



Pinellas County OPUS Payroll Steps

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



Once you begin work, your department will provide username and password instructions. **Log into OPUS** at <http://opus.pinellascounty.org> to enter your direct deposit payroll information and emergency contact(s), and complete the W-4 Tax Form.

Direct Deposit Payroll

1. Be prepared with your banking information.
2. Log into OPUS (see above).
3. Click on **PIN Employee Self Service** → **Manage Payroll Payments**.
4. Use the [attached instructions](#) to complete your banking information for direct deposit of your paycheck. **IMPORTANT:** The *Transit Code* in OPUS is your bank routing number.

When does direct deposit start?

Your first paycheck will be mailed to you. It can take 2 or 3 pay cycles for your check to be direct deposited to your bank account. **NOTE:** You are paid bi-weekly (every 2 weeks).

Emergency Contacts

1. Log into OPUS (see above).
2. Click on **PIN Employee Self Service** → **Personal Information**.
3. Under **Emergency Contacts**, add at least one Emergency Contact.

W-4 Tax Form

1. Log into OPUS (see above).
2. Click on **PIN Employee Self Service** → **Tax Form** → **Update**.
3. Complete the W-4 Tax Form using the instructions below.

W-4 Tax Form Details

- Click the **IRS Federal W-4 Form (PDF)** link to print worksheets to help with completing the W-4 information in OPUS. See page 2 of the worksheet 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.

(continued on the next page)

W-4 Tax Form instructions continued

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 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

Add/Update Direct Deposit Accounts

Step	Action
1.	Click the PIN Employee Self Service link. PIN Employee Self Service
2.	Click the Manage Payroll Payments link. Manage Payroll Payments
3.	Note: You will be paid by check until you specify how you wish to be paid. Click the Add Deposit Payment button. Add Deposit Payment
4.	Note: Pay attention to the TIPs above and on each page, as they contain valuable information. Click in the Account Name field. <input type="text"/>
5.	Enter the desired information into the Account Name field. Enter a valid value e.g. " Main Checking ".
6.	Click the Account Type list. <input type="text"/>
7.	Click the Checking Account list item. Checking Account
8.	Click in the Account Number field. <input type="text"/>
9.	Using verified information, enter your Account Number . Enter a valid value e.g. " 5555555 ".
10.	Note: Transit Code is the same as a Routing Number. Most account verifications fail due to incorrectly entered routing information. Please verify this number with your bank. Click in the Transit Code field. <input type="text"/>
11.	Enter the desired information into the Transit Code field. Enter a valid value e.g. " 02222222 ".
12.	Click in the Bank Name field. <input type="text"/>
13.	Enter the desired information into the Bank Name field. Enter a valid value e.g. " Chase Bank ".
14.	Click in the Bank Branch field. <input type="text"/>
15.	Enter the desired information into the Bank Branch field. Enter a valid value e.g. " Clearwater Branch ".
16.	Click the Apply button. Apply
17.	Click the Add Deposit Payment button. Add Deposit Payment

18.	<p>You may create up to six different deposit accounts and your funds can be deposited on a Percentage or Monetary basis.</p> <p>In this example, you will have you funds deposited on a Monetary basis.</p> <p>Note: Payments containing new bank account information will be paid by check until the bank account information is verified.</p> <p>Click the Amount Type list.</p> <p><input type="text" value="Percentage"/></p>
19.	<p>Click the Monetary list item.</p> <p><input type="text" value="Monetary"/></p>
20.	<p>Click in the Amount field.</p> <p><input type="text" value="0.0"/></p>
21.	<p>Note: Please enter zero, 0.00, in the amount field until the account is verified after payday. Unless you are notified that your verification failed, you can set up new amounts before the next timecard is due.</p> <p>Enter the desired information into the Amount field. Enter a valid value e.g. "0.00".</p>
22.	<p>Click in the Account Name field.</p> <p><input type="text"/></p>
23.	<p>Enter the desired information into the Account Name field. Enter a valid value e.g. "Savings".</p>
24.	<p>Click the Account Type list.</p> <p><input type="text"/></p>
25.	<p>Click the Savings Account list item.</p> <p><input type="text" value="Savings Account"/></p>
26.	<p>Click in the Account Number field.</p> <p><input type="text"/></p>
27.	<p>Using verified information, enter your Account Number. Enter a valid value e.g. "9999999".</p>
28.	<p>Note: Transit Code is the same as a Routing Number. Most account verifications fail due to incorrectly entered routing information. Please verify this number with your bank.</p> <p>Click in the Transit Code field.</p> <p><input type="text"/></p>
29.	<p>Enter the desired information into the Transit Code field. Enter a valid value e.g. "01111111".</p>
30.	<p>Click in the Bank Name field.</p> <p><input type="text"/></p>
31.	<p>Enter the desired information into the Bank Name field. Enter a valid value e.g. "Pinellas Federal Credit Union".</p>
32.	<p>Click in the Bank Branch field.</p> <p><input type="text"/></p>
33.	<p>Enter the desired information into the Bank Branch field. Enter a valid value e.g. "Clearwater Branch".</p>
34.	<p>Click the Apply button.</p> <p><input type="button" value="Apply"/></p>
35.	<p>Click the Continue button.</p> <p><input type="button" value="Continue"/></p>

36.	Scroll down using the down arrow. 
37.	Note: Deposits are made in the order listed in the priority column. The highest priority number (last deposit amount) should have "Remaining Pay" in the Amount row. The deposit order can be changed by changing the priority number. Press [Enter] to continue.
38.	Review your information for accuracy and click the Submit button. 
39.	Click the Home link. 
40.	End of Procedure.