

FAQ

1. How to set up my pay?

Get started with setting up your direct deposit and tax withholdings by following these steps:

- Submit your direct deposit information
If we don't have your direct deposit information, Payroll can't get your money to you in a timely manner. Visit our direct deposit page for instructions for setting up your account
- Update your income tax withholdings in SmartHR system
Payroll uses your W-4 allowances and supplemental withholding election to know how much money should be withheld from your earnings for taxes. If you don't verify that you've made the correct withholdings, you may end up owing the IRS extra money. Visit MyPay to set up your income tax withholdings and avoid IRS headaches later. To learn more about how your W-4 works, visit our "Set up your tax withholding" page or update your W-4 on MyPay
- Verify your social security number
Payroll uses your social security number (SSN) to identify you to the IRS when reporting your pay and submitting taxes on your behalf. Verify that your SSN is correct so we can report your taxes correctly

Your bi-weekly deposits will start on the Friday following the end of the current pay period, according to the pay date calendar page.

2. What leave options are available to me as a US based employee?

As a full time employee you are entitled to Paid vacation, Sick leave, Statutory emergency leave, Long-term disability leave, Short-term leave, Public holidays, Bereavement time off, medical leave and Baby bonding leave. You can check this page for detailed descriptions.

3. How do I enroll in benefits as a new hire?

In order to be eligible for benefits, you must work a minimum of 20 hours per week.

You have 31 days from your hire date to complete your benefit election via the Smart HR Tool. However, your benefits coverage for you and your dependents is retroactive

to your hire date. If your 31-day new hire window passes and you haven't selected a medical plan, you will automatically be enrolled in employee-only coverage under the Anthem gHIP (or the Aetna gHIP for US-PIT employees) plan, as well as vision and dental coverage for yourself only, and will not be able to change those elections until Open Enrollment in Q4 with a January 1 effective date of the following year.

It may take up to 3-4 weeks from the time you enroll online for your insurance cards to arrive. If you need to visit a doctor prior to receiving your cards, we recommend that you pay out-of-pocket and get reimbursed through the carrier once eligibility has been established.

4. How to add my dependents to the dental plan?

- Log into [SmarthR](#)
- Click Dependents on the left hand navigation
- Click Add Dependent and create their profile
- Click Next to add them to coverages
- Click Edit Coverage underneath the benefit you'd like to update. Alternatively, you can check/uncheck dependents you would like to add/remove on the left sidebar
 - Note: Updating one benefit does not automatically update other benefits. You will need to add/remove dependents in each benefit
- Review your coverage elections, and if everything looks correct, scroll down to click Save Changes

If you or your dependents are covered by two healthcare plans (Google-sponsored or another provider), there are some complexities with how medical claims are processed.

5. How are bonuses modeled?

We offer 2 performance-based bonus and incentive programs to reward your contributions:

Company bonus: An annual bonus that's planned during our annual planning cycle. It's based on performance over the past calendar year.

Sales bonus: The number of sales bonuses vary based on team and individual performance against quota. They're paid out quarterly.

Exact bonus amounts are at Google's sole discretion. They may vary from year to year based on performance. Please refer to this document for details

6. I want to work remotely, will this affect my compensation

- Fully remote pay outside the US
Outside the US, each country currently has a single compensation category, so there are no differences in pay whether you're a fully remote or in-office employee. We'll continue to monitor the market and if anything changes, we'll make sure to communicate with employees ahead of time.
- Fully remote pay in the US
Please reach out to your people ops specialist to discuss your specific needs

7. We just had a baby girl, how can I add a new family member ?

To enroll or make changes, go to SMART HR tool

What can you do ?

You are allowed to:

Add medical, dental, vision, accident and critical illness coverage for your new born baby

Depending on your plan, see the Anthem or Kaiser benefits booklet or evidence of coverage for additional details regarding automatic 31-day coverage for newborns or new adoptees.

When can you do it ?

No changes will happen automatically — you must enroll or make changes within 31 days of your child's birth

If you don't add or change coverage within 31 days of your child's birth/adoption date, you have to wait until the next Open Enrollment period to make changes. If you miss the window to make this change and would like to submit a benefits appeal for your request to be considered, see the section above titled "If you miss the 31-day deadline".

8. I just joined, my assigned office doesn't have a Gym facility, can I reimburse my gym expenses ?

If your assigned office campus does not have a gym, you qualify for gym reimbursement

9. What are