Orientation Enrollment & OPUS Payroll Steps

Orientation Enrollment (Sessions 2 and 3)

Upcoming Dates
- Session 2 Muster Drill: Driving & Safety *(mandatory)*: ________________
- Session 3 Freestyle Cruising: Retirement & Wellness *(recommended)* ________________

Enroll in OPUS at [https://opusint.co.pinellas.fl.us](https://opusint.co.pinellas.fl.us)
1. Click on PIN OLM Learner → Learner Home.
2. In the Search box, type Muster or Freestyle.
3. Click on the envelope icon.
4. Click Review.
5. Click Submit.
6. Create an Outlook appointment on your calendar (OPUS does not do this automatically).

Once approved by your manager/supervisor, you will see the class under Enrollments in PIN OLM Learner → Learner Home.

OPUS Payroll Steps (Direct Deposit, Emergency Contacts, W-4 Tax Form)

1. Access the OPUS Employee Self Service-CBT (Computer Based Training) at [http://intraweb/opus/hr-payroll.htm](http://intraweb/opus/hr-payroll.htm).
2. Click on Employee Self Service-CBT (on the right).
3. Click the plus sign to expand Employee Self Service,
   click the plus sign for Manage Payroll Information,
   click Add/Update Direct Deposit Accounts, and select Print It!

In OPUS: [https://opusint.co.pinellas.fl.us](https://opusint.co.pinellas.fl.us)
4. Use the printed instructions to complete your banking information for direct deposit of your paycheck.
5. Click on PIN Employee Self Service → Personal Information.
6. Under Emergency Contacts, Add at least one Emergency Contact.

Date to submit first timecard: ________________ for ____ week(s)

Deadline to email Payroll to request pick-up of your first check: ________________
[payroll@pinellascounty.org](mailto:payroll@pinellascounty.org)  *Provide full name and employee ID number*

Date of first check: ________________ for ____ week(s)
Payroll Steps continued

7. Complete the New W-4 Tax Form
   NOTE: Please do not use the W-4 tutorial included in the Employee Self Service CBT
   - In OPUS, click PIN Employee Self Service.
   - Click Tax Form.
   - Click the Update button.

Federal W-4 Details
   - Click the IRS Federal W-4 Form (PDF) link to print IRS worksheets to help with completing the new W-4 information in OPUS. See page 2 in particular.
   - In OPUS, choose appropriate button for Filing Status (single, married, etc.).

Last Name Different
   In OPUS, click Last Name Different if your name does not match your social security card.

Multiple Jobs or Spouse Works
   If applicable (have multiple jobs or spouse works), click Multiple Jobs or Spouse Works and complete step 2 on the worksheet to determine a more accurate withholding amount in step 4(c) – this amount will be factored into the next step.

Complete Steps 3 (Claim Dependents) through 4(b) (Deductions) on the worksheet first
   1. In OPUS, enter the amount from step 3 into the Claim Dependents field.
   2. In OPUS, enter the amount from step 4(a) (if applicable) into the Other Income (not from jobs) field.
   3. In OPUS, enter the amount from step 4(b) (if applicable) into the Deductions field.
   4. In OPUS, enter the amount from step 4(c) (if applicable – see above) into the Extra Withholding field.

Exempt from Withholding
   1. Read Exemption from Withholding on page 2 of the IRS worksheet
   2. If applicable after reading, in OPUS, click Exempt.

Agreement
   1. It is not necessary to sign the printed worksheet.
   2. In OPUS, read the perjury statement and click I Agree. (IMPORTANT: You cannot continue without checking this box).
   3. Click Continue.
   4. Review your changes.
   5. To print your Withholding Certificate, hover over the Tax Information section in OPUS and choose the printer icon that appears.
   6. Click Submit.

Questions? Email: payroll@pinellascounty.org