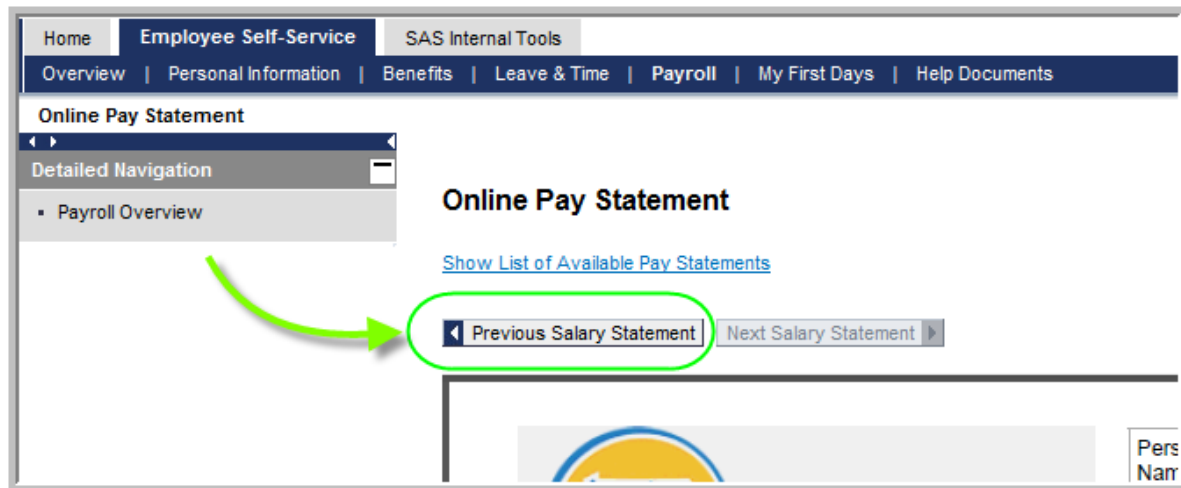
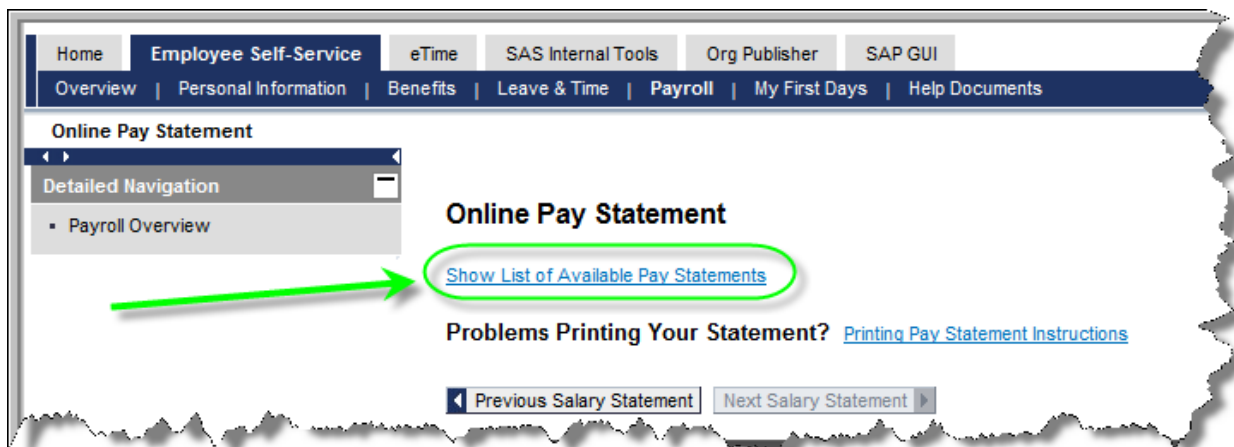


ESS – Payroll – Online Pay Statement

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*.

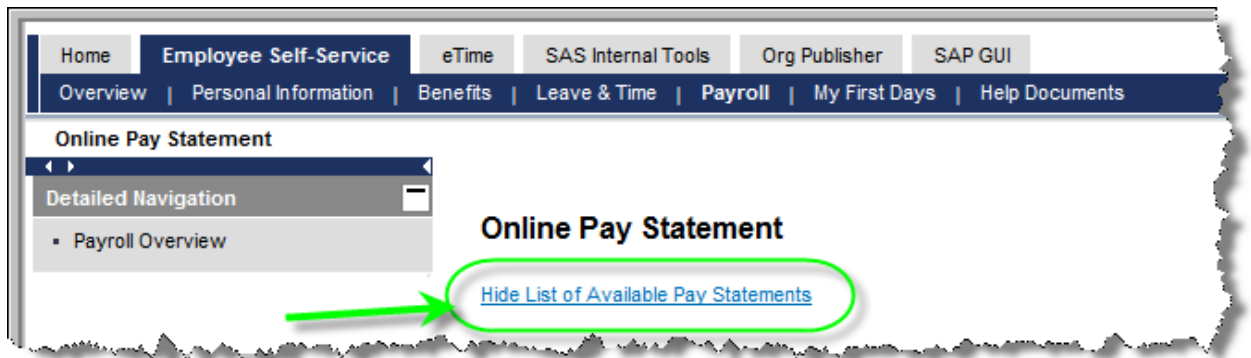


- 3.1. Select the pay statement you wish to view by clicking on the box to the left of the *Pay Date* as shown here. The selected pay statement will appear at the bottom of the screen.

Overview			
	Pay Date	Gross Pay	Net Pay
<input type="checkbox"/>	07/18/2008	99,944.53 USD	68,399.01 USD
<input checked="" type="checkbox"/>	07/03/2008	12,565.87 USD	8,420.40 USD
<input type="checkbox"/>	06/20/2008	12,565.87 USD	7,171.95 USD
<input type="checkbox"/>	06/06/2008	12,565.87 USD	7,107.94 USD
<input type="checkbox"/>	05/23/2008	12,565.87 USD	7,107.91 USD

Row 1 of 125

- 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



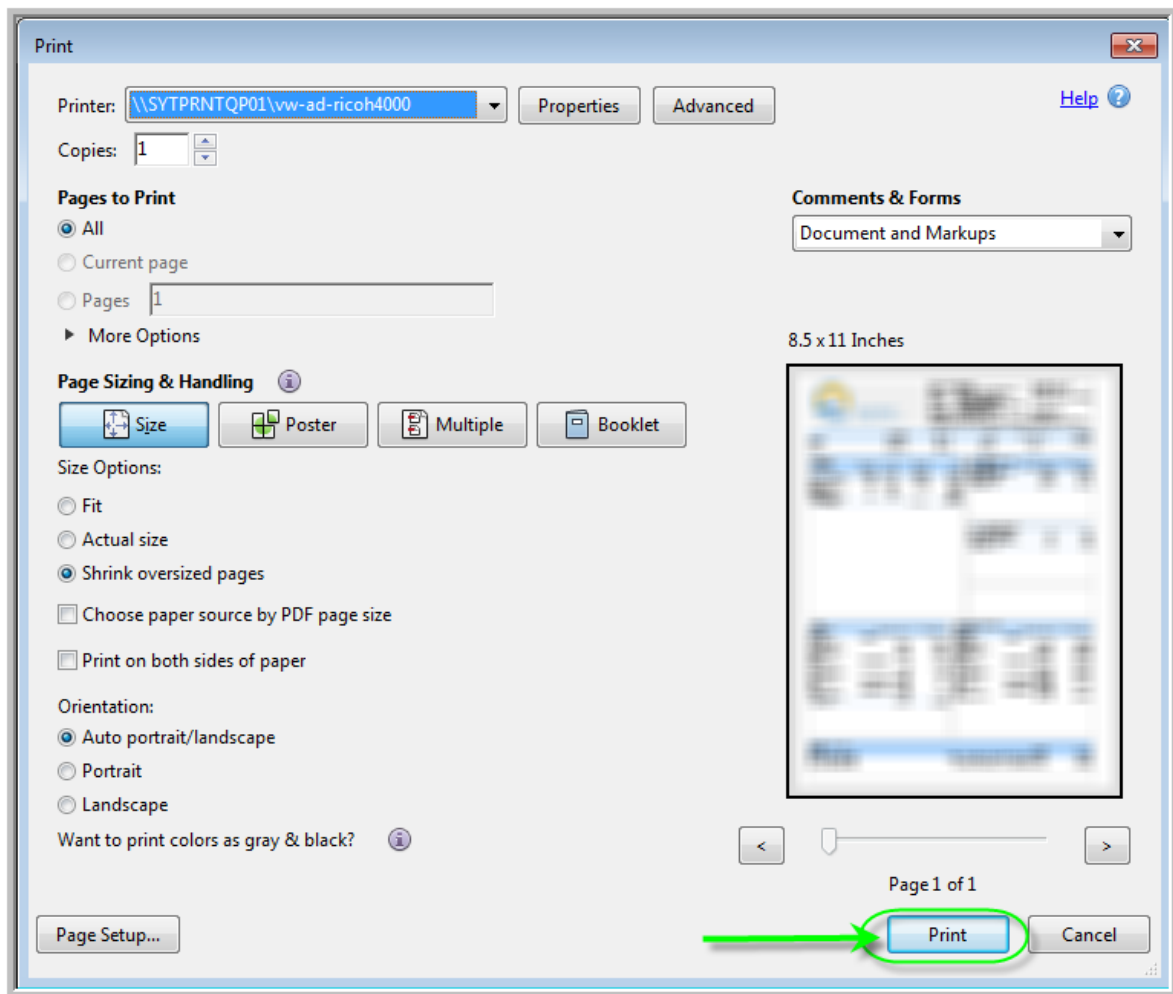
Adobe toolbar on MAC



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

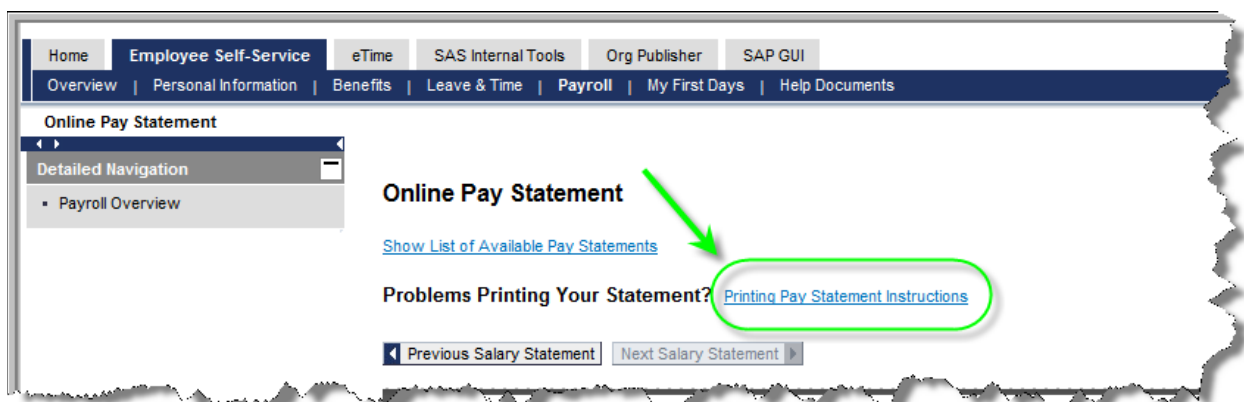


7. Make the desired selections on the *Print* screen such as the number of copies and then click *Print*.



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.

The screenshot shows a pay statement from PASSHE (Pennsylvania State System of Higher Education) for an employee. The document is divided into several sections, each highlighted with a green callout box containing a number from 1 to 9.

Section 1: Personnel information including name, address, university, and personnel number.

Section 2: Summary of earnings, pre-tax, taxes, post-tax, and net pay for the current period and year-to-date.

Section 3: Earnings breakdown by category, including regular salary, sick leave, and other payments.

Section 4: Pre-tax deductions such as deferred compensation, TSA, and other benefits.

Section 5: Post-tax deductions, including LTD (Long-Term Disability).

Section 6: Taxable benefits, including DC OTLI Taxable and TAXABLE AUTO.

Section 7: Taxes breakdown by category and jurisdiction (Federal, State, City).

Section 8: Taxable wage base breakdown by category and jurisdiction.

Section 9: Payment details, including the method (Bank transfer) and the amount (\$8,420.40).

	Earnings -	Pre-Tax -	Taxes -	Post Tax -	Net Pay
Current	13,815.87	1,435.39	3,949.89	10.19	8,420.40
YTD	175,922.18	26,831.53	89,332.53	142.66	

EARNINGS CATEGORY	Current Hours	YTD Hours	Current Amount	YTD Amount
REG SALARY 26.08	75.00	1001.50	12,565.87	157,796.25
SICK LEAVE	48.50		8,125.93	
Total Earnings			12,565.87	175,922.18
HCAR REIMBURSE		1,250.00	3,250.00	
SS REIMB		6.50		6.50

PRE-TAX DEDUCTIONS CATEGORY	Current Amount	YTD Amount
DEFERRED COMP	5.19	5.19
TSA TAA-CREF	788.46	
HIGHMARK PPO	18.64	
MED-FLEX SPEND ACCT	1.22	
ARR-TAA-CREF CONTRI	628.29	8,796.06
Total Pre-Tax	1,435.39	26,831.53

POST-TAX DEDUCTIONS	Current Amount	YTD Amount
LTD	10.19	142.66
Total Post-Tax	10.19	142.66

TAXABLE BENEFITS CATEGORY	Current Amount	YTD Amount
DC OTLI Taxable	45.69	639.66
TAXABLE AUTO	185.54	2,597.56
Total Tax Ben	231.23	3,237.22

TAXES CATEGORY	Current Amount	YTD Amount
Withholding Tax - Federal	3,236.73	43,091.27
Social Security Tax		8,304.00
Medicare Tax	185.28	2,576.38
State - Pennsylvania	390.90	5,435.24
Unemployment Tax	7.85	107.11
City - Harrisburg	127.33	1,770.53
Local Services Tax	2.00	28.00
Total Taxes	3,949.89	89,332.53

TAXABLE WAGE BASE CATEGORY	Current Amount	YTD Amount
Withholding Tax - Federal	11,361.71	
Social Security Tax		
Medicare Tax	12,778.46	177,661.59
State - Pennsylvania	12,732.77	177,041.93
Unemployment Tax	12,751.41	178,519.74
City - Harrisburg	12,732.77	177,041.93
Local Services Tax	12,751.41	178,519.74

PAYMENT DETAILS Method	Detail	Amount
Bank transfer (ACH PPD)	PENNSYLVANIA STATE EMPLOYEES CU	8,420.40

- 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.

The screenshot shows a pay statement with several sections highlighted by callouts:

- Callout 5:** Points to the **POST-TAX DEDUCTIONS** table.
- Callout 6:** Points to the **TAXABLE BENEFITS** table.
- Callout 7:** Points to the **TAXES** table.
- Callout 8:** Points to the **TAXABLE WAGE BASE** table.
- Callout 9:** Points to the **PAYMENT DETAILS** table.

POST-TAX DEDUCTIONS			
LTD		10.19	142.86
Total Post-Tax		10.19	142.86

TAXABLE BENEFITS			
EE DTL/Telexis		45.69	639.88
TAXABLE AUTO		185.54	2,597.56
Total Tax Ben		231.23	3,237.22

TAXES	CATEGORY	Current Amount	YTD Amount
Withholding Tax	Federal	3,236.73	43,091.27
Social Security Tax			6,324.00
Medicare Tax		185.26	2,576.36
State	Pennsylvania	390.90	5,435.24
Unemployment Tax		7.85	107.11
City	Harrisburg	127.33	1,770.53
Local Services Tax		2.00	26.00
Total Taxes		3,946.89	66,332.83

TAXABLE WAGE BASE	CATEGORY	Current Amount	YTD Amount
Withholding Tax	Federal	11,381.71	
Social Security Tax			
Medicare Tax		12,778.46	177,881.59
State	Pennsylvania	12,732.77	177,041.93
Unemployment Tax		12,751.41	178,519.74
City	Harrisburg	12,732.77	177,041.93
Local Services Tax		12,751.41	178,519.74

PAYMENT DETAILS		
Method	Detail	Amount
Bank transfer (ACH PFD)	PENNSYLVANIA STATE EMPLOYEES CU	8,420.40