



Office of the Comptroller
December 22, 2011

W. Martin Morics, C.P.A.
Comptroller

Michael J. Daun
Deputy Comptroller

John M. Egan, C.P.A.
Special Deputy Comptroller

Craig D. Kammholz
Special Deputy Comptroller

Ref: Pay Admin

TO: All Department Heads and Payroll Personnel

FROM: Michael J. Daun, Deputy Comptroller *MJD*

RE: Electronic Paystubs and W-2's *12/22/2011*

Starting with the January 5, 2012 pay check, all employees will access their pay stubs through self-service.

To login to self-service go to <https://cmil.mycmsc.com/> then click on HRMS PRD 9.1. The navigation is Self Service>Payroll and Compensation>View Paycheck.

Those employees not enrolled in direct deposit will receive a pay check following the usual practice. It is not the responsibility of Payroll Personnel to print employees' pay stubs.

Starting with the 2011 W-2's, issued in January 2012; employees may take advantage of accessing their W-2's electronically. In order to take advantage of this new functionality, employees need to consent.

To login to self-service go to <https://cmil.mycmsc.com/> then click on HRMS PRD 9.1. The navigation is Self Service>Payroll and Compensation>W-2/W-2c consent. Click on the Consent box and Click Submit.

Accessing W-2's electronically is a safer alternative to receiving your year-end tax form in paper through the mail. Employees may receive their information earlier and may review and print their information at any time. It is not the responsibility of Payroll Personnel to print employees' W-2. Those who do not consent will receive a paper copy by January 31, 2012.

MJD:JN:JB

Electronic communication