



FREQUENTLY ASKED QUESTIONS FORMER EMPLOYEES

Q1. How do I access the new online Payroll Self-Service tool?

A1. You can access **Payroll Self-Service** through the Ceridian link:

<https://sourceselfservice2.ceridian.com/harleydavidson>

Q2. How do I log into Payroll Self-Service?

A2. **HDMC Former Employees:** Your permanent username is HDMC with ALL CAPS followed by a zero (0) followed by your (5) digit employee ID/clock number (HDMC0#####).

HDFS Former Employees: Your permanent username is HDMC with ALL CAPS followed by your (6) digit employee ID/clock number (HDMC#####).

For employees logging in for the first time, the default password is [first character of first name (uppercase), second character of first name (lower case)] + [date of birth MMDD] + [@] + [Last 5 digits of SSN].

Example: John Smith , DOB 12/12, and SSN 55555. Password: Jo1212@55555

Q3. Where do I go to enter my e-mail address for Payroll Self-Service?

A3. On the home page, if you already see an e-mail address you want **Payroll Self-Service** to use, do nothing.

If there is no e-mail address or if you want to change what's there, under Personal Information, click **Email Address**. Click **My email address is** and enter your email address. Click Save. This e-mail address should be a personal e-mail address such as a Yahoo, Gmail or Hotmail e-mail address.

Q4. What if I don't have an e-mail address in Payroll Self-Service?

A4. You will not be able to receive an immediate reset password sent by the system. You must contact the GIS Help Desk for assistance.

Q5. What things can I do in Payroll Self-Service?

A5. You can view and print your earnings statements.

Q6. How do I access the "SeeMyW2" application?

A6. Click on the "SeeMyW2" link. The "SeeMyW2" requires separate login credentials.

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For additional information on logging in, please call the Help Desk (HDMC: 414-343-7911; HDFS 775-886-3500).



FREQUENTLY ASKED QUESTIONS

FORMER EMPLOYEES

Q7. What can I do to protect my payroll-related data?

A7. Do not share your login username or password with anyone

FYI: *Payroll Self-Service* will automatically log you off after 15 minutes of inactivity.

Q8. What do I do if I need help with payroll-related issues?

A8. For questions about your earnings statement:

- Former salaried employees contact Corporate Payroll: 414-343-8069.

For questions about the *Payroll Self-Service* tool:

- Refer to the *Payroll Self-Service* quick reference guide.
- All former employees contact the GIS Help Desk.

For questions about employment and income verification:

- All employees contact *The Work Number*® www.theworknumber.com or 1-800-367-2884.
- Refer to *The Work Number* brochure.

Q9. How long will Harley-Davidson keep my earnings statements in the Payroll Self-Service tool?

A9. A minimum of three (3) years.

Q10. Why is the online Tutorial empty in the Payroll Self-Service tool and why does the online Help have so much irrelevant information?

A10. Harley-Davidson contracted with Ceridian to be our payroll systems provider. We are not using other Ceridian modules such as HR or Benefits. The Tutorial and Help contain information about all modules offered by Ceridian, not just payroll. Because of that, it was decided not to show the Tutorial. However, when Self-Service screens other than the Home Page, you can get context-sensitive help for that screen when you click on Help.

Q11. How long will former employees have access to Payroll Self-Service?

A11. Employees who are no longer employed by Harley-Davidson will have access to *Payroll Self-Service* through April 15th of the year following their final pay.