

# CITY OF MADISON PAYROLL FAQ'S

## WHAT IS ESS?

ESS stands for the Employee Self Service, it is a website accessible via any internet connection by both current and former employees to view/update/request a variety of features like prior pay stubs, W-2's, expense reimbursements, accrual balances, and more!

<https://ess.cityofmadison.com>

## HOW DO I VIEW MY PAYSTUB OR W-2?

You can view your prior pay stubs and W-2's on ESS (Employer Self Service website).

<https://ess.cityofmadison.com>

## HOW DO I SET UP, CHANGE, OR STOP MY DIRECT DEPOSIT?

You can make changes on ESS

<https://ess.cityofmadison.com>

You can also submit a paper form and send it Inter-D to CCB Rm 414, or scan and email with the subject line of #secure to payroll@cityofmadison.com.

<https://www.cityofmadison.com/employeenet-finance/documents/DirectDep.doc>

## HOW DO I MAKE A CHANGE TO MY W-4 TO ADJUST MY FEDERAL AND/OR STATE TAX WITHHOLDING?

You can make changes on ESS

<https://ess.cityofmadison.com>

You can also submit a paper form and send it Inter-D to CCB Rm 414, or scan and email with the subject line of #secure to payroll@cityofmadison.com.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

<https://www.revenue.wi.gov/TaxForms2017through2019/w-204f.pdf>

## WHAT WILL MY CHECK LOOK LIKE IF I CHANGE MY W-4?

There is a paycheck simulator on ESS (Employee Self Service website) under Pay/Tax Information.

<https://ess.cityofmadison.com>

## I MOVED, HOW DO I CHANGE MY ADDRESS?

Notify your Payroll Clerk and review the list of life event change notifications on HR's website.

<https://www.cityofmadison.com/employeenet/pay-benefits/changes-to-employee-information>

You can make changes on ESS

<https://ess.cityofmadison.com>

## WHO DO I CONTACT IF I HAVE QUESTIONS REGARDING MY BENEFITS?

Send an email to: [benefits@cityofmadison.com](mailto:benefits@cityofmadison.com)

## WHO DO I CONTACT IF I HAVE QUESTIONS REGARDING MY PAY CHECK?

Reach out to your Payroll Clerk first.

<https://www.cityofmadison.com/employeenet/finance/payroll/payroll-clerks>

If more assistance is needed, you can reach out to Central Payroll at [payroll@cityofmadison.com](mailto:payroll@cityofmadison.com).

# CITY OF MADISON PAYROLL FAQ'S

## WHEN IS PAY DAY?

The payroll calendars can be found on EmployeeNet under Payroll Clerk Resources.  
<https://www.cityofmadison.com/employeenet/finance/payroll>

## WHEN WILL I BE PAID FOR WORKING TODAY?

The pay periods and their pay dates can be found on EmployeeNet under Payroll Clerk Resources.  
<https://www.cityofmadison.com/employeenet/finance/payroll>

## WHAT IS A 1095-C?

Form 1095-C provides information about the health coverage offered by your employer and whether you enrolled in this coverage. You do not need the 1095-C to file your tax return.

## WHY DOES MY LAST PAY STUB NOT MATCH MY W-2?

Your pay stub shows all earnings paid on a paycheck *including non-taxable payments* .  
The W-2 is all *taxable* earnings.

Box 1 is your Federal taxable wages and can be calculated by taking your total earnings, subtract non-taxable earnings (trip settlements, mileage, work comp), and subtract pre-tax deductions (health ins, flex, def comp, dental, WRS). Box 3 is your Social Security taxable wages, and this may be different from box 1 by the amount of your deferred comp. Gross wages are reported to WRS.

## THERE IS A GARNISHMENT ON MY CHECK, WHO DO I CONTACT FOR MORE INFORMATION?

You can contact the WI Dept. of Revenue at [DORCompliance@wisconsin.gov](mailto:DORCompliance@wisconsin.gov) or 608-266-7879.

## WHAT IS A MUNIS IDENTIFICATION NUMBER?

A Munis ID # is a unique number that has been assigned to you in the Munis software used by the City of Madison to manage financials, procurement, human resources, payroll and revenues.  
You can find your Munis ID# on the top left corner of your pay stub, or you can ask your Payroll Clerk.

## WHERE IS THE EMPLOYEE HANDBOOK?

<https://www.cityofmadison.com/human-resources/benefits/employee-handbooks>

## MY FAMILY STATUS CHANGED, WHAT DO I NEED TO DO?

There may be several points of contact you will need to reach out to. Please review the list here:  
<https://www.cityofmadison.com/employeenet/pay-benefits/changes-to-employee-information>

## WHERE DO I FIND MY ETF NUMBER?

Go to Employee Self Service (ESS) and click on Employee Notifications.  
<https://ess.cityofmadison.com>