Payroll Self-Service
Select Log In to MyDixie
Sign in with your Dixie ID & Duo Mobile
MyDixie

Select either Employee menu

Employee Information
- Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Personal Information
- View or update your address(es), phone number(s), e-mail address(es), emergency contact information.

Finance Information
- Budget and encumbrance queries, approve and view documents.

Return to Homepage
Select Request Time Off
Request Time Off

Sign into NOVAtime to request time off
# Request Time Off

Select Request Leave and Template

## Leave Management

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Last Post Date</th>
<th>Post Type</th>
<th>Accrued/Used</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Request Leave</td>
</tr>
</tbody>
</table>

### Request Leave

#### Select Template
- Sick [0.00 Hours]
- Vacation [0.00 Hours]
- Vacation [8.00 Hours]
- Comp Time [0.00 Hours]
- Personal Pre [0.00 Hours]
- Personal Pre [8.00 Hours]
- Contract Hrs [0.00 Hours]
- Contract Hrs [8.00 Hours]
- Sick [8.00 Hours]
- Bereavement [0.00 Hours]
- Jury Duty Pay [0.00 Hours]
- Jury Duty [8.00 Hours (00:00AM-00:00AM)]
- Bereavement [8.00 Hours (00:00AM-00:00AM)]
- Comp Time [8.00 Hours (00:00AM-00:00AM)]
- Military Leave [8.00 Hours (00:00AM-00:00AM)]
Request Time Off

Input Date and Hours then Submit
Pay Information

Select Pay Information

Employee

Request Time Off
Must be on campus to use.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay

Tax Forms
W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History

Starfish Early Alert

Make a Payment
Parking Permit, Parking Tickets, Other Cashnet Payments. Click on "Click here to make a payment.

RELEASE: 8.9
Pay Information – Direct Deposit Allocation

Direct Deposit

View Direct Deposit Information

The following accounts are listed in the order in which your pay will be distributed.

<table>
<thead>
<tr>
<th>Pay Distribution as of Sep 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Proposed Pay Distribution:
<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Account Type</th>
<th>Priority Amount or Percent</th>
<th>Net Pay Distribution</th>
</tr>
</thead>
</table>
Select Date Range and Display

Select Earnings to View

Select a date range for which to view your earnings and then click View Earnings Summary.

From Date: January 2019
To Date: September 2019
Display
Select Year and Display

Pay Stub

Select a year for which you wish to view your pay stubs and then click View Pay Stub.

Pay Stub Year: 2019

Display
Select Pay Stub Date to View Detail

<table>
<thead>
<tr>
<th>Pay Stub Date</th>
<th>Pay Date: Sep 30, 2019</th>
<th>Pay Period: Sep 16, 2019-Sep 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 30, 2019</td>
<td>Dixie State University</td>
<td></td>
</tr>
<tr>
<td></td>
<td>225 S University Ave</td>
<td></td>
</tr>
<tr>
<td></td>
<td>St George, Utah 84770</td>
<td></td>
</tr>
<tr>
<td></td>
<td>435 652 7500</td>
<td></td>
</tr>
<tr>
<td>Sep 13, 2019</td>
<td>Banner ID:</td>
<td></td>
</tr>
<tr>
<td>Aug 30, 2019</td>
<td>SSN/SIN/TIN:</td>
<td></td>
</tr>
<tr>
<td>Aug 15, 2019</td>
<td>Employee:</td>
<td></td>
</tr>
<tr>
<td>Jul 31, 2019</td>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Jul 15, 2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Summary**

<table>
<thead>
<tr>
<th>Type</th>
<th>Current Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Amount:</td>
<td></td>
</tr>
<tr>
<td>Total Personal Deductions:</td>
<td></td>
</tr>
<tr>
<td>Net Amount:</td>
<td></td>
</tr>
<tr>
<td>Total Employer Contributions:</td>
<td></td>
</tr>
</tbody>
</table>
Pay Information – Deductions History

Select Date Range and Display

Search

Select Deductions to View

Select a date range for which to view your deductions and then click View Deductions Summary.

From Date: January 2019
To Date: September 2019

Display
Pay Information – Deductions History

Click on Deduction to View Detail

<table>
<thead>
<tr>
<th>Deduction Type</th>
<th>Employee Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA Medicare</td>
<td></td>
</tr>
<tr>
<td>FICA Social Security</td>
<td></td>
</tr>
<tr>
<td>Federal Tax</td>
<td></td>
</tr>
</tbody>
</table>

**Deduction History from January 2019 to September 2019**

**Federal Tax**
- **History Start Date:** January 2019
- **History End Date:** September 2019
- **Year Month**
- **Personal Deduction**
Pay Information – Earnings by Position

Select Year, Position, and Summary

Earnings by Position Selection

This page allows you to filter which Earnings and retrieve the Positions for the selected years. For selection. Press the Summary button at the bottom.

Years:
- 2019
- 2018
- 2017

Positions:
- ALL
- CLS87
- HRP94
Employee Menu

Select Tax Forms

Employee

Request Time Off
Must be on campus to use.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay

Tax Forms
W-4 information; View your W-2 Form or T4 Form.

Time Off Current Balances and History
Starfish Early Alert
Make a Payment
Parking Permit, Parking Tickets, Other Cashnet Payments. Click on "Click here to make a pay

RELEASE: 8.9
# Tax Forms – W-4 Tax

## Exemptions/Allowances

### Current W-4 Information

<table>
<thead>
<tr>
<th><strong>Federal Tax</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>As of Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Last Name differs from SSN card:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deduction Status:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Start Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Filing Status:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of Allowances:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Withholding:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Additional amount, if any, you

[Print]
Tax Forms – Electronic
W-2 Consent

Receive your W-2’s Electronically

Selection Criteria

Consent to receive W-2 electronically:  
☑
Consent to receive 1095-C electronically:  
☑

I understand the instructions provided to me for accessing and printing my e-file.

Submit

You will not get a paper copy of your W-2 if you accept.
Tax Forms – W-2 Wage And Tax Statement

Select Year, Employer, and Display

W-2 Wage and Tax Statement

Please choose the Tax Year and Employer/Institution for the statement.

Tax Year: Select
Employer or Institution: Dixie State University

Display

Use the print button at the bottom of this page to print official W-2 Form.
Select Year, Employer, and Display

W-2c Corrected Wage and Tax Statement

Tax Year: [Select]
Employer or Institution: Dixie State University

Display
Employee Menu

Select Time Off Current Balances & History

Employee

Request Time Off
Must be on campus to use.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay

Tax Forms
W-4 Information; View your W-2 Form or T4 Form

Time Off Current Balances and History

Starfish Early Alert

Make a Payment
Parking Permit, Parking Tickets, Other Cashnet Payments. Click on “Click here to make a payment”

RELEASE: 8.9
Time Off Current Balances and History

View Leave Balances

List of Leave Types

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Hours or Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Preference Day</td>
<td>Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>Hours</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>Hours</td>
</tr>
</tbody>
</table>

Click on a leave type to view the detail
Employee Menu

Select Pay Information

Employee

Request Time Off
Must be on campus to use.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay

Tax Forms
W-4 information; View your W-2 Form or T4 Form.

Time Off
Current Balances and History

Starfish
Early Alert

Make a Payment
Parking Permit, Parking Tickets, Other Cashnet Payments. Click on "Click here to make a payment."

RELEASE: 8.9
Make a Payment

Select Click here to make a payment