



Payroll Self-Service

login.dixie.edu

ADMISSIONS

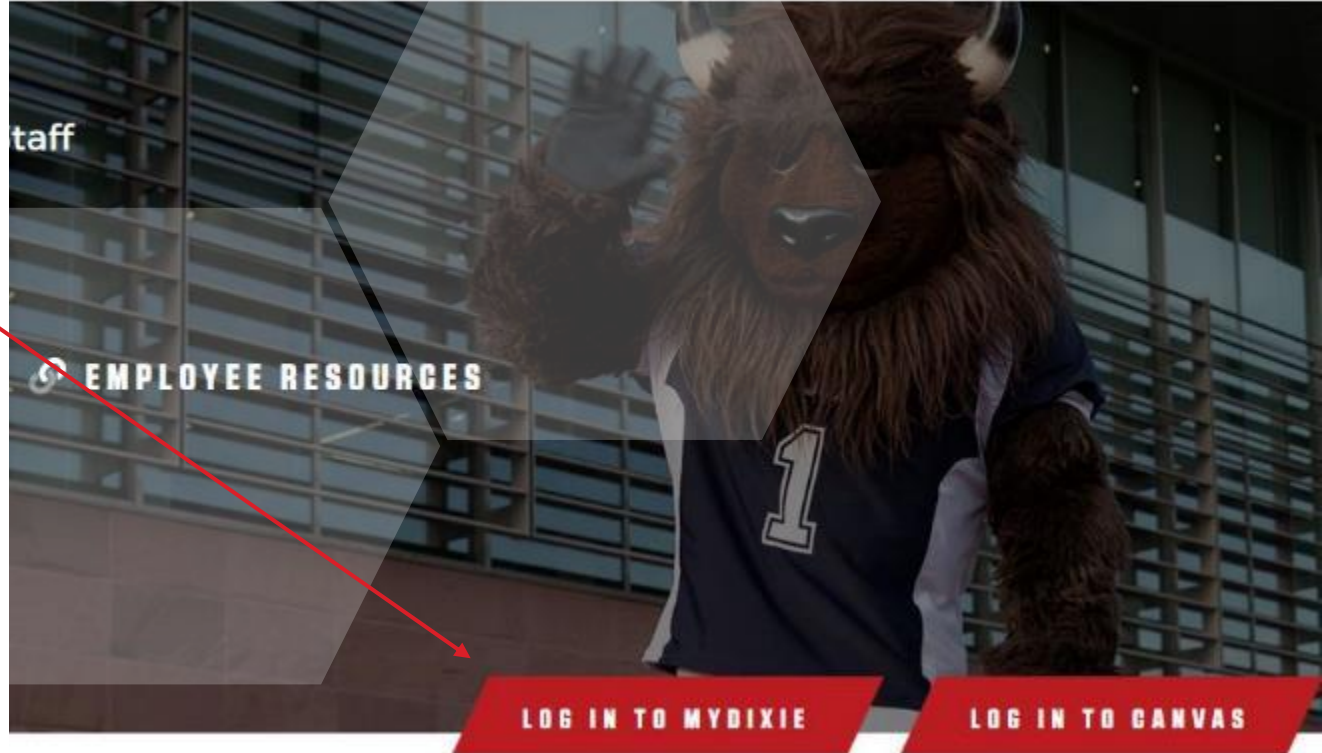
CAMPUS LIFE

ALUMNI & GIVING

ATHLETICS

MY DIXIE

Select Log In to
MyDixie





Sign in using your DixieID.

Sign In

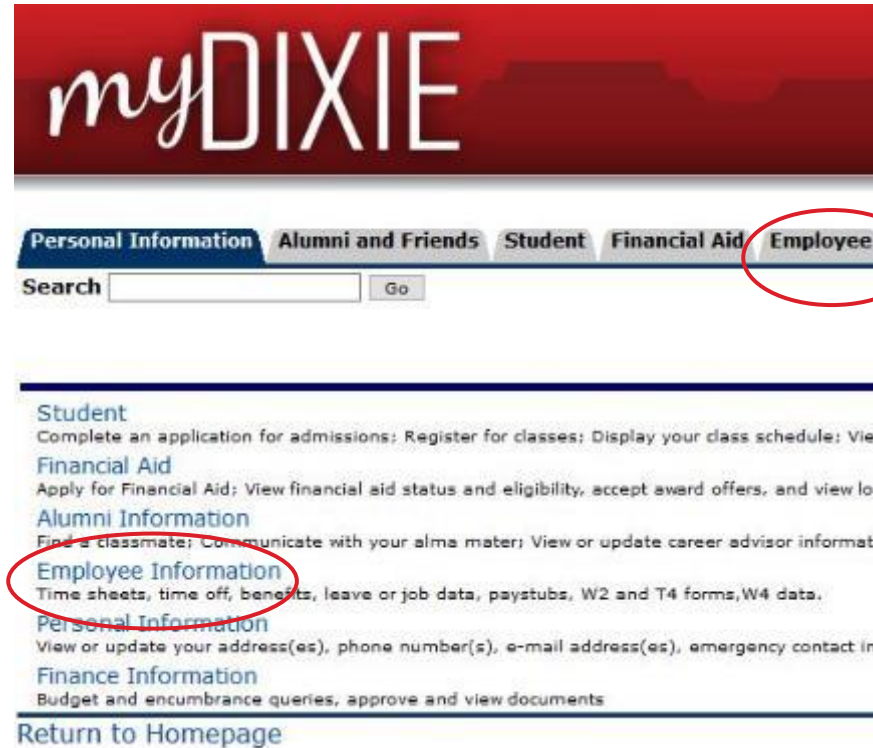
[Forgot password?](#)

[Forgot DixieID?](#)

Sign in with your Dixie ID & DuoMobile

MyDixie

Select either
Employee menu



The screenshot shows the MyDixie website interface. At the top, the logo "myDIXIE" is displayed in white on a red background. Below the logo is a navigation bar with several menu items: "Personal Information", "Alumni and Friends", "Student", "Financial Aid", and "Employee". The "Employee" menu item is circled in red. Below the navigation bar is a search bar with a "Go" button. The main content area lists several menu categories: "Student", "Financial Aid", "Alumni Information", "Employee Information", "Personal Information", and "Finance Information". The "Employee Information" category is also circled in red. Below the list is a "Return to Homepage" link. On the right side of the screenshot, there is a vertical image of a clock tower with a hexagonal pattern overlay.

myDIXIE

[Personal Information](#) [Alumni and Friends](#) [Student](#) [Financial Aid](#) [Employee](#)

Search

Student
Complete an application for admissions; Register for classes; Display your class schedule; View

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loa

Alumni Information
Find a classmate; Communicate with your alma mater; View or update career advisor informati

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 inf

Finance Information
Budget and encumbrance queries, approve and view documents

[Return to Homepage](#)

Employee Menu

Select Request Time Off

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 Pa

[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 pa

RELEASE: 8.9



Request Time Off

Sign into NOVAtime to request time off



NOVAtimeAnywhere®
5000 SaaS Employee Web Services



Wednesday, 09/25/2019 3:14:59 PM

● Ready...

 NEU17068

 Enter Employee ID

 Enter Password



Request Time Off

Select Request Leave and Template

Leave Management >

Request Leave

Pay Code Last Post Date Post Type Accrued/Used Available

Request Leave

Template
Multi-Day
Date
Total
Message to Supervisor

- Select Template
- Sick[0.00 Hours]
- Vacation[0.00 Hours]
- Vacation[8.00 Hours]
- Comp Time[0.00 Hours]
- Personal Pref[0.00 Hours]
- Personal Pref[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]
- Military Leave[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

Request Leave

Template

Multi-Day

Date 

Total hours (per day)

Message to Supervisor



Pay Information

Select Pay Information

Employee

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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.

Pay Distribution as of Sep 30, 2019

Bank Name	Routing Number	Account Number	Account Type	Net
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Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distri
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Pay Information – Earnings History

Select Date Range and Display

Personal Information Alumni and Friends Student Financial Aid **Employee** Finance Reports

Search

Select Earnings to View

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

From Date:


To Date:



Pay Information – Pay Stub

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:



Pay Information – Pay Stub

Select Pay Stub Date to View Detail

Pay Stub Date

Sep 30, 2019

Dixie State University
225 S University Ave
St George, Utah 84770

Sep 13, 2019

435.652.7500

Aug 30, 2019

Banner ID:
SSN/SIN/TIN:
Employee:
Address:

Aug 15, 2019

Jul 31, 2019

Jul 15, 2019

Pay Date: Sep 30, 2019

Pay Period: Sep 16, 2019-Sep 30, 2019

Payment Summary

Type	Current Period
Gross Amount:	
Total Personal Deductions:	
Net Amount:	
Total Employer Contributions:	




Pay Information – Deductions History

Select Date Range and Display

Personal Information Alumni and Friends Student Financial Aid **Employee** Finance Rep

Search

Select Deductions to View

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

From Date: January 2019

To Date: September 2019



Pay Information – Deductions History

Click on Deduction to View Detail

*Deduction History from January 2019 to
September 2019*

Deduction Type	Employee Deduction
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FICA Medicare

FICA Social Security

Federal Tax

Federal Tax

History Start Date: January 2019

History End Date: September 2019

Year	Month	Personal Deduction
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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 bott

Years: ^ Go

2018

2017 v

Years:

2018

2017

Positions:

CLS88

HRP98



Employee Menu

Select Tax Forms

Employee

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RELEASE: 8.9



Tax Forms – W-4 Tax Exemptions/Allowances

Current W-4 Information

Federal Tax

As of Date:

Name:

Address:

Last Name differs from SSN card:

Deduction Status:

Start Date:

End Date:

Filing Status:

Number of Allowances:

Additional Withholding:

Note: Additional amount, if any, you

Print



Tax Forms – Electronic

W-2 Consent

Receive your W-2's Electronically

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	<input checked="" type="checkbox"/>
Consent to receive 1095-C electronically:	<input checked="" type="checkbox"/>

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

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 th

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.



Tax Forms – W-2c Corrected Wage and Tax Statement

Select Year, Employer, and Display

W-2c Corrected Wage and Tax Statement

Tax Year:	<input type="text" value="Select"/>
Employer or Institution:	<input type="text" value="Dixie State University"/>
<input type="button" value="Display"/>	



Employee Menu

Select Time Off Current Balances & History

Employee

[Request Time Off](#)

Must be on campus to use.

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[Make a Payment](#)

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Time Off Current Balances And History



View Leave Balances

List of Leave Types

TYPE of Leave	Hours or Days
Personal Preference Day	Hours
Sick Leave	Hours
Vacation Leave	Hours

Click on a leave type to view the detail

Vacation Leave

Leave Accrual and Usage from Jan 02, 2019 to Jan 01, 2020

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
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Employee Menu

Select Pay Information

Employee

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RELEASE: 8.9



Make a Payment

Select [Click here to make a payment](#)

Your Account

Current Balance	\$0.00
Minimum Due	\$0.00

[Click here to make a payment](#) (Zero or credit balances are not displayed and are not reflected in your current balance)

Your Recent Payments

[View All](#)

You have no recent payments.

Parent PINs

[Add New](#)

You currently have no Parent PINs set up.

Installment Payment Plans

[Enroll in the Fall Block 2019 instalment plan](#)

[Enroll in the Fall 2019 5-payment plan](#)

Saved Accounts

You have no saved payment methods.

