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, use the scroll button to the right-hand side of the Overview and Selection area.

NOTE: To limit the results returned, utilize the Show drop-down box in the Overview and Selection area. From here, results can be limited to the last three, six, or twelve months simply by selecting the desired option.
3.1. Select the pay statement you wish to view by selecting the row of the desired statement. The selected pay statement will automatically appear at the bottom of the screen.

4. To print the online pay statement, hover the mouse over 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

5. To print a copy of the pay statement, select the Print icon as shown here:
6. 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 provided on the screen for *Printing Pay Statement Instructions* for alternative printing methods.
5. A pay statement overview is provided here for reference along with descriptions of what each section contains.

![Pay Statement Image]

**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.
Tip:

If you are unable to properly view your pay statement on Employee Self-Service, please contact your HR Payroll Department to verify/correct the SAP User Profile default printer setting.

It is recommended that the default printer such as “LOCL” or your own department’s designated printer be saved as the “OutputDevice” in your SAP User Profile (Transaction SU3) before accessing the Pay Statement transaction. Also, you should have “Print immed.” checked but not “Delete After Output” as shown in the example below: