People Central: For Team Members

Reference Guide

Table of Contents

Overview

People Central

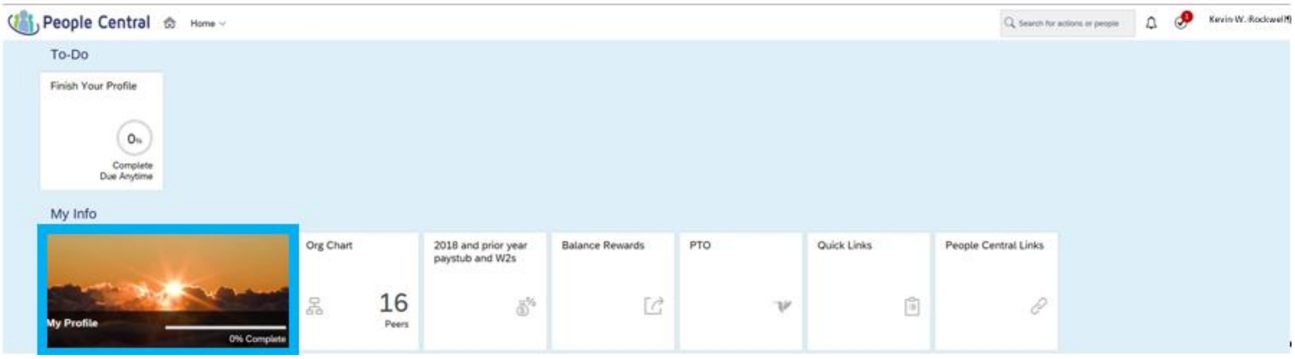
People Central is a system that contains profile information about you and the position you hold at the company. It also is where your pay related information such as paystubs and tax deduction information is located. In addition, you can find information about other people who work at the organization.

What will I do in People Central?

Team Member Can:
• View and update personal profile information • View organizational charts • Access personal payroll related information such as paystubs and W2 details

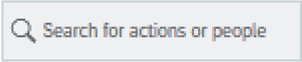
Home Page

The **home page consists** of a collection of tiles that show you information and allow you to navigate to other areas of the system.



Home Icon: Select this icon to return to the home page.

Home Drop Down Menu: (Home, Company Info, My Personal Profile, Admin-Center, Reporting) Use this drop down as a quick way to navigate to each area of system.



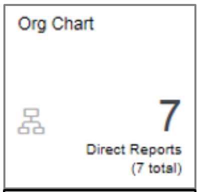
Search for Actions or People: Enter specific names to search and pull up profile information on other people in the organization. Or, enter action key words, such as address or payroll.

Notifications: Informs you of transaction statuses and important dates.

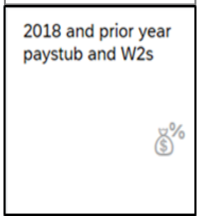
To Dos: Alerts you to pending actions you need to take in the system.

Profile Picture and Person ID: Upload a profile picture that other team members see in the **Org Chart** section.

Your **Person ID** also appears in this corner of the banner, but is only visible to you when you are logged in.



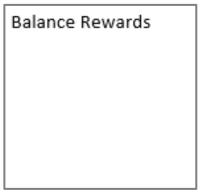
Org Chart: Displays information about the hierarchy of all people and departments within the organization. Use the Org Chart screens to drill down or up within the organization.



2018 and prior year paystub and W2s
Provides links to:

- Walgreens Pay Stub (Historical)
- Walgreens W2 (Historical)

PTO: Displays your Paid Time Off (PTO) accrual rate and any Vacation or Sick balances. This information updates weekly.



Balance Rewards: Allows you to enter your Balance Rewards card number to apply your employee discount to the card.

Quick Links: Provides links to W4, I9, myHR, LTMP, Kronos, Applicant Tracking System (ATS), and Your Total Rewards

My Profile: Editing Your Personal Information

My Profile

The **My Profile** section contains all personal and job related information the company has for you. It's important that you verify the information that Walgreens has on file about you is correct.

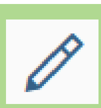
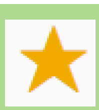
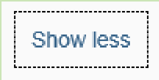
There are seven categories of data on the My Profile screen. These categories appear as tabs at the top of the screen.

- Personal Information
- Employment Information
- Leave of Absence
- Payment Information
- PTO
- Payroll
- WOLF Check
- Badge
- Profile

Note:
If information captured in the **My Profile** section is incorrect, and you cannot edit it yourself, please send a request to askHR@walgreens.com for further review and response.

My Profile Icons

As you navigate through My Profile, small icons and links appear on the screen or next to certain fields.

Edit	History	Primary Value	Show More	Show Less	Show/Hide
					
The **pencil icon** indicates fields you can edit. **Select** the **pencil icon** to edit information.	The **clock icon** indicates that there may be historical data available. **Select** the clock icon to view historical data.	**Primary values** are indicated with a gold star. For example, if you have three emergency contacts listed, you can designate one as a primary contact. **Select Yes** in the **Is Primary** drop-down to designate a primary value.	**Select** the **Show more** button to display additional information that may be hidden on the screen.	**Select** the **Show less** button to hide additional information.	The default display setting for confidential information is hidden. **Select Show** to display additional information that may be hidden on the screen. **Select Hide** to protect that same information it is hidden.

Personal Information

National ID Information

This information shows your **Social Security** number if you are a U.S. citizen. **National ID** appears for global team members.

Address Information

This section displays your **home address**. Select the pencil icon to edit this information.

No P.O. Boxes are allowed as your home address. For tax purposes, the company must have an address on file with a physical location.

Note: If you live in a state where some rural locations only have P.O. Box format for the physical location address, these will be allowed.

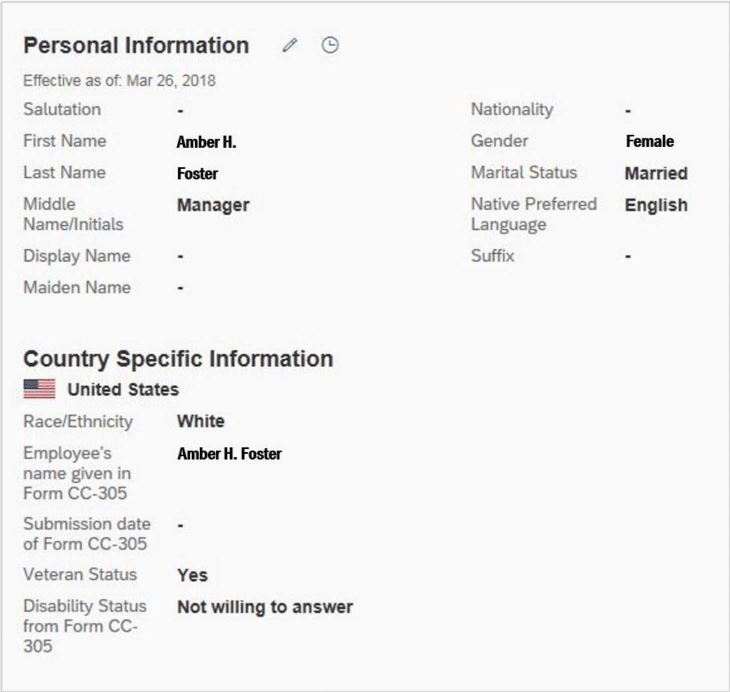
Personal Information

This section displays two types of information.

Personal Information: Your name and marital status are among the key fields in this section.

Country Specific Information: This section displays your Race/Ethnicity and official name.

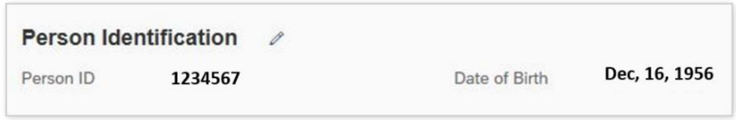
Select the pencil icon to edit these sections.



Person Identification

This is your unique company **Person ID** number. In the past, this was called Employee ID. Your **Date of Birth** also appears here.

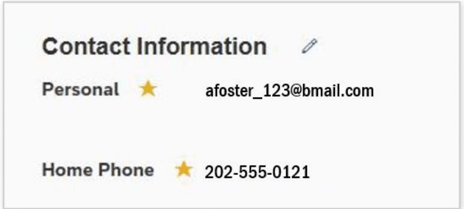
Use the pencil icon to update Date of Birth.



Contact Information

The information in this section is used to send you important company-related emails.

Select the pencil icon to update your contact information. You can add multiple emails and phone numbers.



Emergency Contacts

These are people who will be contacted in case of an emergency, such as illness or accidents.

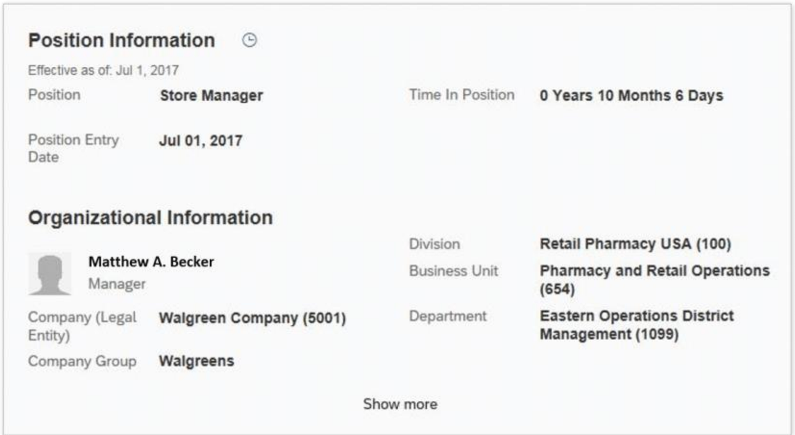
Employment Information

Organization Information

This section is further categorized into two separate sections:

Position Information: Details specific to the position you currently hold at the company.

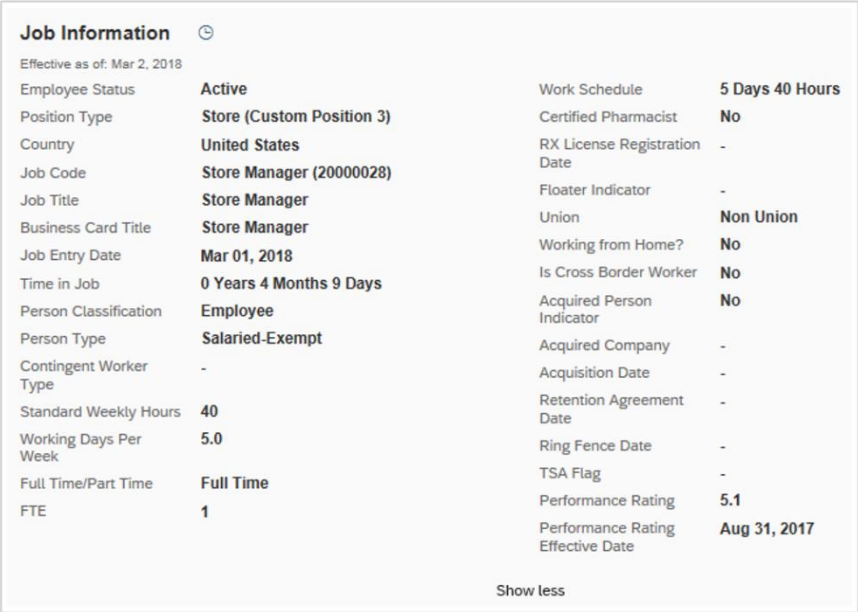
Organizational Information: Details about where your position fits within the company structure.



Job Information

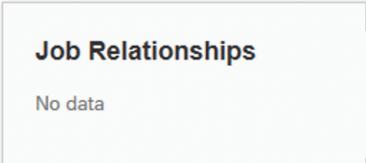
This section outlines details specific to your job and position such as:

- Job Code
- Job Title
- Time in Job
- Standard Weekly Hours
- Full Time/Part Time Status



Job Relationships

This section shows dotted line manager relationships, if you have one. For example, some positions have a primary manager and secondary manager. The secondary manager will show as a dotted line relationship.

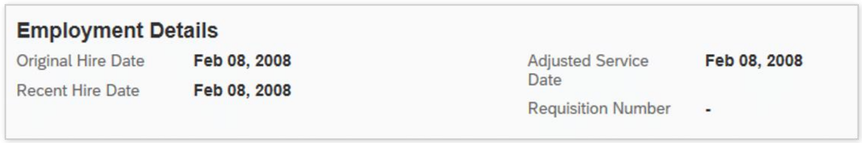


Employment Details

This section contains date information that helps identify key dates with the organization.

If you separate, and later return to the company these dates are updated based on company rules and guidelines in place at the time of your return.

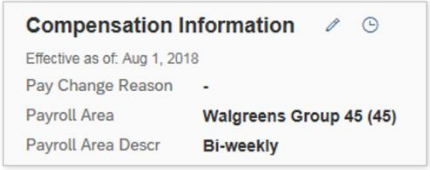
Note: While not all, most programs will look at a Team Member's **Adjusted Service Date** to determine benefit eligibility.



Compensation Information

This section shows your **Payroll Area** and Pay frequency.

Select the clock icon to view compensation history data.

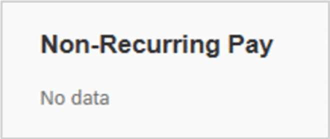


Pay Component Non-Recurring

This section shows any payments provided to you that are considered non-recurring such as:

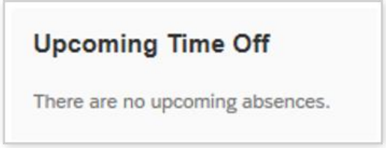
- Sign-on bonus
- Intern housing
- Paid family leave
- Transfer incentive

Note: Data only shows in this section if you have one of the above pay components. Otherwise, the section is blank.



Leave of Absence

This section shows the leave and return dates if you are out on leave.

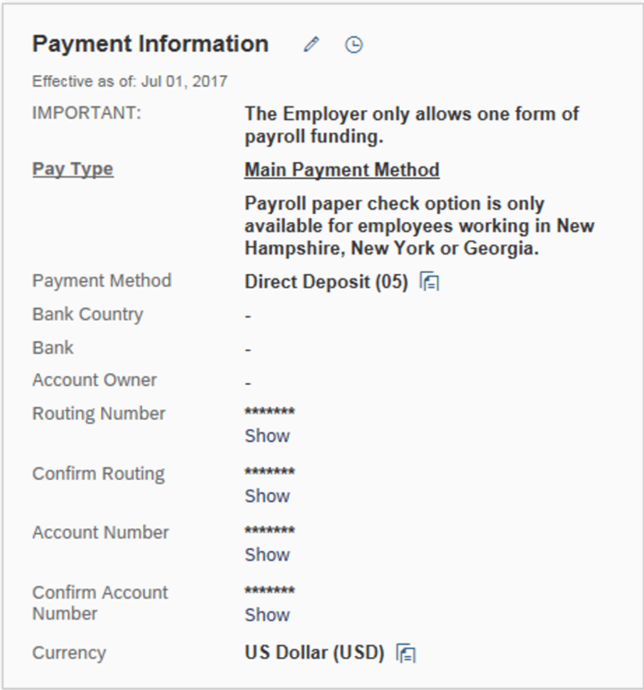


Payment Information

This section is where you enter your **direct deposit** and bank related information. This information is critical to keep up to date to avoid any negative impacts on pay dates.

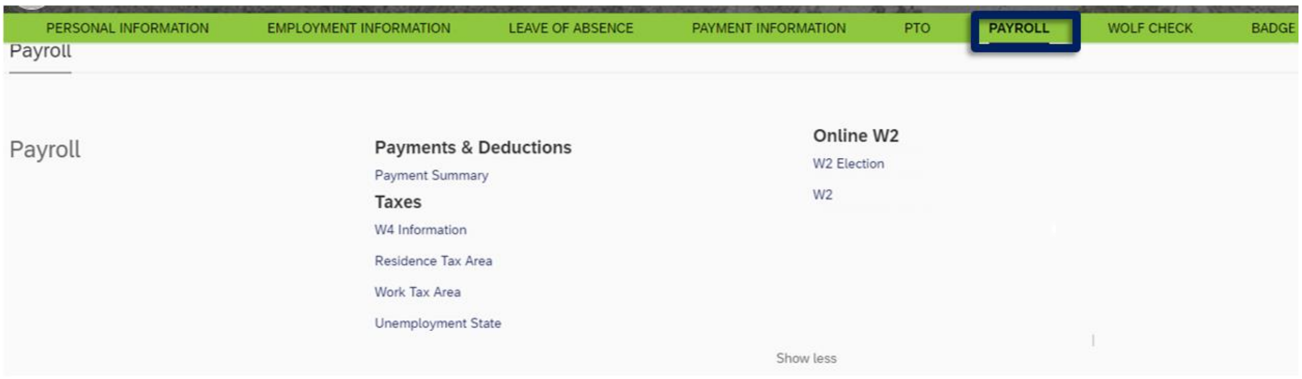
It also displays the authorization disclaimer you need to sign before enrolling in direct deposit.

To enroll in or change your direct deposit settings, select the pencil icon and complete the available fields.



Payroll

This section contains Payments & Deductions, Taxes, and Online W2 information.

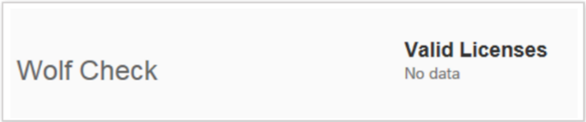


- Payment Summary (link to your paystub)
- Online W2 (access to your W2 elections and electronic consent), and W4 information.

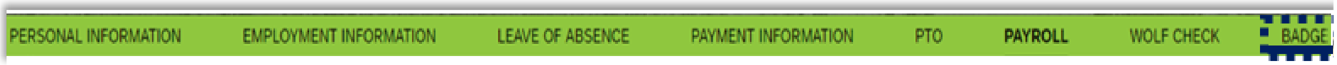
WOLF Check

Note: * Use the > in the banner to scroll to the right and view the WOLF CHECK tab.

This section is View-only and displays the Board of Pharmacy license credentials that have been recorded in the Walgreens Online Licensing Function (WOLF) system for pharmacists, pharmacy technicians, and pharmacy interns. Any required changes must be updated in WOLF, before the license details can be viewed in People Central.



Badge



Note: For stores only.

Profile

PERSONAL INFORMATION | EMPLOYMENT INFORMATION | LEAVE OF ABSENCE | PAYMENT INFORMATION | PAYROLL INFORMATION | **PROFILE**

This section contains information that other people in the organization can view, with the exception of your Person ID.

Person Profile: Add your phone and email information in the **Contact Information** section.

Person Profile

Person Id	1234567
First Name	Amber
Last Name	Foster
Display Name	-
Work Cell Phone	-
Business Phone	-
Business Email	-
Hire Date	Mar 01, 2018
Position Title	Store Manager
Job Code	Store Manager (20000028)
Company (Legal Entity)	Walgreen Co. (5001)
Business Unit	Pharmacy and Retail Operations (654)
Department	District Management (163)
Sub-Department	Region 28 (1122)
Company Group	Walgreens
Payroll Company Group	Walgreens Payroll
Operation	1
Region	1
Area	99
District	99
Location	
Mailstop	

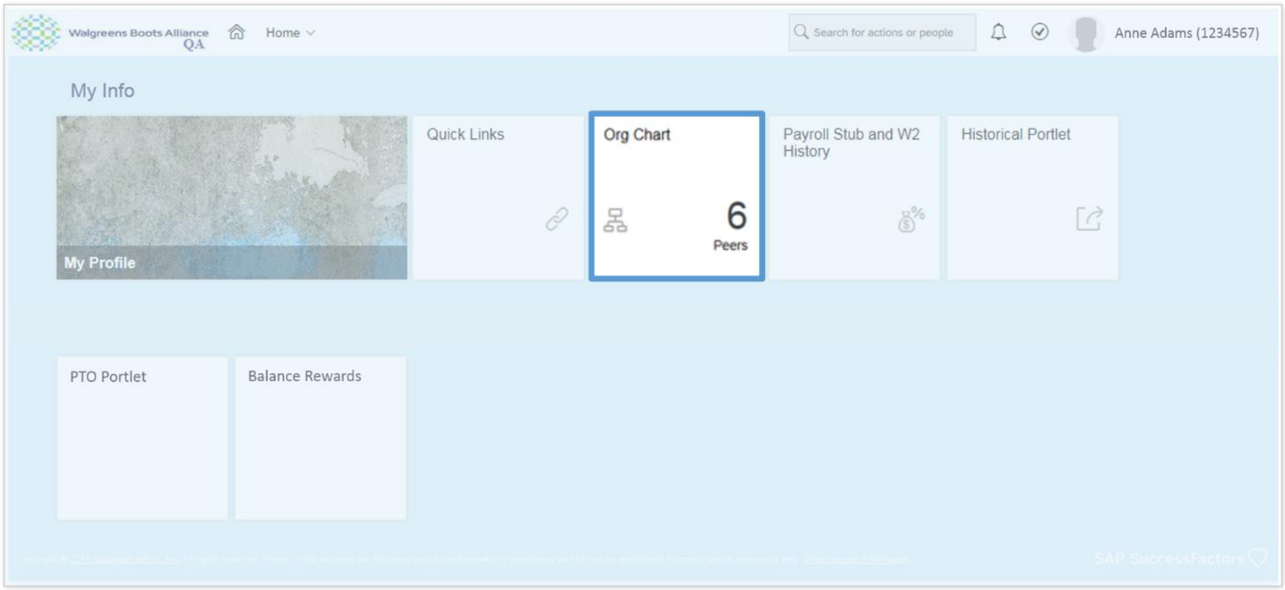
Using the Org Charts

Org Charts

The organizational charts show the internal structure at Walgreens. Team member names and positions are displayed in a way that shows the hierarchy and position of different people, jobs, and departments that make up the organization.

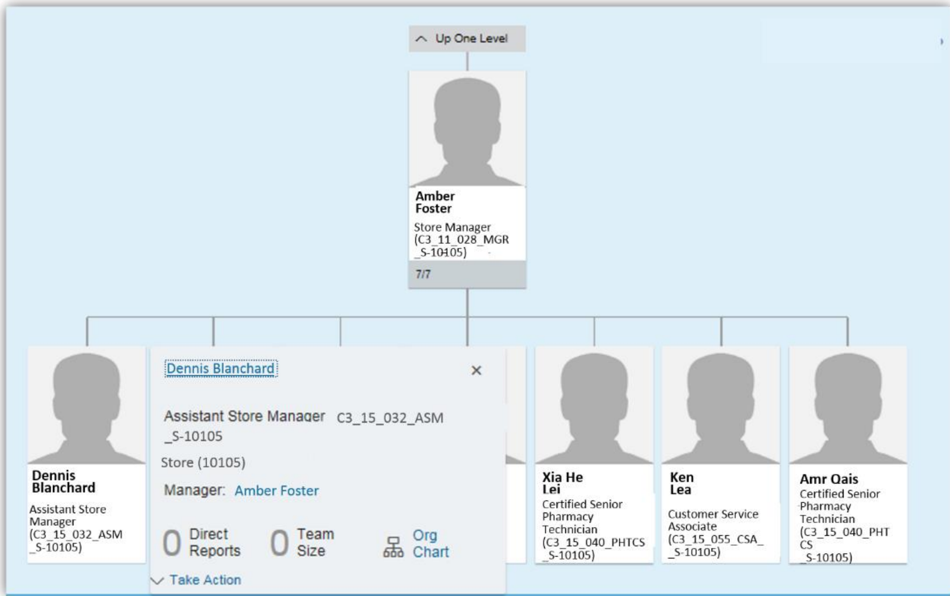
The Org Chart portal is available to all team members. There are three different views in the Org Chart portal:

- Org Chart
- Position Chart
- Directory



Org Chart View

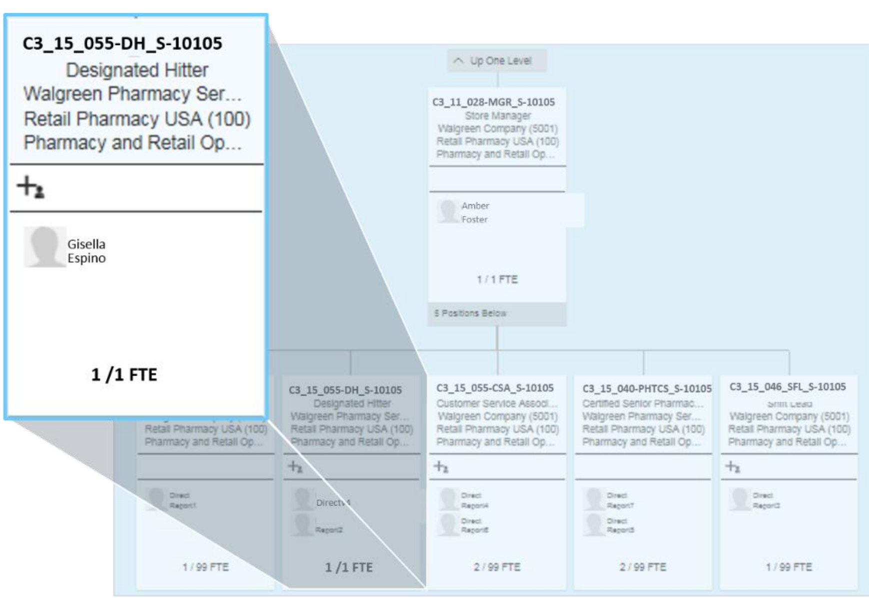
The Org Chart View shows the structure of actual people in the organization. It illustrates people reporting to people. In this view, you will find information about people in positions at the very top of the organization (CEO) down to people in all individual contributor positions, including the stores.



Position Chart View

The Position Chart View shows the hierarchy of positions within the organization.

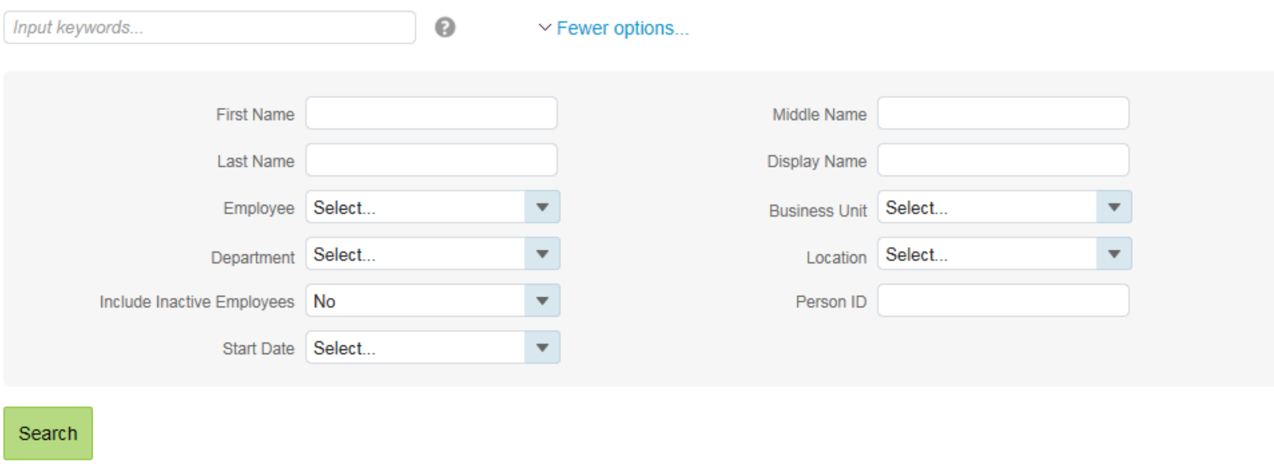
- It illustrates positions reporting to positions.
- In this view, you will find information about positions at the very top of the organization (CEO) down to all individual contributor positions.



Directory

The Directory provides access to contact and location information for all team members in the organization. It displays several fields with search criteria to find a person within the organization.

Enter information you know about a person and select the Search button.



Payroll

Accessing Paystubs

Pay Overview

As a manager, you know a critical aspect of payroll is its impact on the morale of the team members. All team members want to feel assured that they will be paid accurately on a consistent and timely basis. Some team members may have more complicated deductions than others. It is important to understand the payroll section so you can help answer questions team members may have about their pay.

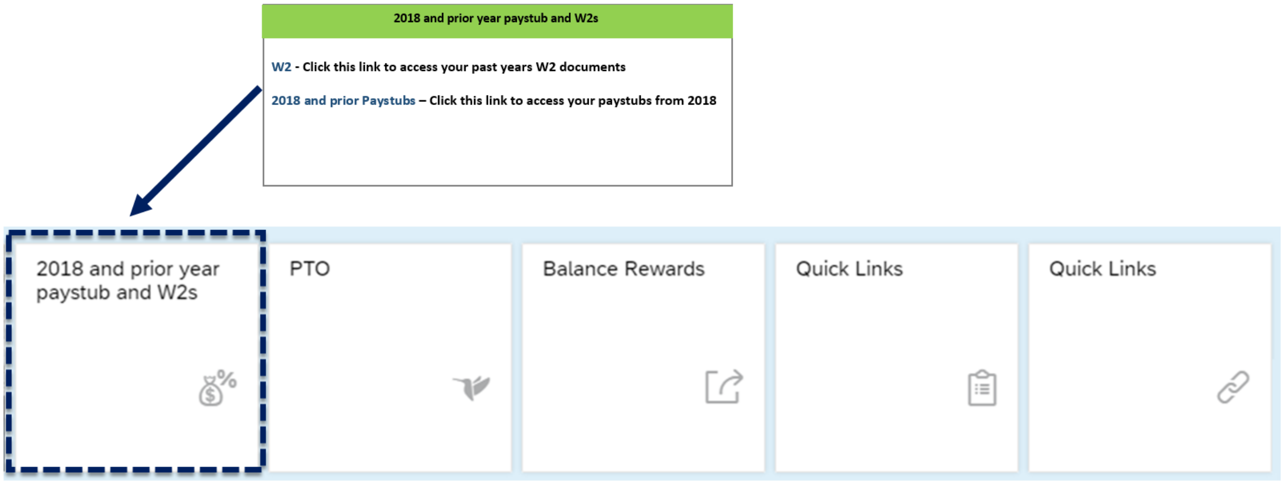
Payroll information is categorized into the following sections:

- **Historical Pay Stub**: Pay stubs for 2018 and prior years
- **W2 History**: W2s for 2018 and prior years

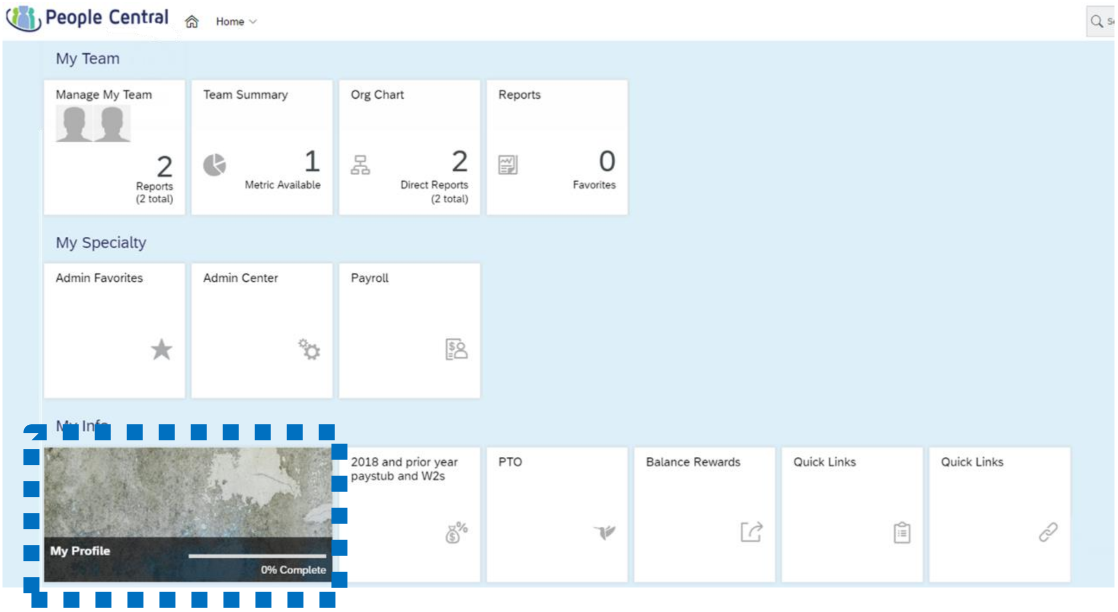
- **My Profile**: **Payroll Information**: Payment and deduction information for 2019 and beyond, including pay stubs

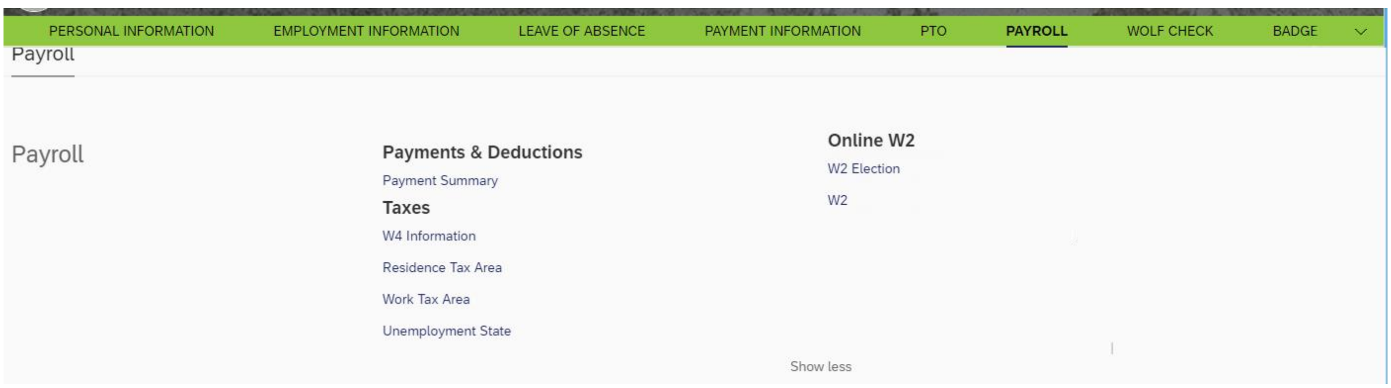
Navigating to 2018 and earlier Pay stubs and 2019 and earlier W2s

- To Access 2018 and earlier paystubs and W2s, click on the "**2018 and Prior Year paystub and W2**" tile.
- A pop-up box with links to each site appears as seen in this image.
- Select the link to navigate to each system.



Accessing 2019 and newer Paystubs from My Profile

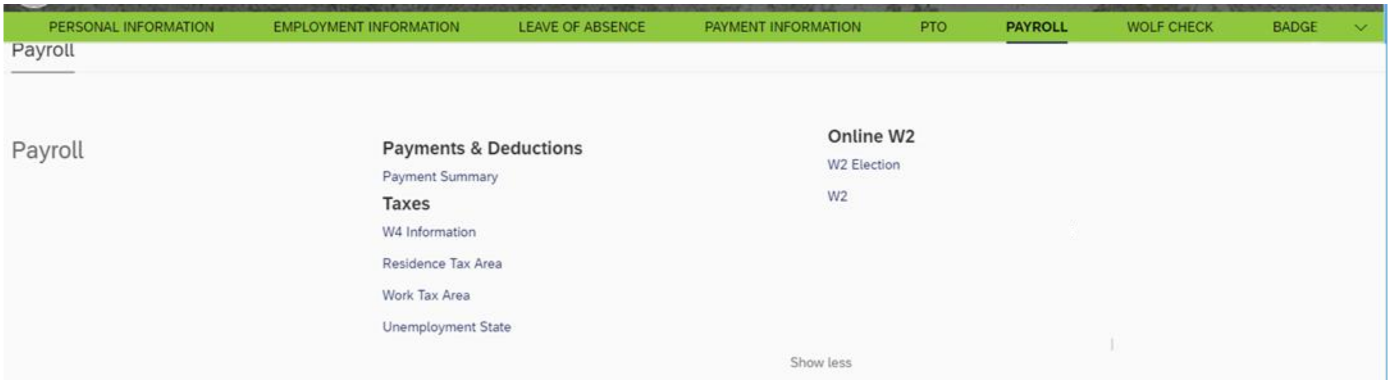




To access payroll information from **My Profile**:

- Click on the **My Profile** tile on the People Central Home page.
- Next, select **Payroll** from the green menu bar

Navigating to the Payroll section



- **Payment Summary**: Pay stubs (2019 and beyond)
- **W2 Information: 2019 and beyond** W2 withholding amounts and related details
- **Residence Tax Area**: The states to which the team member pays tax
- **Work Tax Areas:** A team member who works in more than one locality during a tax year, may be subject to taxes in those localities. The Work Tax Area records the amount of time a team member spends in each locality other than their Residence Tax Area
- **Unemployment State**: The state to which the team member pays unemployment tax

This section outlines your pay and Paid Time Off for the pay period and Year to Date. It also includes your overtime (if hourly), any bonuses, or commissions for this pay per

Statement of Earnings and Deductions

Name	Personnel No.	Company Code	Cost Center	Location	Hourly/Salary
[redacted]	[redacted]	WALGREEN CO	WBA Retail Cntrling Area	S-6599	17.05

Pay Period	Check Date	Gross Pay	Deductions	Taxes	Net Pay	Check Number
09/27/2018 - 10/10/2018	10/17/2018	$1,614.20	$250.86	$233.02	$1,130.32	0000090190

Earnings section showing regular and overtime wages (aka Gross wages)

Earnings

Earnings	Rate	Hrs	Amount	Year to Date
Regular	17.05	72.05	1,228.45	1,228.45
OT 1.5 W1	25.58	1.65	42.20	42.20
OT 1.5 W2	25.58	8.06	206.13	206.13
OT 2.0 W2	34.10	0.03	1.02	1.02
PTO	17.05	8.00	136.40	136.40
Totals			**1,614.20**	**1,614.20**

W4 section showing allowances and withholdings by tax authority

W4 Information

Tax Authority	Exempt Ind	Filing Status	Allowance	Add. Witholding
Federal		Married	00	0.00
California		Married	00	0.00

Misc. Earnings section shows group term life insurance, stock option exercise

Miscellaneous

Earnings	Amount	Year to Date
Totals:		

Taxes section showing all withheld taxes

Taxes

Taxes	Authority	Amount	Year to Date
TX Withholding Tax	Federal	95.64	95.64
TX EE Social Security	Federal	84.53	84.53
TX EE Medicare Tax	Federal	19.77	19.77
TX Withholding Tax	Californ	19.45	19.45
TX EE Disability Tax	Californ	13.63	13.63
Totals:		**233.02**	**233.02**

Pre-Tax Deductions

Pre-tax Deductions

Pre-Tax Deductions	Amount	Year to Date
Medical	250.86	250.86
Totals:	**250.86**	**250.86**

Post-Tax Deductions

Post-tax Deductions

Post-Tax Deductions	Amount	Year to Date
Totals:		

Taxable Wages shows Earnings minus Pre-Tax Deductions

Taxable Wages

Taxes	Authority	Amount	Year to Date
RE Withholding Tax	Federal	1,363.34	1,363.34
RE EE Social Security	Federal	1,363.34	1,363.34
RE EE Medicare Tax	Federal	1,363.34	1,363.34
RE Withholding Tax	Californ	1,363.34	1,363.34
RE EE Disability Tax	Californ	1,363.34	1,363.34

Amount Deposited or on Paper Check

Check/Transfer Info

Account Type	Amount
Direct Deposit	1,130.32

Balance and Accruals sections will show for everyone, but Total Hours and PTO / Vac / Sick Balances will only show for California residents

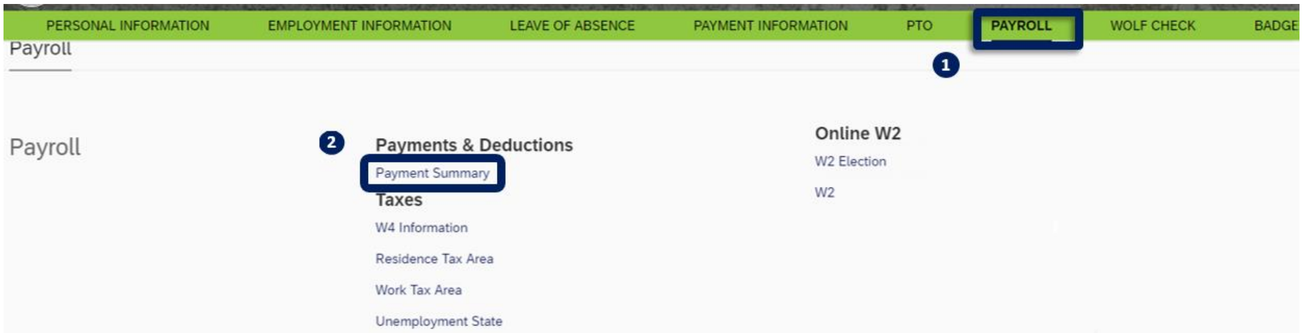
Accruals

Balance	Hours
PTO Balance	191.49
Sick frozen Balance	172.33
Vacation frozen Bala	216.00

Balance	Hours
CA Total Hours	73.70

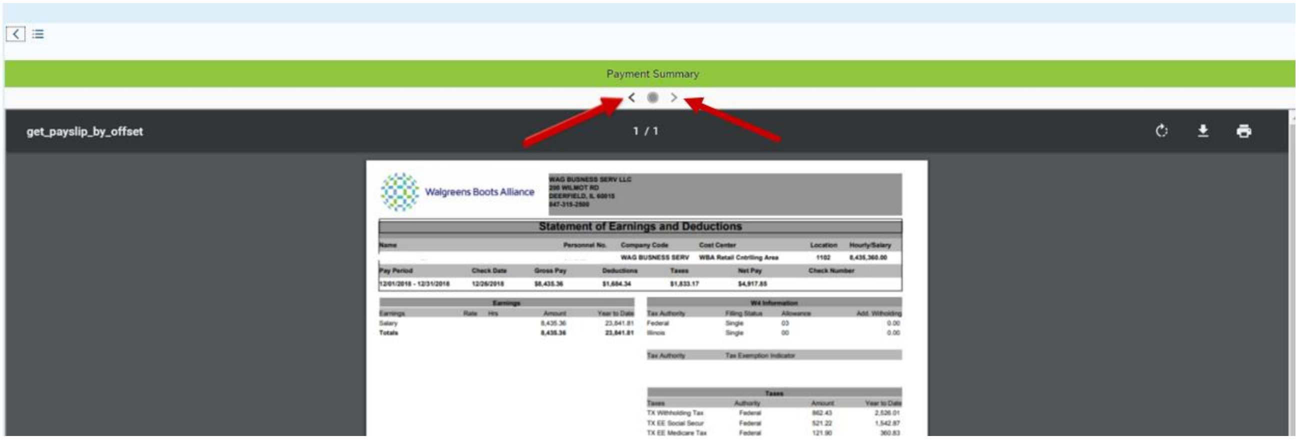
Check can be cashed at following Bank: NORTHERN TRUST, NA, 69-710 HIGHWAY 111, RANCHO MIRAGE, CA 92270

Navigating to Past Paystubs



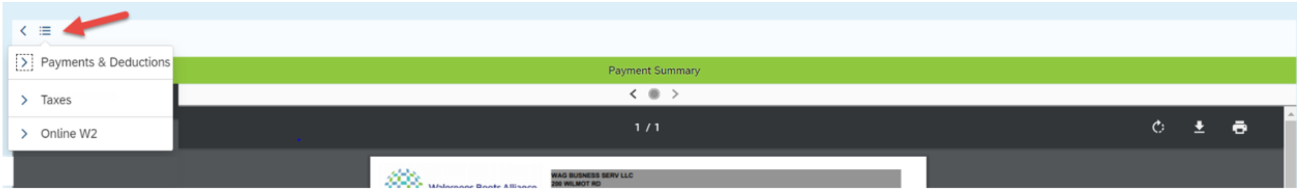
To access your Paystubs

1. Select the **Payroll** tab from the green menu bar
2. Under *Payments & Deductions* section, select **Payment Summary**



How to navigate to past Paystub

- Once you select **Payment Summary**, your current Paystub will populate.
- Navigate using the **left** and **right** arrows to access older (left arrow) or newer (right arrow) pay stubs.



Navigate to W2 and W4 sections from within the Paystub system

- Select the **Menu icon** in the upper left corner on the *Payment Summary* screen to access your menu options.
- Next click on the option you wish to view from the menu drop-down.