax Information
- View your Pay Stubs
- View your Earnings and Deductions History
- Review your W-4 Tax Status

#### **Benefits Information Menu**

- View Leave Balances
  - Benefits Information
  - Benefits Deductions
- 



**Step 6:** Click on  
**Payroll Information Menu**  
To access Online Payroll information



## Payroll Information Online @ALVIN

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### Payroll Information Menu

- [2006 Payroll Pay Dates and Deadlines](#)

#### W-2 Tax Information

- View your W-2 Tax Information by selecting a specific Year.

#### Pay Stubs

- View your Pay Stubs by selecting a specific Pay Period.

#### Earnings History

- View your Earnings History by selecting a date range.

#### Deductions History

- View your Deductions History by selecting a date range.

#### Tax Information

- Review your W-4 Tax information on file in Payroll.

#### Payroll Assistance Information

- Find information to assist with your payroll questions

### *You're here!!*

To view **W2 information** by Year, click **W-2 Tax Information**

To view **Payroll Information** by Payroll Period, click **Pay Stubs**

To view specific details, click on the appropriate heading.

Individual Sections under this menu contain a link to bring you back here whenever you'd like.

## **W-2 Tax Information @ALVIN**

## W-2 Tax Information @ALVIN

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### Select W-2

- Please choose the Tax Year and Employer/Institution for the W-2 you wish to view and click the View W-2 button.

Tax Year:

Employer or Institution:

← Tax Year will default to the most recent year available. However, you can view prior years beginning with 2004..

Click Display  
to view

[ [W-4 Tax Exemptions/Allowances](#) ]

## W-2 Tax Information @ALVIN

This page is not a substitute for the official W-2 Form that the University will send you.

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[ [Personal Information](#) | [Employee Services](#) ]

### W-2 Year End Earnings Statement

• The W-2 Year End Statement which appears below is a representation of the actual form and should not be submitted to any government in place of the W-2 form.

• Be sure to exit Alvin and close your browser window when done reviewing your information.

Be sure to exit and close your browser when done viewing information online.

#### W2 Wage and Tax Statement for 2005

a Control number						
b Employer identification number 13-		1 Wages, tips, other compensation		2 Federal Income tax withheld		
c Employer's name address, and ZIP code THE NEW SCHOOL 80 Fifth Avenue New York NY 10011		3 Social security wages		4 Social security tax withheld		
		5 Medicare wages and tips		6 Medicare tax withheld		
		7 Social security tips		8 Allocated tips		
d Employee's social security number		9 Advance EIC payment		10 Dependent care benefits		
e Employee's name		11 Nonqualified plans		12 See Instructions for box 12 C E		
		13 Statutory employee [ ] Retirement plan [ X ] Third-party sick pay [ ]				
		14 Other Transi .00 Flex M .00				
f Employee's address and ZIP code						
15 State	Employer's state ID number	16 State wages,tips,etc.	17 State income tax	18 Local wages,tips,etc.	19 Local income tax	20 Locality
NY	13-			.00	.00	

[ Select the tax year and employer/institution for W-2 ]

## **Online Pay Statements @ALVIN**

## Online Pay Statement @ALVIN

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### Select Pay Stub Year

- The current year is chosen below. If you wish to view pay Stubs from the current year, just click Display.  
To view Stubs from a prior year, change the year below and then click display.

Pay Stub Year:

Pay Stub Year will default to the current year.  
However, you can view pay statements from any  
period after January, 2004.

Click Display  
to view

[ [Direct Deposit Breakdown](#) | [Earnings History](#) | [Deductions History](#) ]

## Online Pay Statement @ALVIN

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### Select Pay Stub Summary

- Click on the Pay Stub Date below to view the detail for that Pay Stub.

**Each Pay Stub** for the year you selected will appear in this list.

#### *Pay Stubs for 2005*

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
<a href="#">Jul 22, 2005</a>	Jul 11, 2005	Jul 22, 2005	1000.00	700.00	
<a href="#">Jul 08, 2005</a>	Jun 13, 2005	Jun 26, 2005	1000.00	700.00	
<a href="#">Jun 24, 2005</a>	May 30, 2005	Jun 12, 2005	1000.00	700.00	
<a href="#">Jun 10, 2005</a>	May 16, 2005	May 29, 2005	1000.00	700.00	

Click the Pay  
Stub Date to view

[ [Change Year](#) ]

## Online Pay Statement @ALVIN

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### View Pay Stub Detail

- Below, in addition to your Pay Stub detail is a line for Total Employer Contributions. The total listed here includes the emp Medicare) as well as health benefit premiums that are contributed on your behalf and is listed here for your information only.

#### Pay Stub Summary

<b>Pay Stub Date:</b>	Jul 22, 2005
<b>Gross Amount:</b>	1,000.00
<b>Total Personal Deductions:</b>	300.00
<b>Net Amount:</b>	700.00
<b>Total Employer Contributions:</b>	100.00

#### Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
12345678		BANK A	CHECKING	700.00

#### Earnings

Type	Hours	Rate	Amount
------	-------	------	--------

#### Benefits or Deductions

Type	Personal Deduction	Employer Contribution
Charter 500 >70K	50.00	43.00
Delta Dental POS >70K	8.00	15.00
FICA Medicare	42.00	42.00
Federal Income Tax	200.00	

[ Pay Stubs ]

[ [Earnings History](#) | [Deductions History](#) | [Direct Deposit Information](#) | [W-4 Tax Information](#) | [Leave Balance](#) | [Payroll Assistance Information](#) ]

Information from your paper Pay Stub is on this page.

The links at the bottom will take you to additional detail for this stub, as well as see a total for a select period of time.

Click on a **link** for more details



## Online Pay Statement @ALVIN

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### Select Earnings to View

- Select a date range to view your earnings and click Display to see totals by month and for the period selected.

From Date:

To Date:

Display

From and To Dates will default to the first month of the current year to the current month. However, you can view Earnings from any period after January, 2004 by changing the dates.

Click Display  
to view

[ [Direct Deposit Breakdown](#) | [Pay Stub](#) | [Deductions History](#) ]

## Online Pay Statement @ALVIN

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### View Earnings

- Click on the Earnings Type below to view a monthly breakdown of your earnings and hours for the time period selected.

*Earnings from January 2005 to July 2005*

Earnings Type	Total Gross Pay	Total Hours
<a href="#">Admin Staff Regular Pay</a>	4,000.00	

All Earnings Types for the year you chose will appear. Select the one you want to see.

Click on an Earnings  
Type to view details

[ [New Date Range](#) ]

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### View Earnings Detail

- Below are the Earnings Totals (by Month as well as the period selected) for the Earnings Type you have chosen.  
To view a different time period, change the date range at the bottom of the page and click Display.

#### *Admin Staff Regular Pay*

Year	Month	Gross Pay
2005	January	.00
	February	.00
	March	.00
	April	1000.00
	May	1000.00
	June	1000.00
	July	1000.00
<b>TOTAL</b>		<b>4000.00</b>

Earnings Totals for the specific Earnings Type  
you selected are reflected here by month.

**From Date:**    
**To Date:**

[ [Earnings History](#) ]

Click Display to view

## Online Pay Statement @ALVIN

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### Select Deductions to View

- Select a date range to view your deductions and click Display to see totals by month and for the period selected.

From Date:

To Date:

From and To Dates will default to the first month  
of the current year to the current month  
However, you can view Deductions from any  
period after January, 2004 by changing the dates.

Click Display  
to view

[ [Direct Deposit Breakdown](#) | [Earnings History](#) | [Pay Stub](#) ]

## Online Pay Statement @ALVIN

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### Deductions Summary



Click on the underlined deduction type to view a monthly breakdown of your Personal Deductions and Employer Contributions for the time period selected.

*Deduction History from January 2005 to July 2005*

Deduction Type	Employee Deduction	Employer Deduction
<a href="#">Basic Life Insurance</a>		
<a href="#">Charter 500</a>	50.00	43.00
<a href="#">Delta Dental POS</a>	8.00	15.00
<a href="#">FICA Medicare</a>	42.00	42.00
<a href="#">Federal Income Tax</a>	200.00	
<a href="#">Fica Social Security</a>		
<a href="#">GSRA Employee Contribution %</a>		
<a href="#">Imputed Life Insurance</a>		
<a href="#">Medical Flex Spending Acct.</a>		
<a href="#">NY State Income Tax</a>		
<a href="#">Trip Mass Transit</a>		

All Deduction Types for the year you chose will appear. You can then take it a step further and select one of these deductions to see the monthly breakdown for the period selected.

Click on a Deductions Type to view details

[ New Date Range ]

## Online Pay Statement @ALVIN

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### Federal Income Tax Withholding Detail

- Below are the Federal Income Taxes withheld and totaled by Month as well as for the period selected. To view a different period, click on Deductions History below and follow the instructions.

#### Federal Income Tax

**History Start Date:** January 2005

**History End Date:** July 2005

Year	Month	Personal Deduction	Employer Contribution
2005	January	.00	.00
	February	.00	.00
	March	.00	.00
	April	100.00	.00
	May	100.00	.00
	June	100.00	.00
	July	100.00	.00
<b>TOTAL</b>		400.00	.00

**From:** January 2005

**To:** July 2005

Click Display to view

[ W4 Tax Exemptions and Allowances ]

From and To Dates will default to the first month of the current year to the current month. However, you can view **Tax Deductions** from any period after January, 2004 by changing the dates.



## Online Pay Statement @ALVIN

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### W-4 History Information

This page reflects your Federal Tax (W-4 Form) history.

- Please note that the dates indicated do not necessarily reflect a change to your W-4 filing status. Dates indicated may reflect conversion dates
- If you have any questions concerning this information please call 212-229-5674 x4962 or email [payrollhelp@newschool.edu](mailto:payrollhelp@newschool.edu).

#### Federal Income Tax

**Benefit or Deduction from and to dates:**

Apr 04, 2005

Current Plan	Effective Date	Status	Filing Status	Number of Allowances	Additional Withholding
My Current Plan	Apr 04, 2005	Active	Single	0	

[ W4 Tax Exemptions and Allowances ]

## Online Pay Statement @ALVIN

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### Federal (W-4) Tax Exemptions/Allowances

- Below is your current Federal Tax information (W-4 Form) on file in Payroll. This form determines the amount of Federal Tax that is withheld from your pay.
- It is important to carefully review your W-4 Federal Tax information below. If you have any questions concerning this information please contact payrollhelp@newschool.edu.
- If the last time you submitted a W-4 form was before January 2004, the Start Date indicated below is the date this information was first submitted. If you have since changed your information, the Start Date does not indicate the date your W-4 form was first submitted.
- To obtain a W-4 Form or the New York State IT-2104 Form, please click the appropriate link below. You must print out and complete the form and submit it to the Payroll Office.
- [Federal W-4 Form](#)
- [New York State IT-2104 Form](#)

If you would like to change your tax withholding exemptions/allowances for either Federal or NY State Tax, click the link to view and download the form.

#### Federal Income Tax

As of Date:	Jul 18, 2005
Status:	Active
Start Date:	Apr 04, 2005
End Date:	
Filing Status:	Single
Number of Allowances:	0
Additional Withholding:	.00

This page reflects your withholding instructions (W-4 Form) which is the basis for your Federal Tax Deduction in Payroll.

[ [History](#) | [Contributions or Deductions](#) ]



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When you are finished using ALVIN, Click on EXIT and close your browser.

### Payroll Assistance Information

- For Payroll related questions or assistance, please email [payrollhelp@newschool.edu](mailto:payrollhelp@newschool.edu). or call 212-229-5674.

- Payroll Forms:

- [Federal W-4 Form](#)
- [New York State IT-2104 Form](#)
- [Direct Deposit Form](#)

- [Click here to access the Payroll Department's Homepage for Payroll related forms, schedules, etc..](#)

[Return to Main Payroll Menu](#)

- Click on the link above to send email to Payroll.
- Click on a Form Name to View and Download
- Click on the link below to go to Payroll's Homepage.

**That's all there is to it. We hope you find this new service very useful and the instructions helpful.  
Enjoy!**

**ALVIN**  
<https://alvin.newschool.edu/>