

Employee Self Service: Viewing Your Paycheck


Purpose: This document reviews a sample paycheck as seen in PeopleSoft Employee Self Service (ESS).

Topics Covered:

- [View Paycheck - Employee Information](#) (pg. 2)
- [Employee Tax Information](#) (pg. 3)
- [Paycheck Summary](#) (pg. 4)
- [Paycheck Earnings, Taxes, and Deductions](#) (pg. 5)
- [Payable Time Detail](#) (pg. 8)
- [Net Pay Distribution](#) (pg. 9)

PeopleSoft 8.9

Key Changes

 There are no changes to the View Paycheck page.

 For more information about the changes and new features in PeopleSoft 8.9, check out the Self Service page on HARVie <http://harvie.harvard.edu/ess/selfservice/>. There you will find online courses, work instructions, and more.

Key Terms and Definitions


FICA:	Federal Insurance Compensation Act; a combination Social Security and Medicare for taxes and taxable earnings.
Fed MED/EE:	The employee's portion of Medicare.
Fed OASDI/EE:	The employee's portion of Social Security.
Imputed Income:	A financial benefit from Harvard that an employee does not receive in pay, but rather is considered part of the employee's gross income for tax purposes (i.e., a reduced-rate loan).

Business Rules

"Suppress" Your Printed Advice of Deposit	You can voluntarily elect to no longer receive a paper copy of your pay advice on the direct deposit page (Home>Self Service>Employee>Tasks>Direct Deposit). This positive option will save the University money on paper, printing, and delivery costs.
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View Paycheck – Employee Information

 **Navigation:** Access the View Paycheck page by selecting the following path: [Self Service> Payroll and Compensation>View Paycheck:](#)

View Paycheck

Susan Smith

(A) Company: Harvard University

Address: 1350 Massachusetts Avenue
Room 380
Cambridge, MA 02138

Net Pay: 730.93

Pay Begin Date: 04/23/2006

Pay End Date: 05/06/2006





Check Date: 05/12/2006

(C) [View a Different Paycheck](#)

(B) **Employee Info**

Name:	Susan Smith	Business Unit:	HRVRD
Employee ID:	32165498	Pay Group:	Prea + Fall OT Big Union BW
		Department:	100001 CAS ⁹ Dev Comm ⁹ Trng
Address:	121 Mount Auburn St Suite 302 Cambridge, MA 02138		

Page Summary: On this portion of the page, view general check data, such as check date. Click the “View a Different Paycheck” link to view a different check.




Section	Field/Table	Description/Additional Information
A	N/A	Displays basic information about your check, including name, company, address, net pay, check date, and pay begin and end dates.  TIP: The address indicates Central Payroll's address.
B	Employee Info	Displays general organizational information, including name, Employee ID, your university mailing address, business unit, pay group, and department.  Tip: This section is automatically displayed as minimized. To expand, click the arrow  so that it faces down  .
C	View a Different Paycheck	Click this link to select another paycheck to view.

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Employee Tax Information

A		B	
Fed Marital Status:	Married	MA Marital Status:	Married
Fed Allowances:	0	MA Allowances:	0
Fed Addl Percent:	0.000	MA Addl Percent:	0.000
Fed Addl Amount:	\$0.00	MA Addl Amount:	\$0.00

Page Summary: This portion of the page displays information about tax setup, as reflected on your Form W-4.

 This section is automatically displayed as minimized. To expand, click the arrow  so that it faces down .


Section	Field/Table	Description/Additional Information
A	Fed Tax Data	Displays your federal tax status and withholdings for that paycheck.
B	State Tax Data	Displays your state tax status and withholdings for that paycheck.
A & B	Taxes	<ul style="list-style-type: none"> • Allowances refer to the number of exemptions that you are claiming. • Fed/MA Addl Percent indicates any additional percentage of taxable income that is being withheld. • Fed/MA Addl Amount indicates any additional amount of taxable income being withheld.



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Paycheck Summary

Paycheck Summary						
	Gross Earnings	Fed Taxable Gross	FICA Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,000.00	970.00	970.00	228.44	30.00	730.93
YTD	10,000.00	9,700.00	9,700.00	2284.40	350.00	7,365.60

Summary: On this portion of the page, view the total earnings, taxes, and deductions for your paycheck as well as total year-to-date (YTD) amounts.

 **Tip:** YTD totals are only available on the current paycheck and the last paycheck of each year.

Field/Table	Description/Additional Information
Paycheck Summary	<p>Displays current and total year-to-date (YTD) amounts for:</p> <ul style="list-style-type: none"> • Gross Earnings (total earnings) • Federal Taxable Gross (Earnings less any before-tax deductions plus any applicable taxable deductions) • FICA Taxable Gross (Earnings less any applicable before-tax deductions plus any applicable taxable deductions) • Total Taxes • Total Deductions • Net Pay <p> Note: Some before-tax deductions, such as tax-deferred annuities (TDAs), are considered before-tax for federal/state but not before-tax for FICA.</p> <p> Note: The amount of any benefits marked with an asterisk (*) in the Employer Paid Benefits section will be added to both the Federal and FICA taxable gross. See page 7 for more information.</p>



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Paycheck Earnings, Taxes, and Deductions

Earnings

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular	63.00	14.285714	900.00	9,000.00
Sick Pay		14.285714		200.00
Vacation	7.00	14.285714	100.00	500.00
Hol Pay				200.00
Pers Day				100.00
Total:	70.00		1,000.00	10,000.00

Page Description: On this portion of the page, view your total earnings, including any applicable vacation time, overtime, etc. for the paycheck as well as year-to-date (YTD) amounts.

Field/Table	Data Requirement	Description/Additional Information
Earnings Table	N/A	<p>Displays current earnings and hours (if applicable) as well as YTD earnings amounts.</p> <ul style="list-style-type: none"> Overtime and extra compensation are listed separately. If you hold more than one job, you can view the earnings that come from each job, as long as the pay rates differ. The rate of pay and the hours will only display for hourly-paid employees. Imputed income also displays in this section, as its own line item. <p> Note: Hours and hourly rates are <u>not</u> displayed for exempt employees.</p> <p> Note: YTD totals are only available on the current paycheck and the last paycheck of each year.</p>

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Taxes

Taxes		
Description	Amount	YTD Amount
Fed Withholding	106.70	1,067.00
Fed MED/EE	14.07	140.70
Fed OASDI/EE	60.14	601.40
MA Withholding	47.53	475.30
Total:	228.44	2,284.40

Page Description: On this portion of the page, view the taxes withheld from your paycheck as well as all YTD amounts.

 **Tip:** YTD totals are only available on the current paycheck and the last paycheck of each year.

Field/Table	Description/Additional Information
Fed Withholding	Indicates the amount of federal income tax withheld. The calculation is based on your elected allowances and marital status.
Fed MED/EE	Indicates the amount of Medicare tax withheld. For eligible employees, the calculation is 1.45% of the FICA taxable gross. There is no taxable gross limit for Medicare.
FED OASDI/EE	<ul style="list-style-type: none"> Indicates the amount of Social Security tax withheld. For eligible employees, the 2007 calculation is 6.2% of the FICA taxable gross, up to \$97,500.00; therefore a maximum of \$6045.00 can be withheld. If more than \$97,500.00 is earned, the FICA taxable gross becomes 0.00, and no additional tax is withheld for the remainder of the calendar year. FICA taxable gross limits restart annually on January 1. The maximums may change at the beginning of each calendar year.
MA Withholding	<p>Indicates the amount of state income tax withheld. The calculation is based on your elected allowances and marital status.</p> <p>Note – MA allows a credit in the amount of your total FICA taxes up to a maximum of \$2000.00 each calendar. Once the \$2000.00 maximum is met, your MA taxes will increase.</p>

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Deductions

A			B			C		
Before-Tax Deductions			After-Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
TPASSBT		50.00	HUCTW Dues	10.00	100.00	TPASSNTB		33.00
HPHC HMO	25.00	200.00				HPHC HMO	125.00	1,000.00
DELTA DNTL	5.00	50.00				DELTA DNTL	8.90	89.00
						* Taxable	133.90	1,122.00
Total:	30.00	300.00	Total:	10.00	100.00	Total:		

Page Description: On this portion of the page, view all of your before-tax deductions, after-tax deductions, and employer-paid benefits that were withheld on your paycheck. Any YTD amounts will also display.

 **Tip:** YTD totals are only available on the current paycheck and the last paycheck of each year.

Section	Field/Table	Description/Additional Information
A	Before-Tax Deductions	<p>Indicates any deductions that are not subject to tax. These amounts are taken out of the paycheck <i>before</i> taxes are applied.</p> <ul style="list-style-type: none"> • Examples include health-care premiums, dental-care premiums, tax-deferred annuities (TDAs), and flexible spending accounts. • TDAs, while not subject to federal and state withholding, <u>are</u> subject to Social Security and Medicare tax. • TDA contributions are not broken out by type on the paycheck.
B	After-Tax Deductions	<p>Indicates any deductions that are subject to tax. These amounts are taken out of the paycheck <i>after</i> taxes are applied.</p> <ul style="list-style-type: none"> • Examples include tuition deductions, union dues, contributory life insurance, and garnishments.
C	Employer Paid Benefits	<p>Indicates any contributions that Harvard makes on your behalf for certain benefits, such as health and dental coverage.</p> <ul style="list-style-type: none"> • Any benefits marked with an asterisk (*) in this section are considered “taxable” by the IRS. These amounts are added to the taxable gross section of the Paycheck Summary table. • The amounts in this section are for informational purposes only; they do not affect net pay (exception: any taxable deductions affecting taxes withheld).

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Payable Time Detail: Hourly or Non-Exempt Employees



Navigation: Access the Payable Time Details page by clicking the [Payable Time Detail](#) link, which is between the Earnings/Taxes and Deductions sections.

Paycheck Date: 08/04/2006
Paycheck Number: 2345677
EmplID: 51015203
Empl Name: Starnes,Dori

Date	Time Reporting Code	Quantity	Empl Rcd	Dept ID	Department Description
07/17/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/18/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/19/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/20/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/21/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/24/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/25/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/26/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/27/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
07/28/2006	Regular	7.000000	0		CAS^Dev Comm+Trng
Total	Regular	70.000000			

[Return To Paycheck Page](#)

Page Description: On this page, view the detail, by day, of what you have been paid for that paycheck.

Note: This applies to hourly or non-exempt paid employees only.

Field/Table	Description/Additional Information
Payable Time Detail	Indicates the time reporting for each day in the pay period. <ul style="list-style-type: none"> • All reporting code times are grouped together; listed in chronological order, and totaled. • Hours are listed as "Quantity."

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Payable Time Detail: Exempt Employees

Paycheck Date: 07/07/2006
Paycheck Number: 2244668
EmplID: 32132146
Empl Name: Harvard,Janet

Date	Time Reporting Code	Quantity	Empl Rcd	Dept ID	Department Description
		0.000000	0		

[Return To Paycheck Page](#)

Page Description: Although exempt employees can click the [Payable Time Detail](#) link, this page will not contain any data.

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	987654	Savings	XXXXXXXX1234	730.93

Page Description: On this portion of the page, view how your net pay was distributed. This will indicate any direct deposits with the corresponding account number along with the amount deposited and whether any or all of the net pay was issued as a check.

Field/Table	Description/Additional Information
Net Pay Distribution	Indicates the type of payment you received: Payment Type = Direct Deposit or Check Paycheck Number = displays the check or advise number. Account Type = displays either Checking or Savings. Account Number = displays only the last four digits of the account number. Amount = displays the net amount.

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