

Electronic Pay Statements

Pay

Tax Statement

Electronic Pay Statements

Access:

Employee.crown

- Pay & Tax Statements Tile
- Log in with company email address of the format of preferred firstname.lastname@crownc.com

Data Available:

- Pay Statements dated 12/20/2024 and thereafter will be available online.
- Statements dated prior are not accessible online.

Earnings Statement

- Employee Detail such as Department, Location, Earnings begin and end dates, etc
- Advice = Funds sent direct deposit to your account(s) on file. The distribution accounts selected are provided at the bottom of the document in a stub view
- Check = Check being mailed to address on file. The online stub is for detail view only

Earnings:

Example

For inquiries on this statement please call: 419-629-2311				
Total Hours Worked:		85.00		
Basis of Pay:		Hourly		
Earnings	Rate	Hours/ Units	This Period	Year-to-Date
Regular	12.00	85.00	1020.00	1234.56
HW Credit			5.00	10.00
Overtime	6.00	5.00	30.00	80.00
Vacation				96.00
Holiday				96.00
GROSS PAY			1055.00	1516.56

- **Total Hours Worked:** Regular + Training + Travel hours
- **Regular:** Will include hours worked. If applicable, a separate Regular row will appear for each change in rate
- **Overtime:** Hours being paid at 1.5 times will also be included in the Regular row; overtime row will list the rate at .5 times
- **Doubletime:** Hours being paid at 2 times will also be included in the Regular row; doubletime row will list the rate at 1 times
- Earnings section will carry over to additional pages if the row limit is met
- If applicable, earnings from a correction will bold the row and carry over to additional pages if earnings date of payment is prior to current pay period. Example: vacation pay was missed in a prior pay period.

Taxes:

Example

Taxes		
Fed Withholdng	10.00	20.00
Fed MED/EE	15.29	30.58
Fed OASDI/EE	65.41	130.82
State Withholdng	12.00	24.00
Locality Withholdng	15.82	31.64
TOTAL Taxes	118.52	237.04

- Column for This Period and Year-to-Date carries down from Earnings section above

Leave :

Example

Leave Type	Eligible	Taken	Balance
Vacation	80.00	8.00	72.00

- Row will list if Balance exists
- A separate row will list for each Leave Type
- Eligible (available to use) – Taken = Remaining balance

Other Deductions:

Example

Other Deductions	This Period	Year-to-Date
*401k	42.20	84.40
*Medical Plan	60.00	120.00
TOTAL Deductions	102.20	204.40
*Excluded from Taxable Wages		

- Description will include an * if they are Excluded from Taxable Wages, key included on statement
- Deduction section will carry over to additional pages if the row limit is met
- Fed Taxable Wages: Lists Taxable wages, also included on Box 1 of the annual W2

Employer Paid Benefits:


Example

Employer Paid Benefits		
401k Match	20.00	40.00
HSA Crown Contrib	5.00	10.00
TOTAL ER Paid Ben	25.00	50.00

- Employer provided benefits that are not deducted from pay
- Benefit could be taxable

Net Pay:

Example

	Crown Equipment Corporation 44 S Washington St New Bremen, OH 45869	Advice Number: 000000000			
		Advice Date: 12/20/2024			
Deposited to the account of		Account Number	Transit	ABA	Amount
Name		Checking	XXXXXXXXX0001		100.00
		Savings	XX0002		150.00
		Checking	XX0003		200.00

THIS IS NOT A CHECK



NON-NEGOTIABLE

- Gross Pay – taxes – deductions = Net Pay
- Bottom of form will have a picture of check or advice
- If Check, actual check is mailed to home address on file
- If Advice, the bank distribution account(s) are listed but masked for security

Pay Statement Notification

You can request email notification when the Pay Statement is available. While accessing Pay Statement, select your initials in the top right. Select Settings. Select Go Paperless. Edit the Pay statements to 'Send me email notifications.'

The email will come from adpfeedback@adp.com

- Note:
 -  Indicates no elections made.
 -  Indicates an email will be sent to your contact preference when the statement is available.

Tax Statement FAQs



Q&A

Q: Why am I getting a Paperless Setting box when I view my tax statement?

A: Employee consent is needed for W-2s to no longer be mailed to your home.

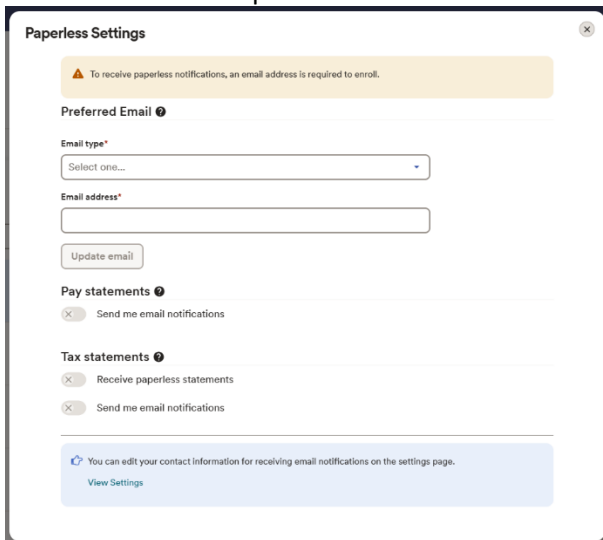
Q: How do I elect to have my W-2s available online only and not mailed?

A: To agree to consent:

- When viewing Pay or Tax Statement click on 'Go Paperless'.
- Click on 'Receive paperless statement'.
- Review consent and select 'I agree' to save paperless setting.
- Note:
 -  Indicates no elections made, a paper copy mailed.
 -  Indicates paperless election made, no paper copy is mailed.

Q: Why am I being asked for a Preferred Email?

A: Preferred email is required to send notification when statement is available online.



Q: When will my consent go into effect?

A: Election on or before December 31st will ensure the change will take effect for the current tax year.

Q: Do I need to consent each year?

A: No, consent will remain in effect every year thereafter until consent is withdrawn.

Q: Can I withdraw my consent?

A: Yes, at any time you have the right to withdraw your consent to electronically receive your tax statements.

Q: How long can I access my W-2s?

A: W-2s will remain on Self Service for 3 years beginning with Tax Year 2025.

Q: What if I do not see a Paperless Setting box when I view my pay statement?

A: You can access your settings at any time:

- Top right of Pay Statement page, select your initials then select Settings.
- Select 'Go Paperless' for your W-2s delivery preference.

Q: How do I edit my Contact Preferences to receive Tax W-2s Statement notification?

A: You can access your contact preferences in settings at any time:

- Top right of Pay Statement page, select your initials then select Settings.
- Edit the Contact Preferences.
- Editing this email is used for Pay Statement and Tax W-2s Statement notification only.

Q: Can I still print my W-2s if I request paperless?

A: Yes, when accessing your W-2 Statement you may Download or Print.

Q: Will I receive notification when my W-2s are available on-line?

A: If consent is given to 'Receive paperless statements', the selection for 'Send me email notifications' is automatically selected.