

Accessing W2 on DATIS - Web App

1

COVID-19 Over the Counter Test Reimbursement

The Biden Administration announced new federal guidance on Jan. 10, 2022 that people with employer-sponsored or individual health insurance coverage can seek reimbursement for the purchase of over-the-counter COVID-19 tests from their employer group or health insurer effective Jan. 15.

For more information please check out the "Forms" Section on the DATIS homepage!

Thursday, December 2, 2021 | SBS.HR

ADMINISTRATIVE TASKS

- No New Hires Pending
- Terminations Waiting HR Review: 1
- Work Orders About to Expire: 6

QUICK LINKS

- My Time Sheet -
- Timesheet Approvals -
- Request Time Off -
- Time Off Balances -
- My Pay Stubs -
- Benefits -
- Approvals -

FORMS

- DATIS - FAQ - 06.15.2021
- DATIS - Employee Quick Start Guide
- SBS - Position Numbers By Location/Region - 01/24
- 2022 - Weekly Payroll Schedule
- 2022 - Holiday Schedule
- DATIS - Coefficient Overtime Calculations
- MITC - List of MITC EEs Moving to Datis
- MITC - List of MITC EEs Staying with MITC
- MITC -MGR Supervisor List of MITC EEs Staying
- E3 Statement
- Highmark COVID-19 OTC Test Reimbursement
- 2021 - IRS Advance Child Tax Credit
- Unum Life/AD&D Insurance Booklet

ANNUAL LEAVE

LENGTH OF SERVICE	40 HOUR EMPLOYEE		37.5 HOUR EMPLOYEE	
	MONTHLY ACCRUAL (HOURS)	WEEKLY ACCRUAL (HOURS)	MONTHLY ACCRUAL (HOURS)	WEEKLY ACCRUAL (HOURS)
*Up to 1 Year	0	0.00	0.00	0.00
After 1 Year	4	0.80	0.75	0.75
After 2 Years	8	1.60	1.50	1.50
After 3 Years	12	2.40	2.25	2.25
After 4 Years	16	3.20	3.00	3.00
After 5 Years	20	4.00	3.75	3.75
After 6 Years	24	4.80	4.50	4.50
After 7 Years	28	5.60	5.25	5.25
After 8 Years	32	6.40	6.00	6.00

SICK LEAVE

LENGTH OF SERVICE	40 HOUR EMPLOYEE		37.5 HOUR EMPLOYEE	
	MONTHLY ACCRUAL (HOURS)	WEEKLY ACCRUAL (HOURS)	MONTHLY ACCRUAL (HOURS)	WEEKLY ACCRUAL (HOURS)
Up to 1 Year	0	0.00	0.00	0.00
After 1 Year	4	0.80	0.75	0.75
After 2 Years	8	1.60	1.50	1.50
After 3 Years	12	2.40	2.25	2.25
After 4 Years	16	3.20	3.00	3.00
After 5 Years	20	4.00	3.75	3.75
After 6 Years	24	4.80	4.50	4.50
After 7 Years	28	5.60	5.25	5.25
After 8 Years	32	6.40	6.00	6.00

*Annual Leave starts to accrue on the 4th month of employment.

Weekly Sick & Annual Accruals

As of July, you will now accrue annual and sick leave on a weekly basis rather than a monthly basis. Please see chart above for conversion. Do not hesitate to contact HR if you have any questions on how to

2021 Weekly Pay Schedule

Sign into your DATIS account > Click the "My E3" Tab.

2

MY DASHBOARD

LATEST PAY

Date	Net Pay
Friday, January 21, 2022	
Friday, January 14, 2022	
Friday, January 7, 2022	

▶ View All
▶ View W2's
▶ View Compensation

TIMESHEET

End Date	Status
Saturday, February 5, 2022	Due on Feb 7
Saturday, January 29, 2022	Due on Jan 31
Saturday, January 22, 2022	Submitted

▶ View All Timesheets

LEAVE BALANCES AS OF JANUARY 15, 2022

Leave Type	Balance
Sick Leave	
Annual Leave	
Holiday	
Float Holiday	
School Based PTO	

▶ View Balance Details

UPCOMING LEAVE REQUESTS

Pending Approval

You have no pending leave requests.

Approved

You have no upcoming approved leave requests.

▶ View All Upcoming
▶ View Calendar
▶ Request Leave Time

W2

In the bottom left hand corner, click "W2"

3

W2 AND RELATED RETURNS

Year	Company Name	Description	Close	View	Download
2021	Step By Step Inc.	W-2 for 2021			

Wages, Tips, other Compensation
Box 1 of W-2

PA State Wages, Tips, Etc.
Box 16 of W-2

Social Security Wages
Box 3 of W-2

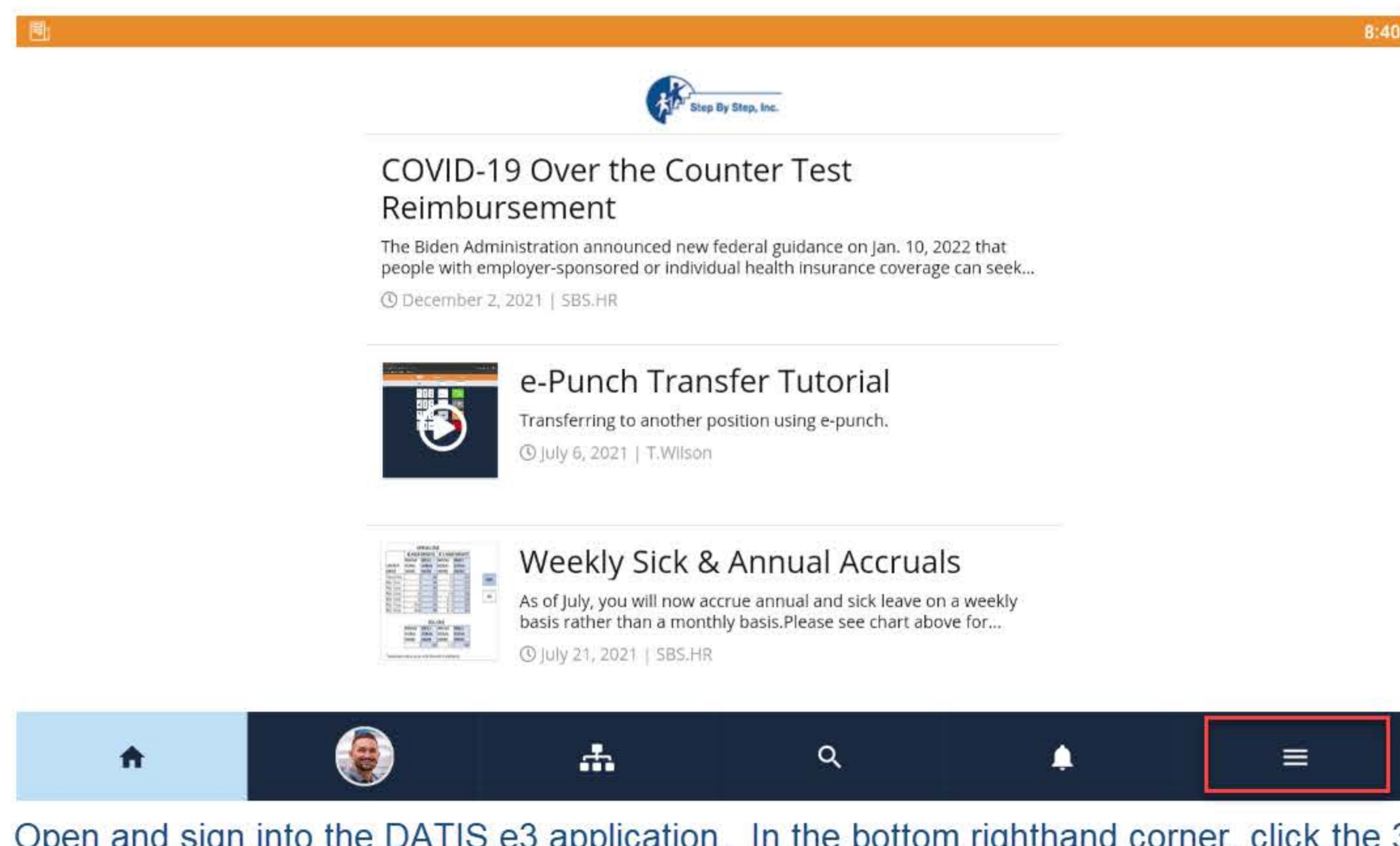
Medicare Wages
Box 5 of W-2

Gross Pay
Less Pre-tax Amount
Less Retirement Amount
Reported W-2 Wages

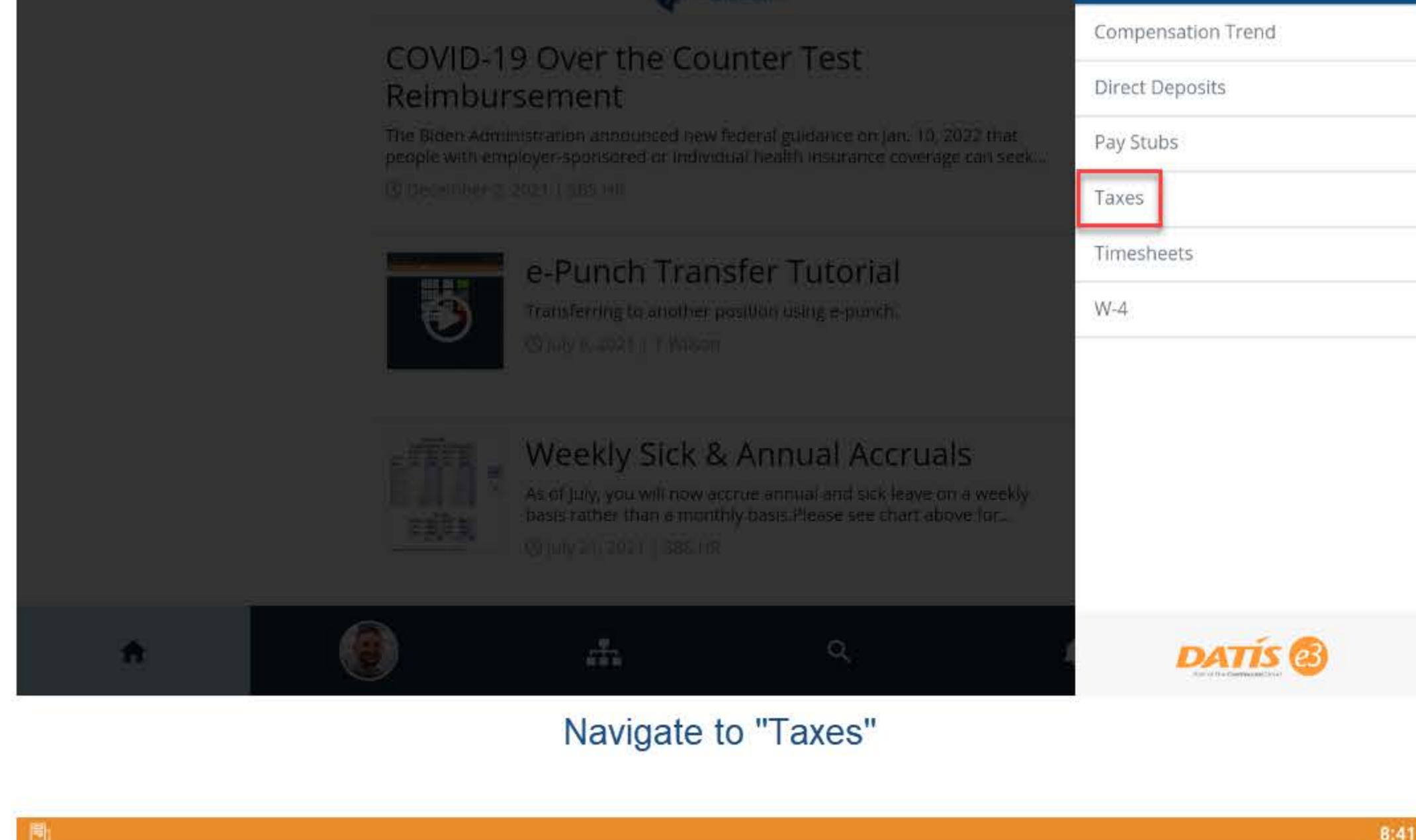
Your most recent 2021 W2 document should be on screen. Please view and verify information. To view/download, click the appropriate button on screen.



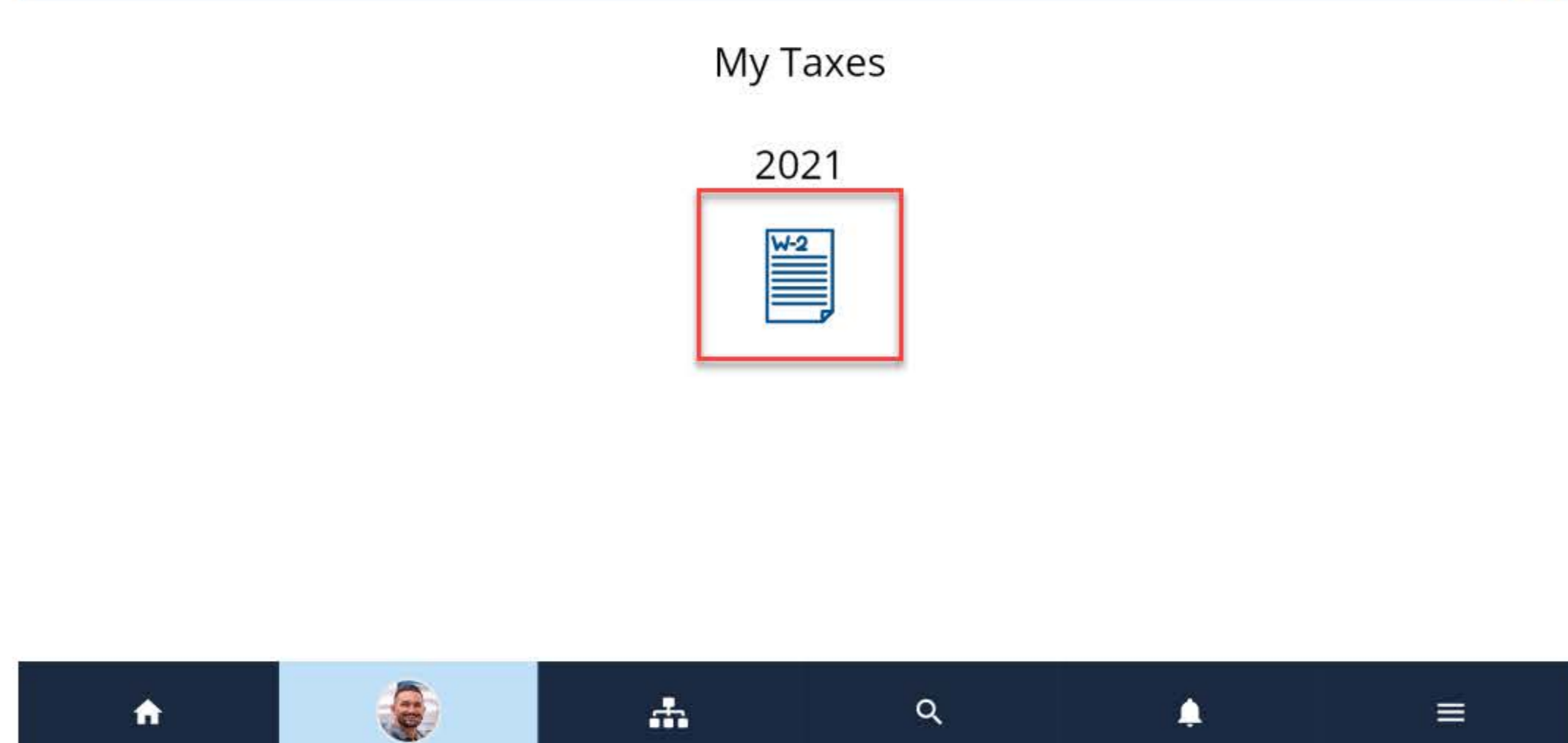
Accessing W2 - DATIS App - iPhone



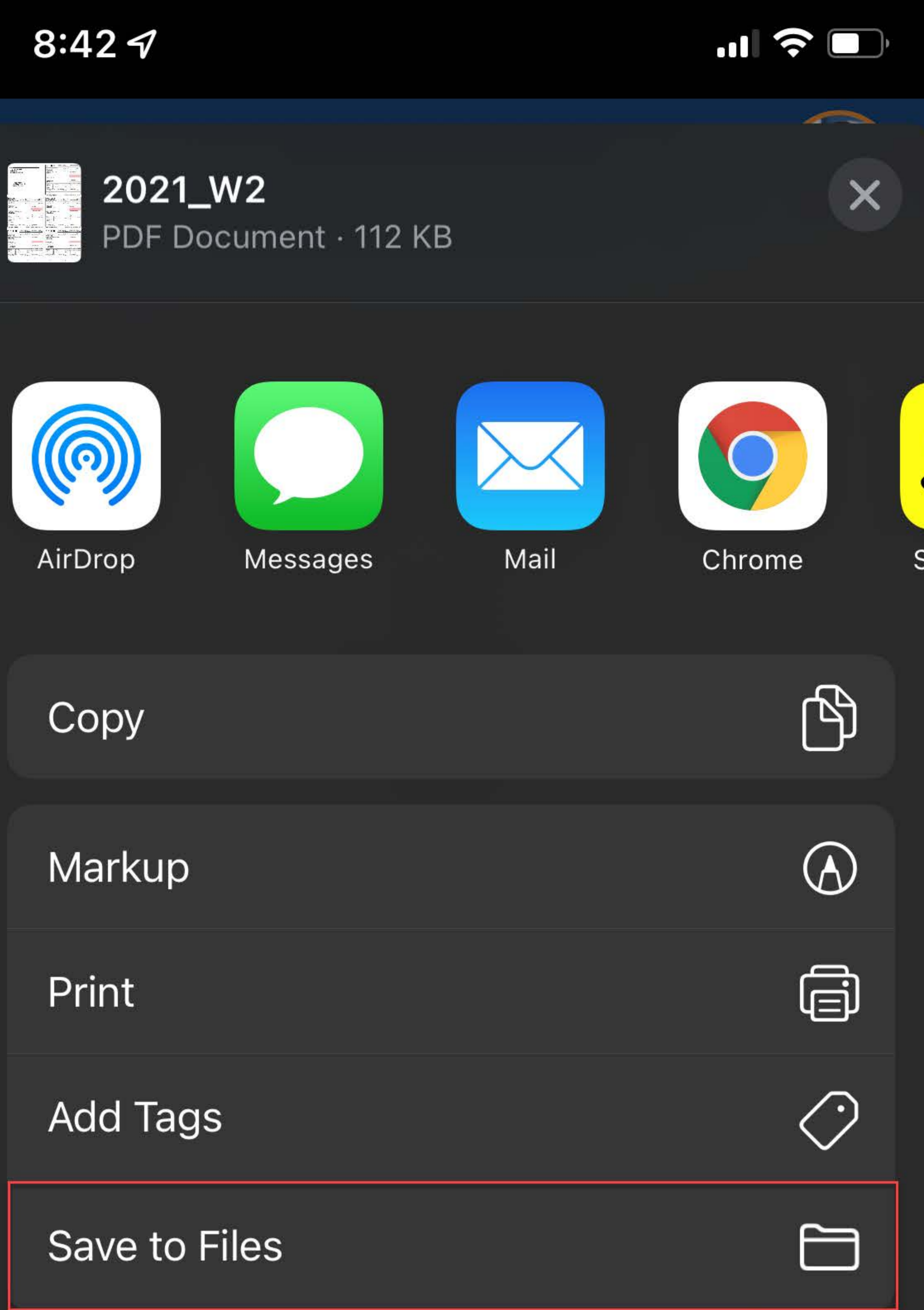
Open and sign into the DATIS e3 application. In the bottom righthand corner, click the 3 horizontal lines icon.



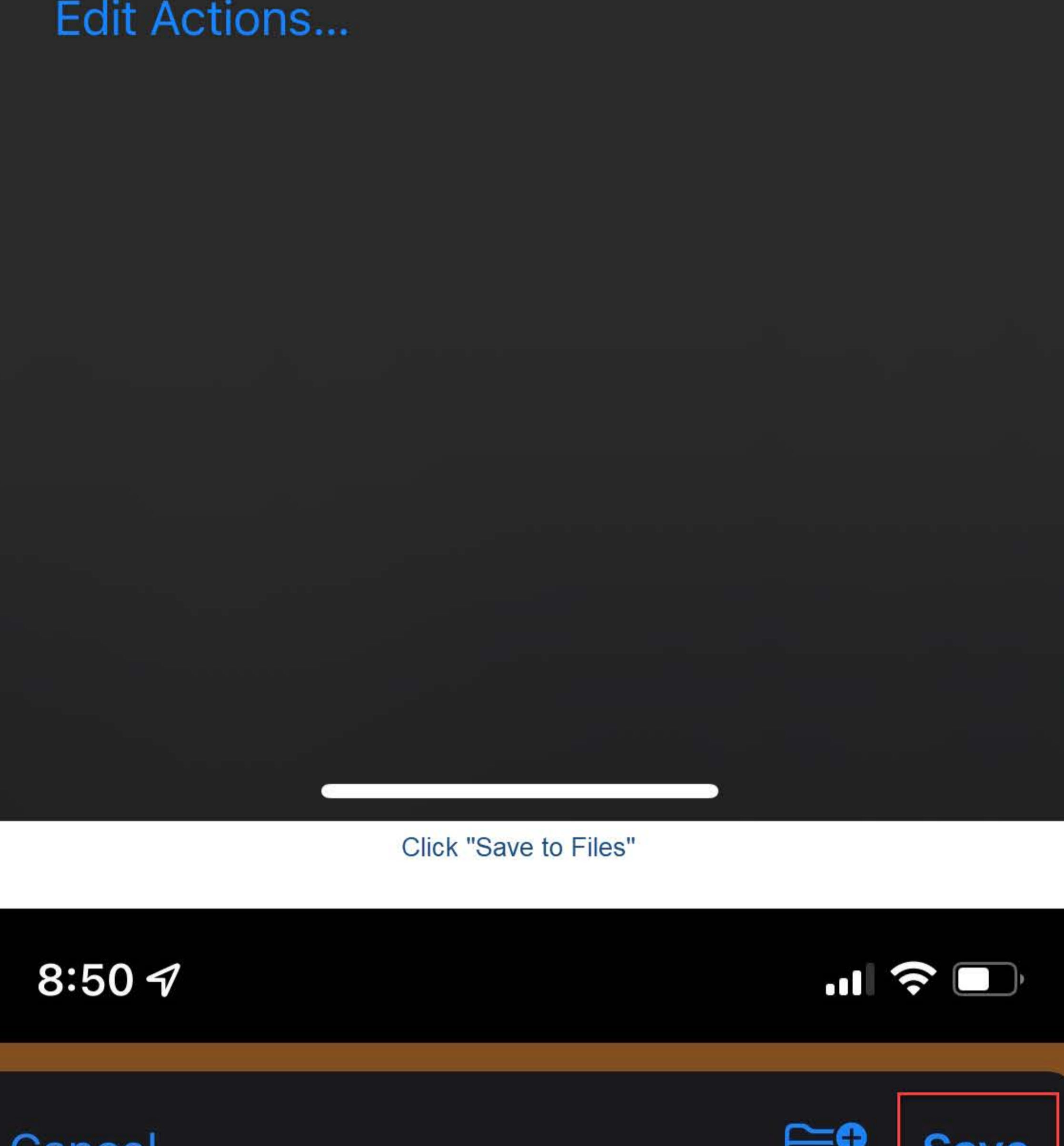
Navigate to "Taxes"



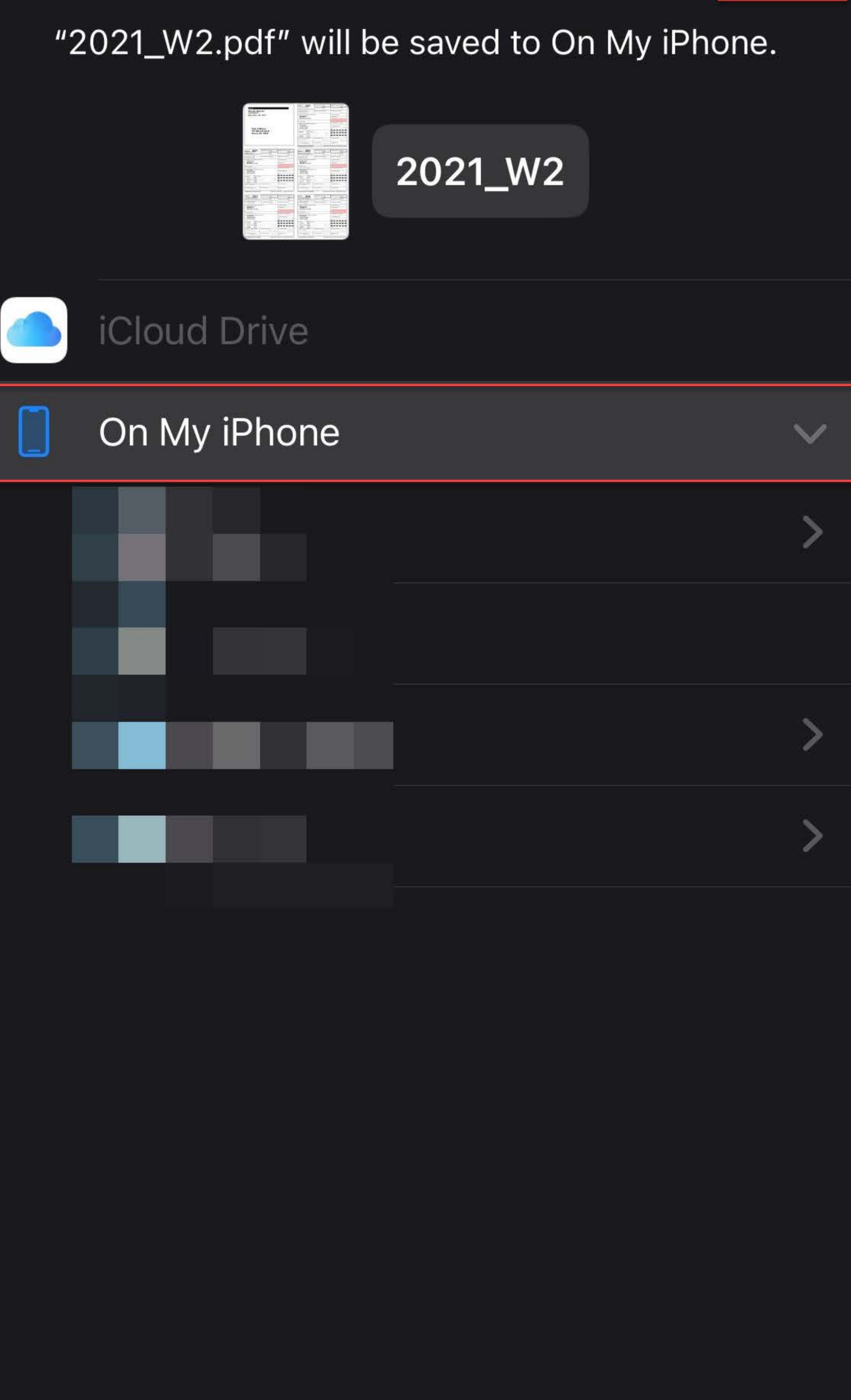
Click the blue document icon on screen to download your W2.



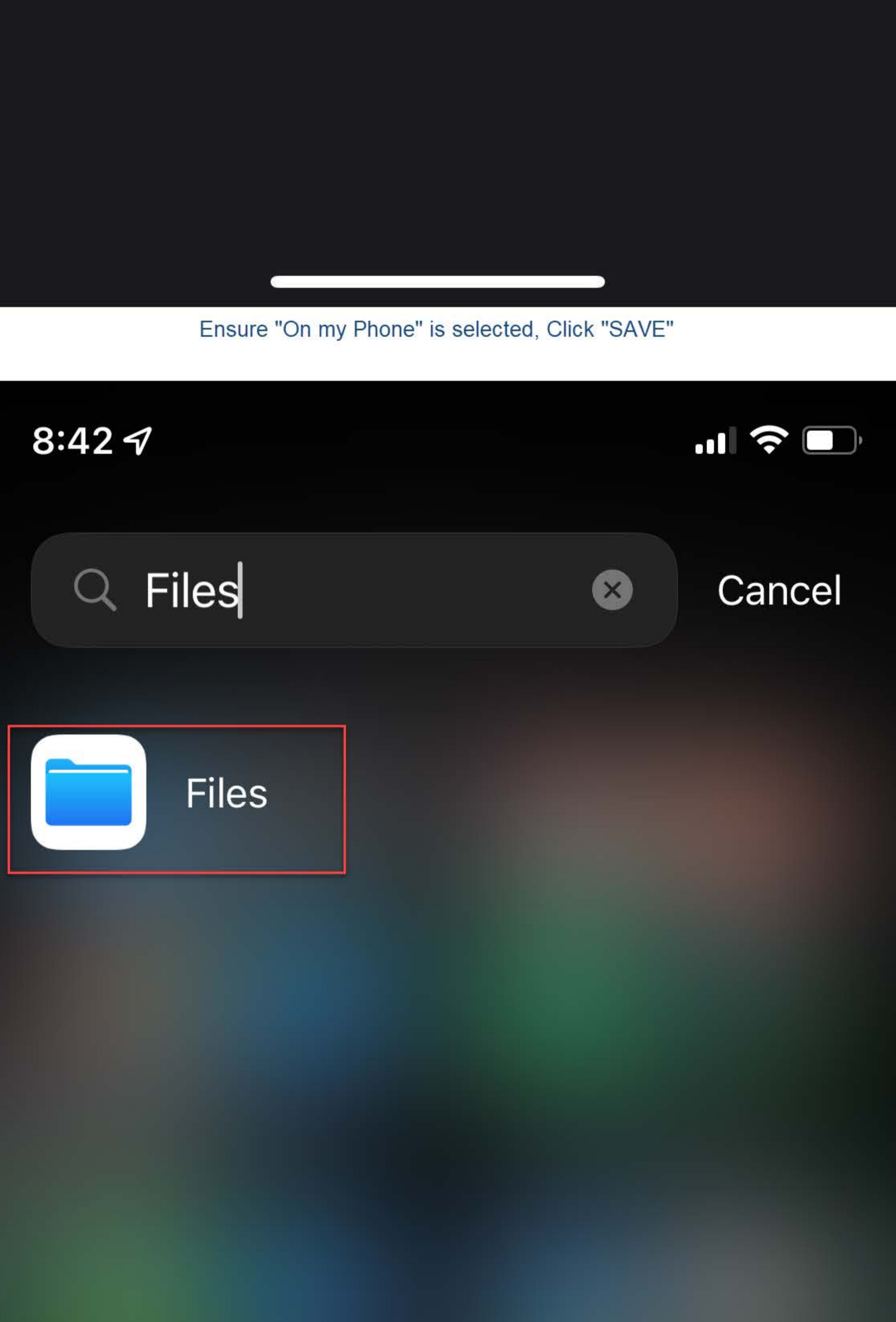
Click "Save to Files"



Ensure "On my Phone" is selected, Click "SAVE"



Open the "Files" app on your iPhone.



Your W2 should be saved in this location. Double tap to view/open the file.