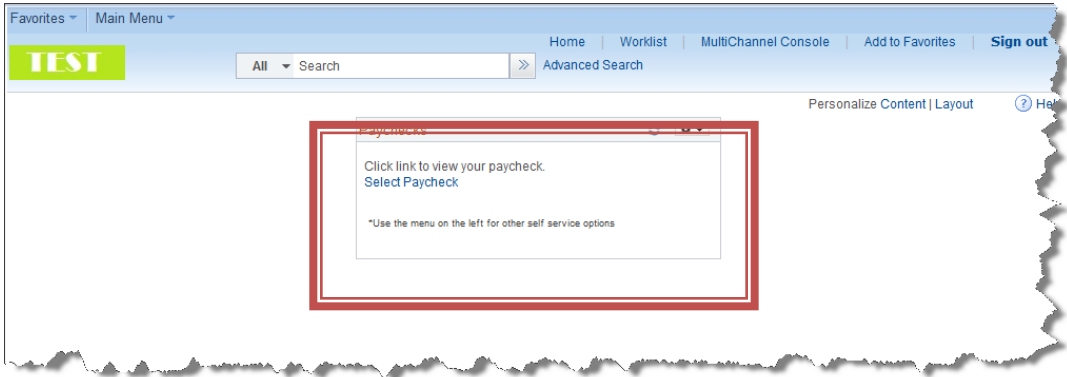


VIEWING A PAYCHECK 9.2 QUICK REFERENCE GUIDE

Navigation

There are 2 ways to navigate the **View Paycheck** page:

- Simply click the **Select Paycheck** link on the **Home** page.



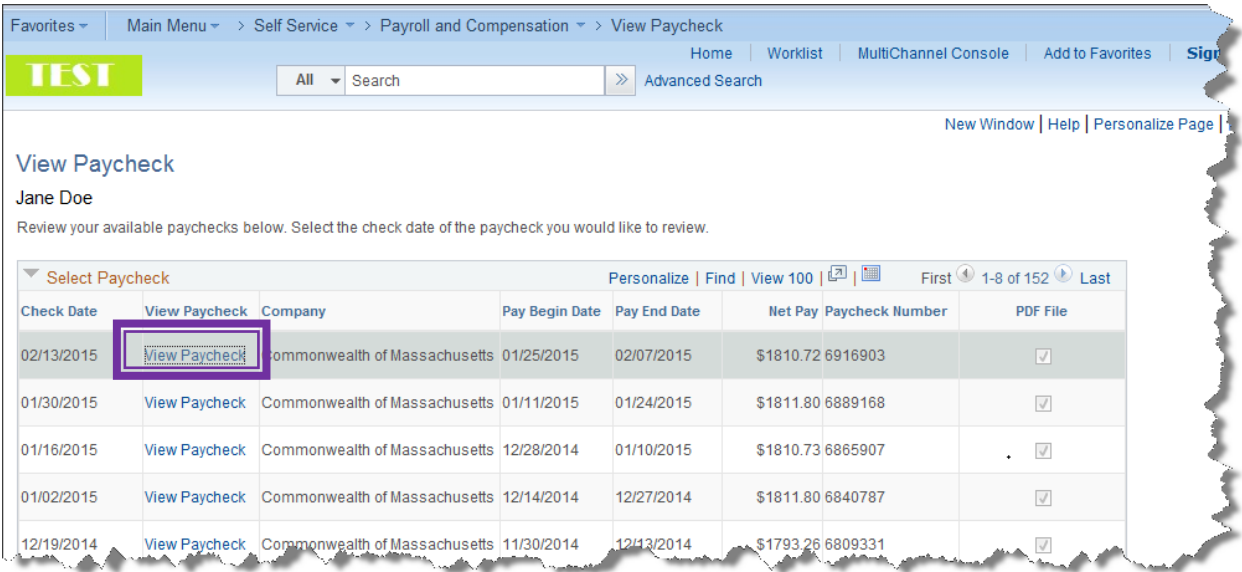
- Use the breadcrumb menu as shown below to navigate to **View Paycheck** page:
Main Menu > Self Service > Payroll and Compensation > View Paycheck

Selecting a Paycheck

- Use the **View Paycheck** page to select and view paychecks for different pay periods

Click the **View Paycheck** link for the paycheck you want to view

Note: If the document does not display, click the link again while holding down the <Ctrl> key.





VIEWING A PAYCHECK 9.2 QUICK REFERENCE GUIDE

Viewing a Paycheck

2. The paycheck you selected displays as a .pdf file.

Review the details and scroll down to view additional information about the displayed paycheck.

University of Massachusetts Office of the President, HR Dept, 333 South Street, Suite 450 Shrewsbury, MA 01545			Pay Group: UMP-UMass President's Office Pay Begin Date: 01/25/2015 Pay End Date: 02/07/2015		Business Unit: UMCEN Advice #: 06916903 Advice Date: 02/13/2015					
Jane Doe 10 Center St Anywhere, MA 01999			Employee ID: 99999999 Department: C816315 Location: South St, Shrewsbury		TAX DATA: Marital Status: Single Allowances: 2 Addl. Pet: Addl. Amt:					
HOURS AND EARNINGS			TAXES							
<u>Description</u>	<u>Rate</u>	<u>Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>Earnings</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>		
Personal Time	36.523803	9.00	328.71	9.00	328.71	Fed Withholding	317.32	1,270.08		
Regular	36.523803	66.00	2,410.57	233.00	8,510.04	Fed MED/EE	37.64	150.59		
Sick Time	36.523803	5.00	182.62	14.00	511.33	MA Withholding	108.70	434.96		
Vacation Time				64.00	2,337.52					
TOTAL:			2,921.90			11,687.60	TOTAL:		463.66	1,855.63
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS				
<u>Description</u>	<u>Current</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>	<u>Description</u>	<u>Current</u>	<u>YTD</u>		
State Retirement	262.97	1,051.88	Central Family Dental Plan	22.80	91.20					
Basic Health Pre Tax	308.81	1,235.24								
Basic Life Ins	1.58	3.16								
Central Parking Shrews Pool	16.00	64.00								
State Retirement 2% Deduction	35.36	141.44								
TOTAL:			624.72	2,495.72	TOTAL:			22.80	91.20	*TAXABLE
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY		
Current	2,921.90	2,297.18	463.66	647.52	1,810.72					
YTD	11,687.60	9,191.88	1,855.63	2,586.92	7,245.05					
AVAILABLE HOURS			COMP TIME BALANCES			NET PAY DISTRIBUTION				
Vacation:	55.47				Advice #06916903			1,810.72		
Personal:	31.00									
Sick:	137.19									