



# MyWage Reporting

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Office of Management & Budget (OMB) Screen Package  
Release 5 Revisions

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# 1. Document Version Information

The previous (Release 4) screen package was updated March 15, 2018. Several non-substantive updates were made to screens during the course of Release 5. These updates have been itemized below, with screenshots and a summary of changes provided for each change.

Changes since March 2015:

- Data Entry Screen: Pay Date “supporting text” changed to “instructional text”
- Title II Rep Payee Review Screen: Language Correction
- Overlapping Pay Period Screen: Language Updates

Version Number	Date	Content Revisions
0.1	8/21/2018	<p><b>2.1 Data Entry Screen</b></p> <p>Language remained the same, but the text “If you receive direct deposit...” was moved above the date input fields to satisfy a 508 requirement.</p> <p><b>2.2 Title II Rep Payee Review Screen</b></p> <p>The Title II rep payee review screen warning notification language was changed from “Your wage report...” to “This wage report...” to be consistent with rep payee language used for Title XVI/concurrent users.</p> <p><b>2.3 Overlapping Pay Period Screen</b></p> <p>Overlapping Pay Period screen changes were included in the Release 4 screen package, but not implemented until Release 5. During Release 5, the screen package the language was changed based on feedback from usability testing conducted at Woodlawn library.</p> <p>After additional usability testing on the original overlapping pay period screen that was approved by OMB, UXG made several small language changes to increase usability and user comprehension. We expect to implement the new language for the screen during this release, rather than the original language that was approved.</p> <p>The specific language changes include:</p> <ol style="list-style-type: none"> <li>1. Changing the language on the primary button from ‘yes, these pay stubs are correct’ to ‘yes, these pay dates are correct’ - Users are more likely to easily identify the information that may be overlapping with more specific language.</li> <li>2. Changed the ‘more information’ link language to ‘Why am I seeing this?’ - Users were more likely to notice and click on this language if they needed additional information during usability testing.</li> <li>3. Changed ‘the wages highlighted below’ to ‘the wages below’ – This language is clearer to users who may be unable to recognize the highlighted information otherwise.             <ol style="list-style-type: none"> <li>a. A change was made to the language in the overlapping pay period screen modal for the same reason: ‘The highlighted information entered may contain an error’ was changed to ‘the information displayed may contain an error’</li> </ol> </li> </ol>

## 2. Release 5 Revisions

### 2.1. Data Entry Screen

#### 2.1.1. Original Data Entry Screen



my Social Security

John Doe | [Sign Out](#)

#### Wage Reporting

##### Add Pay Stub for Employer 1

###### Pay period start

Month Day Year  
-- -- --

###### Pay period end

Month Day Year  
-- -- --

###### Gross pay for this pay period

\$

Be sure to enter the value for "Gross Pay", and not "Net Pay" from the pay stub. Gross pay is the amount prior to taxes and deductions.

###### What date were you paid?

Month Day Year  
-- -- --

If you receive direct deposit, this is the date the wages were deposited into your account.

[Update](#)

[Cancel](#)

#### 2.1.2. Revised Data Entry Screen



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#### Wage Reporting

##### Add Pay Stub for Employer 1

###### Pay period start

Month Day Year  
-- -- --

###### Pay period end

Month Day Year  
-- -- --

###### Gross pay for this pay period

\$

Be sure to enter the value for "Gross Pay", and not "Net Pay" from the pay stub. Gross pay is the amount prior to taxes and deductions.

###### What date were you paid?

If you receive direct deposit, this is the date the wages were deposited into your account.

Month Day Year  
-- -- --

[Update](#)

[Cancel](#)

## 2.2. Title II Rep Payee Review Screen

### 2.2.1. Original Title II Rep Payee Message



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#### Wage Reporting



**Your wage report has not yet been submitted.**

Confirm that all of the information below is correct and select "Submit" to complete the wage report. You can still report wages for additional employers by selecting "Report Additional Wages" below.

### 2.2.2. Revised Title II Rep Payee Message



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#### Wage Reporting



**This wage report has not yet been submitted.**

Confirm that all of the information below is correct and select "Submit" to complete your wage report. You can still report wages for additional employers by selecting "Report Additional Wages" below.

## 2.3. Overlapping Pay Period Screen

### 2.3.1. Original Overlapping Pay Period Screen



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#### Wage Reporting

##### Employer 1 Wages

**!** Are you sure these pay periods are correct?  
 The wages highlighted below include more than one pay stub for the same pay period. Please check for errors. You can select "Update" to make changes. [More Information](#)

If the information is correct, select "Yes, these pay stubs are correct" to continue this wage report.

Pay Period	Gross Pay	Pay Date	Actions
11/20/2017 - 12/01/2017	\$350.00	12/02/2017	<a href="#">Update</a> <a href="#">Delete</a>
11/20/2017 - 12/01/2017	\$350.00	12/02/2017	<a href="#">Update</a> <a href="#">Delete</a>

[Yes, these pay stubs are correct](#)

[Previous](#)

### 2.3.2. Revised Overlapping Pay Period Screen



my Social Security

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#### Wage Reporting

##### PetSmart Wages

**!** Are you sure these pay periods are correct?  
 The wages below include more than one pay stub for the same pay period. Please check for errors. You can select "Update" to make changes. [Why am I seeing this?](#)

If the information is correct, select "Yes, these dates are correct" to continue.

Pay Period	Gross Pay	Pay Date	Actions
03/11/2018 - 03/24/2018	\$220.00	03/30/2018	<a href="#">Update</a> <a href="#">Delete</a>
03/18/2018 - 03/24/2018	\$150.00	03/30/2018	<a href="#">Update</a> <a href="#">Delete</a>

[Yes, these dates are correct](#)

[Previous](#)

### 2.3.3. Original Overlapping Pay Period More Details Modal

The screenshot shows the 'my Social Security' interface with a 'Wage Reporting' section. A modal window is open with the title 'Multiple pay stubs have been entered for the same pay period(s)'. The modal contains the following text: 'The highlighted information entered may contain an error. Please double check the pay stubs to make sure the pay period start and end dates were entered correctly.' Below this, it states: 'If more than one pay stub was received within the same pay period, you do not need to make any changes. Additional pay stubs may include bonus pay, back pay, overtime pay, etc.' At the bottom of the modal, it says: 'You are still able to proceed with multiple pay stubs in one pay period. However if there is an error, select "Update" to make corrections to the pay stub information.' A 'Close' button is located at the bottom left of the modal. In the background, a table of pay stubs is visible with dates like 11/20/2020 and 11/20/2021. At the bottom of the page, there are buttons for 'Yes, these pay stubs are correct' and 'Previous'.

### 2.3.4. Revised Overlapping Pay Period More Details Modal

The screenshot shows the 'my Social Security' interface with a 'Wage Reporting' section. A modal window is open with the title 'Multiple pay stubs have been entered for the same pay period(s)'. The modal contains the following text: 'The information displayed may contain an error. Please double check the pay stubs to make sure the pay period start and end dates were entered correctly.' Below this, it states: 'If more than one pay stub was received within the same pay period, you do not need to make any changes. Additional pay stubs may include bonus pay, back pay, overtime pay, etc.' At the bottom of the modal, it says: 'You are still able to proceed with multiple pay stubs in one pay period. However if there is an error, select "Update" to make corrections to the pay stub information.' A 'Close' button is located at the bottom left of the modal. In the background, a table of pay stubs is visible with dates like 03/11/2021 and 03/18/2021. At the bottom of the page, there are buttons for 'Yes, th' and 'Previous'.