ESS – Payroll – Online Pay Statement

1. Under Payroll on ESS, click Online Pay Statement and the most recent pay period stub will appear.

2. To scroll through previous pay statements, click the Previous Salary Statement button as shown below.

3. To display a historical listing of pay statements, click the Show List of Available Pay Statements.

3.1. Select the pay statement you wish to view by clicking on the box to the left of the Pay Date as shown here. The selected pay statement will appear at the bottom of the screen.
3.2. To hide the list of available pay statements, click on the link *Hide List of Available Pay Statements.*

4. To print the online pay statement, scroll to the very bottom of the pay statement by using the scrollbar at the far right of the screen.

5. Next, hover the mouse over the very bottom of the PDF document to make the Adobe toolbar appear. Depending on whether you are using a PC or a MAC, one of the following toolbars will appear:

   **Adobe toolbar on PC**

   ![](image)

   **Adobe toolbar on MAC**

   ![](image)

6. To print a copy of the pay statement, select the *Print icon* as shown here:

   ![](image)
7. Make the desired selections on the *Print* screen such as the number of copies and then click *Print*.

**NOTE:** If you experience issues with printing your online pay statement, follow the link for *Printing Pay Statement Instructions* for alternative printing methods. Or, click this link to go directly to the page:

http://www.passhe.edu/fixes/pay_statement.htm
5. A pay statement overview is provided here for reference along with descriptions of what each section contains.

**Section 1** This section provides information such as the employee name and address, personnel number, pay period and check date, university and Federal Withholding from the employee’s Form W-4.

**Section 2** Reading from left to right, this section calculates the net pay as gross earnings minus all pre-tax and post-tax deductions and taxes. The first line represents the current pay period while the second line represents year-to-date totals. The net pay includes all direct deposits.

**Section 3** This information provides current and year-to-date earnings including regular salary, additional payments, overtime, and leave. The earnings are totaled at the end.
Section 4  This section provides the **pre-tax deductions** including contributions for health and retirement plans, Flexible Spending Accounts, and other tax-deferred savings plans. The total pre-tax deductions appear at the end.

Section 5  This section provides the **post-tax deductions** including voluntary life and long-term disability insurance premiums, charitable contributions and bond purchases. Total post-tax deductions appear at the end.

Section 6  This section provides the current and year-to-date amounts for any **taxable benefits**.

Section 7  This section breaks down all of the **taxes** including current and year-to-date federal, state and local taxes, unemployment taxes, occupation taxes, etc. Total taxes appear at the end.

Section 8  This section provides the **taxable gross earnings** for each tax category including current and year-to-date earnings.

Section 9  This section provides the **net pay distribution**. It identifies the direct deposit dollar amount (or amounts) and also the total current net pay.