



Welcome to the **new** Director's Paysheet application.

What's New?

We are introducing a new interface that allows Directors to complete their paysheet without needing to be on a call with Accounting. This new interface will allow Director's to generate up to date P&L Packets, view their Director's Check totals, as well as view and edit deductions and contributions. The same features you've had in the past, but now in a self-service format.

When can I access my Paysheet?

You will receive a notification from Accounting when the window to complete your paysheet will be turned on and off. Once the window for editing paysheets has closed, Director's will still have access to the application to generate their P&L Packets. However the paysheet will be a "read only" format and will no longer be editable.

What do I do if I see incorrect info?

If you find that there is incorrect information in your Paysheet, please contact Corporate Accounting.

Will I have access to a Tax Calculator?

Yes, you will receive a Tax Calculator via email from Corporate Accounting.

Step 1

Director Paysheet will require you to login into Huddle using your Hy-Vee credentials.

You will need to be on Hy-Vee WiFi/VPN to access the application.

Login to Huddle

HyVee HUDDLE

User Login

required *

Username *

Password *

Show

[Forgot Password?](#)

☐ Remember me

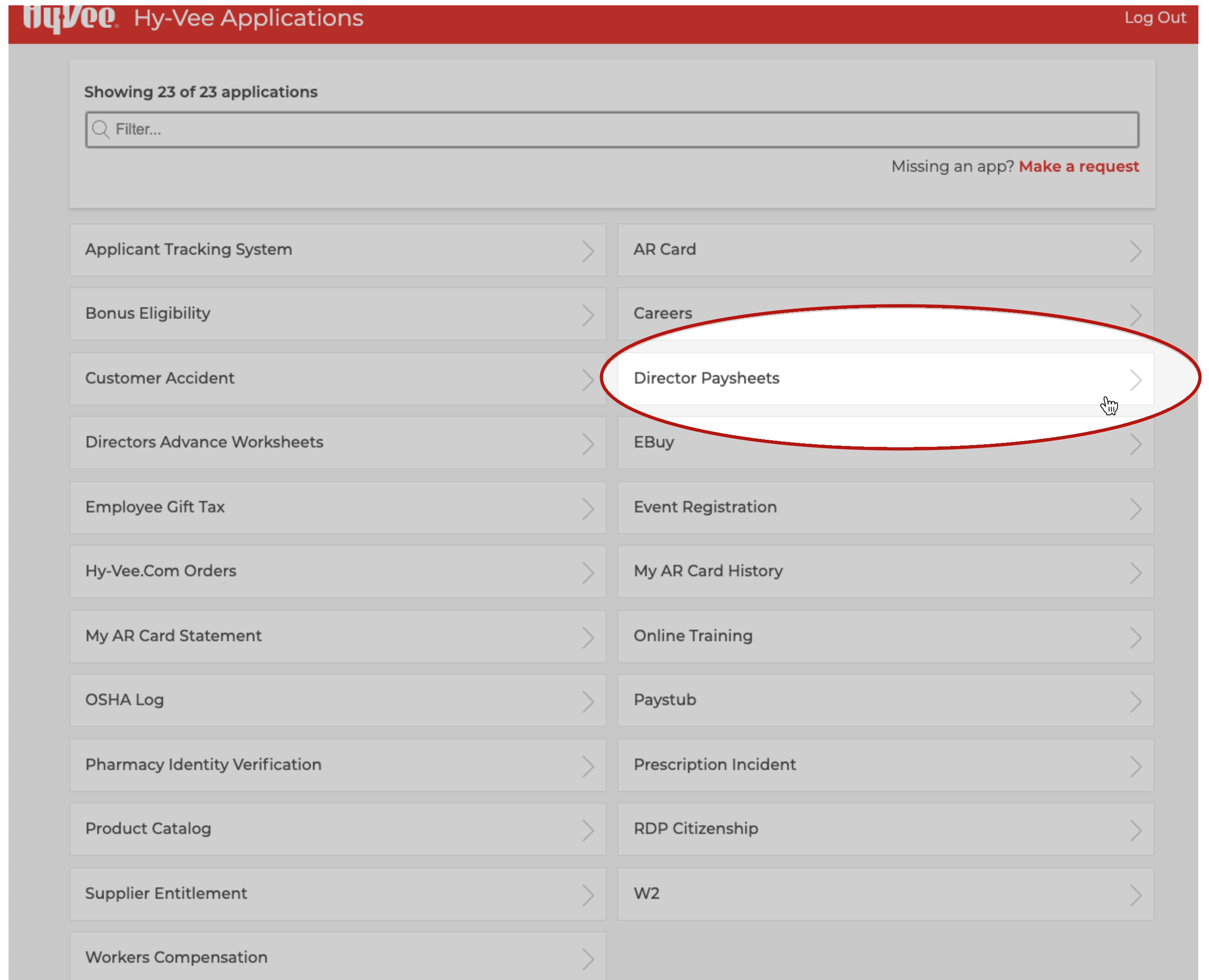
Log In

Step 2

Navigate to Director's Paysheet in Huddle.

Director's Paysheet is located within Hy-Vee Applications.

Open Director's Paysheet




Step 2

You will be required to use Multi-Factor Authentication to access the application.

Open Director's Paysheet

HyVee Hy-Vee Applications




Log Out



[What is this?](#) [Need help?](#)

Powered by Duo Security

Choose an authentication method

 Duo Push <small>RECOMMENDED</small>	<button>Send Me a Push</button>
 Call Me	<button>Call Me</button>
 Passcode	<button>Enter a Passcode</button>

Step 3

Generate your P&L Packet by clicking on

Generate P&L Packet

Your P&L Packet will open up a new browser tab containing a PDF version of your packet for you to review, download, or print. **This packet will not include your Paysheet, as it has not yet been completed for this Quarter. However, it will be available within your P&L Packet once your Paysheet is marked as “completed” (see Step 7).**

Director Head Bonus, Manager Incentive, Director Bonus, Clerks Bonus, etc. will be included in your P&L Packet once your Paysheet is completed (see Step 7).

Generate your P&L Packet

HyVee

Director's Paysheet

User name ▾

Paysheet

Director's Check

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

Generate P&L Packet

Step 3

District Store Directors may be prompted to give permission to download multiple files for their P&L Packet. Be sure to click

Allow

in the pop up window.

Generate your P&L Packet

HyVee

Director's Paysheet

User name

Paysheet

Director's Check

Description	District Amount
Month 1	1822.31
Month 2	0.00
Month 3	0.00
Check Total	1822.31

Generate P&L Packet

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

...paysheet.dev.hy-vee.cloud wants to

Download multiple files

Block

Allow

Step 4

Review your Director's Check totals in the upper table prior to completing your paysheet.

Any Questions please contact Accounting.

Review Director's Check

HyVee

Director's Paysheet

User name ▾

Paysheet

Generate P&L Packet

Director's Check

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

Step 5

You will be able to make adjustments to your deductions by clicking the red edit icon located in the Deductions table...

Be sure to only fill out the Investment Certificate based on the state where you live.

Make Adjustments

HyVee

Director's Paysheet

User name ▾








Paysheet

Generate P&L Packet

Director's Check

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
 HSA	0.00	0.00	0.00	0.00	0.00
 Federal Tax	1531.91	0.00	0.00	0.00	1531.91
 State Tax	367.66	0.00	0.00	0.00	367.66
 Stock	0.00	0.00	0.00	0.00	0.00
 401k	0.00	0.00	0.00	0.00	0.00
 Non-IA Inv	0.00	0.00	0.00	0.00	0.00
 Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

Step 5

Clicking the edit icon will launch a modal where you can make an adjustment.

Once you submit your adjustment, your updated totals as well as the adjustment amount will be reflected in the Deductions table.

Make Adjustments

HyVee

Director's Paysheet

User name

Paysheet

P&L Packet

Paysheet

Director's Check

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

State Tax

Month 3

Adjustment

\$ 367.66

\$ 100.00

Current Quarterly Total

\$ 367.66

Cancel

Submit Adjustment

Step 6

Once you’ve reviewed your P&L Packet, and finished your paysheet, you will need to mark it as completed by clicking

Mark as Completed

at the bottom of the screen.

Complete Your Paysheet

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43
STD Pretax	6.98	0.00	0.00	0.00	6.98

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*Please confirm that your P&L Packet and Paysheet are correct before marking as complete.

Mark as Completed

Step 7

Regenerate your P&L Packet by clicking on

Generate P&L Packet

Your P&L Packet will open up a new browser tab containing a PDF version of your packet for you to review, download, or print.

This packet will now include the Paysheet you just completed.

Director Head Bonus, Manager Incentive, Director Bonus, Clerks Bonus, etc. will now be included in your P&L Packet.

Please ensure the correct Department Heads and Store Manager(s) are listed on your paysheet and that their bonuses earned are accurate.

Regenerate your P&L Packet

HyVee

Director's Paysheet

User name ▾

Paysheet

Director's Check

Description	District Amount	Paid	Check Out
Month 1	1822.31	✓	
Month 2	0.00		
Month 3	0.00		
Check Total	1822.31		

Deductions

Description	Quarterly Total	Adjustment ⓘ	Month 3	Month 2	Month 1
Director Base	6,666.67	0.00	0.00	0.00	6,666.67
Director Gross	6,666.67	0.00	0.00	0.00	6,666.67
HSA	0.00	0.00	0.00	0.00	0.00
Federal Tax	1531.91	0.00	0.00	0.00	1531.91
State Tax	367.66	0.00	0.00	0.00	367.66
Stock	0.00	0.00	0.00	0.00	0.00
401k	0.00	0.00	0.00	0.00	0.00
Non-IA Inv	0.00	0.00	0.00	0.00	0.00
Iowa Inv	0.00	0.00	0.00	0.00	0.00
Medical Pretax	418.43	0.00	0.00	0.00	418.43

Generate P&L Packet

Questions?

If you have any additional questions or need further clarification, please contact Corporate Accounting.