

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.

The screenshot shows the 'Salary Statement: 10/31/2014' interface. The 'Overview and Selection' section contains a table with the following data:

Payment Date	Gross Pay	Net Pay
10/31/2014	5,087.17 USD	3,530.03 USD
10/17/2014	5,087.17 USD	3,530.01 USD
10/03/2014	5,087.17 USD	3,530.03 USD
09/19/2014	5,087.17 USD	3,530.01 USD
09/05/2014	0.00 USD	0.00 USD

A green arrow points to a scroll button on the right side of the table.

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.

The screenshot shows the 'Salary Statement: 10/31/2014' interface with the 'Show' drop-down menu open. The menu options are:

- All Available
- Last 3 months
- Last 6 months
- Last 12 months

A green arrow points to the 'Show' drop-down menu.

- 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.

Salary Statement: 10/03/2014

< Previous Statement | Next Statement >

Overview and Selection

Show: All Available

Payment Date	Gross Pay	Net Pay
10/31/2014	5,087.17 USD	3,530.03 USD
10/17/2014	5,087.17 USD	3,530.01 USD
10/03/2014	5,087.17 USD	3,530.03 USD
09/19/2014	5,087.17 USD	3,530.01 USD
09/05/2014	0.00 USD	0.00 USD

Salary Statement

Problems Printing your Statement? [Printing Pay Statement Instructions](#)

2986 North Second Street, Harrisburg, PA 17110-1201 (717) 720-4000

Personnel No : [redacted]
 Name : Test, Web D
 University : Kutztown University
 Address : 1 Front Street
 Mechanicsburg, PA 17050
 Pay period : 09/06/2014 to 09/19/2014
 Withholding : FED Married 03

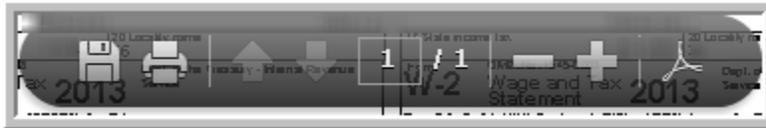
Pay Date : 10/03/2014
 Pay No. : 20/2014
 Pay Cycle: Salary FT 20 Pay
 Pay Range: 40
 Pay Step : 09

This pay statement was provided from PASSHE's Payroll system on 01/30/2015.

Earnings Pre-Tax Taxes Post-Tax Net Pay

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



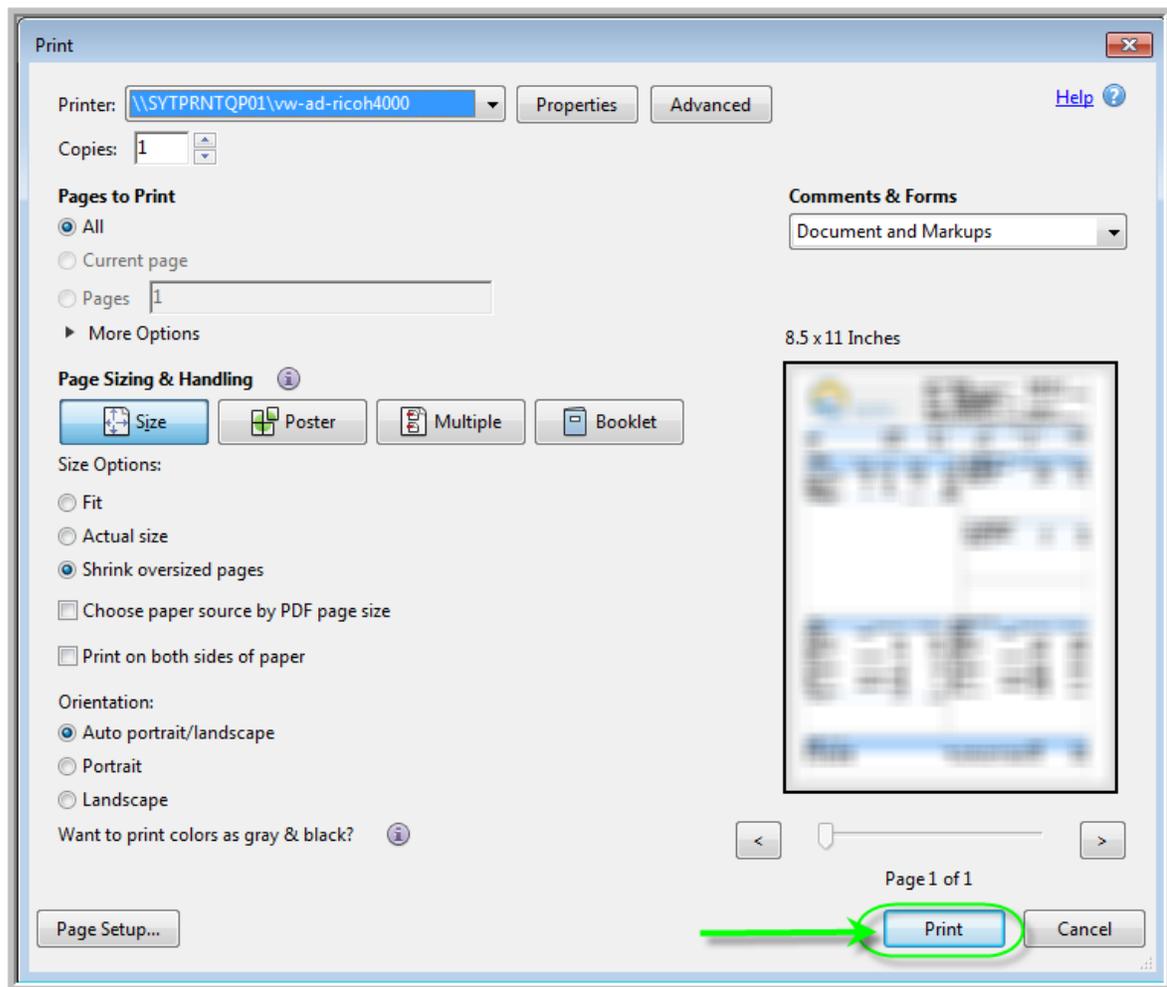
Adobe toolbar on MAC



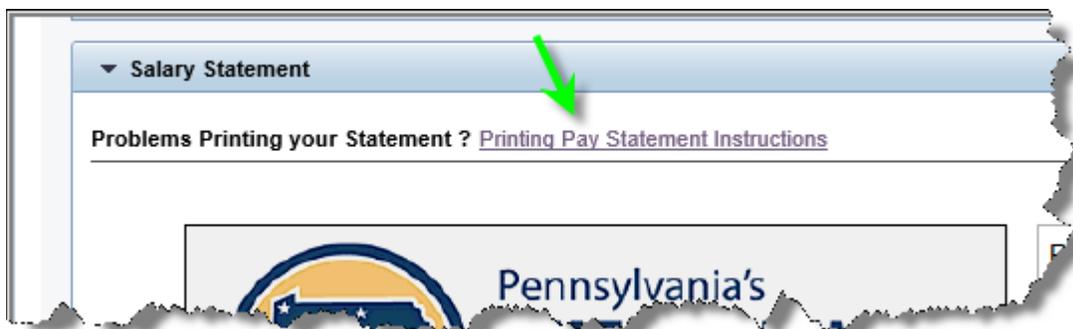
5. To print a copy of the pay statement, select the *Print* icon as shown here:



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.

The screenshot shows a pay statement from PASSHE (Pennsylvania State System of Higher Education) for an employee at the University of the Chancellor. The statement includes personal information, earnings, deductions, taxes, and payment details. Callouts 1 through 9 highlight specific sections: 1 (Personal Info), 2 (Summary Totals), 3 (Earnings Table), 4 (Pre-Tax Deductions Table), 5 (Post-Tax Deductions Table), 6 (Taxable Benefits Table), 7 (Taxes Table), 8 (Taxable Wage Base Table), and 9 (Payment Details Table).

	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		YTD	
	Hours	Amount	Hours	Amount
REG SALARY 26.08	75.00	12,565.87	1001.50	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

PRE-TAX DEDUCTIONS CATEGORY	Current		YTD	
	Amount	YTD Amount	Amount	YTD Amount
DEFERRED COMP		5.19		5.19
TSA TAA-CREP	788.46			
HIGHMARK PPO	18.64			
MED-FLEX SPEND ACCT		1.20		1.20
ARR-TAA-CREP CONTRI	628.29			8,798.06
Total Pre-Tax	1,435.39			26,831.53

POST-TAX DEDUCTIONS		
LTD	10.19	142.66
Total Post-Tax	10.19	142.66

TAXABLE BENEFITS		
EC 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	
	Amount	YTD Amount	Amount	YTD Amount
Federal				
Withholding Tax	3,236.73		43,091.27	
Social Security Tax		8,304.00		
Medicare Tax	185.28		2,576.38	
State				
Withholding Tax	390.90		5,435.24	
Unemployment Tax	7.85		107.11	
City				
Withholding Tax	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	
	Amount	YTD Amount	Amount	YTD Amount
Federal				
Withholding Tax	11,381.71			
Social Security Tax		12,565.87		
Medicare Tax		1,250.00		
State				
Withholding Tax	12,732.77		177,041.93	
Unemployment Tax	12,751.41		178,519.74	
City				
Withholding Tax	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 OTU/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

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:

The screenshot displays the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Maintain User Profile'. Underneath, there is a 'Password' section. The 'User' field is filled with a name, and the 'Changed By' field shows '04/29/2018 11:25:30' and 'Status' is 'Saved'. There are three tabs: 'Address', 'Defaults', and 'Parameters', with 'Parameters' being the active tab. The 'Start menu' field is highlighted in yellow. Below it, 'Logon Language' is empty, 'Decimal Notation' is 'X 1,234,567.89', 'Date Format' is '2 MM/DD/YYYY', and 'Time Format (12/24h)' is '0 24 Hour Format (Example: 12:05:10)'. The 'Spool Control' section contains 'OutputDevice' set to 'locl', a checked 'Print immed.' checkbox, and an unchecked 'Delete After Output' checkbox. The 'Personal Time Zone' section shows 'Time Zone' and 'Sys. Time Zone' both set to 'EST'. The 'CATT' section has an unchecked 'Test Status' checkbox. A green circle highlights the 'Print immed.' checkbox, and a green arrow points to the 'locl' value in the 'OutputDevice' field.