



Stanford University Payroll Department

3145 Porter Drive
Palo Alto, CA 94304-8440

Dear Employee,

Axess (<https://axess.stanford.edu>) will be your primary link to your payroll information. Visit Axess to securely enroll in direct deposit, declare your withholding allowances, enter your hours worked, view your pay statement, and/or opt for electronic presentment of your year-end W-2.

If you have questions, please submit a HelpSU ticket at <http://helpsu.stanford.edu> (Category: Financial Support, Type: Payroll).

Activity	From Axess Employee tab:	Additional Information
Enroll in Direct Deposit*	Click <i>Direct Deposit</i>	Direct deposit information entered in Axess is used for all payments processed by Stanford, including payroll, reimbursements, and student refunds.
Declare Federal and State Withholding Allowances	Click <i>Withholding Allowances</i>	Links to instructions and worksheets are available from each form.
Enter Hours Worked and/or Leave Hours in Axess Timecard	Click <i>My Timecard and Leave Balances</i>	Confirm deadlines and procedures with your supervisor to ensure timely payment for hours worked. Training materials and system requirements are available at: http://timecard.stanford.edu .
View Online Pay Statement	Click <i>My Pay Statements</i>	Stanford delivers pay information to employees electronically. You will receive an email message each payday prompting you to view your pay statement online.
Opt for Electronic W-2 Presentment or View Current or Prior Year W-2 Form*	Click <i>W-2/W-2c Consent</i> Click <i>View W-2/W-2c Forms</i>	Current and prior year W-2 Forms are available to employees electronically.

* It is strongly recommended that employees set up two-step authentication for their SUNet ID to further secure personal information. Two-step builds on your SUNet ID login and password, adding the requirement that a unique authentication code be generated and entered. Visit Accounts (<https://accounts.stanford.edu>) to learn more or to set your two-step preferences. Two-step is required to enroll in direct deposit or view your W-2 Form due to the sensitive nature of this information.