



### **CERIDIAN PROGRESS CONTINUES**

*January 24, 2008 marks the fourth paycheck generated from Ceridian. On the whole, the system is working well and we continue to see improvement each pay period. Unfortunately, isolated problems continue to occur, but we are working diligently to identify them in advance, correct them, and communicate immediately with those impacted. Please continue to review your paycheck in Ceridian Self-Service to verify that the information and deductions are correct. If you have a question or notice a discrepancy you should contact your Field Payroll Clerk.*

*I want to thank all County employees for your patience and diligence throughout this implementation.*

*- Dennis John, Chief Information Officer  
Department of Administrative Services - IMSD*

### **EMPLOYEE W2 FORMS TO BE MAILED**

Here is some information regarding W2 forms:

- Employee W2 forms are being printed on January 24, 2008.
- W2 forms will be **mailed to your home address the week of January 28, 2008.**
- You will be able to view your W2 form online in Ceridian Self-Service on January 31, 2008.

To log on to Ceridian Self-Service:

- Go to [www.county.milwaukee.gov](http://www.county.milwaukee.gov), click on "Milwaukee County Employees" and click on "Self-Service." Your ID is your Clock number (same as your ID for Time and Attendance). Your initial password is the last four digits of your Social Security number. If you have questions regarding your ID and/or password for Self-Service, please call the IMSD Support Desk at: 278-7819 and select option #1.
- While in Ceridian Self-Service, you should review your paycheck and verify that the information is correct. In Self-Service, go to "Payroll and Tax Information – Earnings Statements." If you believe there is an inconsistency in your paycheck, you should document the problem and contact your Field Payroll Clerk.

### **EMPLOYEE BENEFITS**

Some updates and reminders regarding benefits:

- If your 2008 benefit elections are different from what they appeared in your Benefit Confirmation Statement or are different than what you remember enrolling in, the Employee Benefits Division is allowing changes through January 31, 2008. Refunds of contributions, however, will not be made for changes in benefit elections. Please contact your Field Payroll Clerk no later than January 31, 2008 if you wish to change your benefit plans.
- Employees who have selected the Preferred Provider Option may have experienced some access issues with Aurora providers or noticed recent newspaper articles regarding a dispute between WPS and Aurora. Please be assured that the Benefits Division is working diligently to resolve these issues and will be communicating the outcome of its efforts in the very near future with impacted employees.
- WPS mistakenly generated a small number of duplicate medical cards. If you have any questions regarding your benefit card, please contact WPS at 224-8838.
- If you did not make changes to your medical plan from 2007 to 2008 and did not receive a new benefit card, your previously issued benefit card is still valid.

### **VACATION AND PERSONAL HOURS**

- Employees can now view 2007 carryover time and 2008 accrued time on your paycheck in Ceridian Self-Service and in "Accruals" in Ceridian Time and Attendance.
- Any 2007 carryover time that was requested and approved, above the 50% carryover, will appear in Ceridian Self-Service and Ceridian Time and Attendance on February 5, 2008.

### **TIME CLOCKS**

- Please be aware that time entered via a card swipe at a time clock can take from 12 to 24 hours to appear in Time and Attendance. This lag time is a normal process for time clocks.

#### **TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:**

<http://www.county.milwaukee.gov/>

- Click on "Milwaukee County Employees"