

Getting Paid: What to Expect

How pay schedules, withholding, and year-end tax documents work.



Summary: Our goal is to get you paid accurately every time. We want the process to be simple for you. Here is an outline.

PAY SCHEDULE

Your pay is based on the shifts your employer approves and follows the Payment Schedule.

- Your Payment Schedule shows when your time must be entered and approved, as well as when you can expect to be paid.
- You'll choose how you want to receive your pay when you complete your Pay Method Selection and Direct Deposit Authorization form.
- Available payment options may include direct deposit or paper check. Direct deposit is strongly recommended for the fastest and most convenient access to your pay.
- You can find your Payment Schedule in MyLynk or request a copy from Veterans Choose.

TAXES AND WITHHOLDING

- The appropriate federal, state, and local income taxes are withheld from your paycheck based on the tax information you provide on your W-4 and any required state tax forms.
- If you qualify for tax exemptions or other adjustments and claim them on your withholding forms, they will be reflected in the amount withheld from your pay.

YEAR-END TAX DOCUMENTS

- At the end of each year, Veterans Choose prepares your W-2, which shows your annual wages and the taxes withheld from your pay.
- Your W-2 will be available no later than January 31 of the following year, as required by federal law.
- The W-2 is delivered through MyLynk or by mail.
- Keep your W-2 for your tax records and when you file your annual tax return.

Helpful Tip: Keep your mailing address and contact information in MyLynk up to date so you don't miss important notifications, including when your W-2 is ready.