

# View Paycheck Employee Self Service/HRIS

- 1) Open browser . . . Internet Explorer



- 2) Go to . . . <http://www.as.ksu.edu/HRIS/>



- 3) Enter your eID and password. Select "Sign In."

A sign-in form with two input fields: 'eID' and 'password'. Below the fields is a 'Sign in' button. There are two blue links: 'Forgot your eID or password?' and 'Missed the password deadline?'. A 'SECURE SITE' logo is also present with the text 'click to verify'.

**Important:**  
After viewing Paycheck data, select  
"Sign Out" before closing browser . . . Internet Explorer.



## View Paycheck:

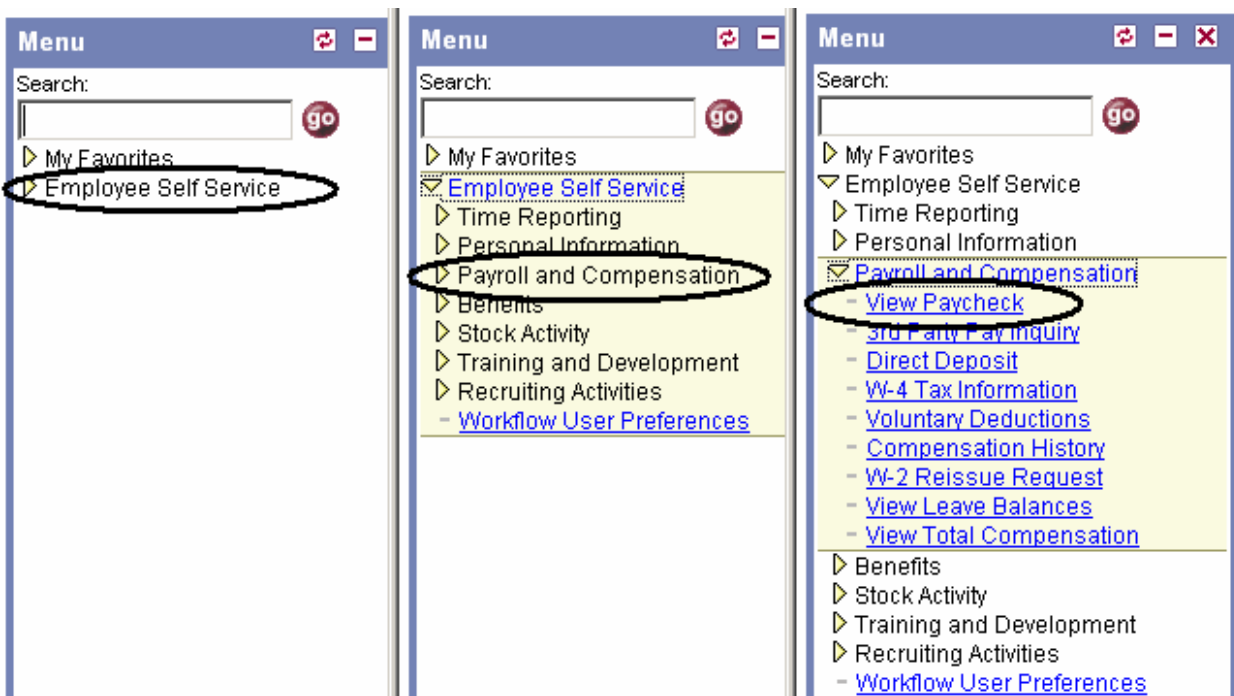
### Purpose:

- Allow employees the opportunity to look at their paycheck information online.

Paychecks for the last three years are available to view.

### 4) Access the Self-Service View Paycheck page:

**Employee Self Service > Payroll and Compensation > View Paycheck**



After selecting "View Paycheck" -- the most recent paycheck information will display.

## View Paycheck Page:

*The View Paycheck page is displayed in eleven sections:*

- Top section
- General
- Tax Data
- Paycheck Summary
- Earnings
- Taxes
- Before-Tax Deductions
- After-Tax Deductions
- Employer Paid Benefits
- Net Pay Distribution
- Leave Balances

*Scroll down or page down to view the entire page.*

[New Window](#) | [Help](#)

### View Paycheck


Your Name

<b>Company:</b> State of Kansas	<b>Net Pay:</b> \$855.54
<b>Address:</b> 900 SW Jackson St Landon St Ofc Bldg-Rm 251 S Topeka, KS 666121220	<b>Pay Begin Date:</b> 02/13/2005 <b>Pay End Date:</b> 02/26/2005 <b>Check Date:</b> 03/11/2005
<a href="#">View a Different Payment</a>	

General			
<b>Name:</b>	Your Name	<b>Business Unit:</b>	KSUNV
<b>Employee ID:</b>	W0000000000	<b>Pay Group:</b>	SOK - Nonexempt Hourly
<b>Address:</b>	123 Street MANHATTAN, KS 66502	<b>Department:</b>	3670005050 - Division of Human Resources
		<b>Location:</b>	Human Resources
		<b>Job Title:</b>	Applications Prog/Analyst I
		<b>Pay Rate:</b>	\$16.78 Hourly

Tax Data			
<b>Fed Marital Status:</b>	Single	<b>KS Marital Status:</b>	Single
<b>Fed Allowances:</b>	0	<b>KS Allowances:</b>	0
<b>Fed Addl Percent:</b>	0.000	<b>KS Addl Percent:</b>	0.000
<b>Fed Addl Amount:</b>	\$0.00	<b>KS Addl Amount:</b>	\$0.00

Paycheck Summary			
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## View Paycheck Page:

The **top** section of the View Paycheck page Displays:

- Employee's name
- Company
- Address (Company Address)
- Net Pay
- Pay Period Begin Date
- Pay Period End Date
- Check Date.
- View Different Payment (a link to view previous paychecks)

### View Paycheck

Your Name

**Company:**

State of Kansas

**Address:**

900 SW Jackson St

Landon St Ofc Bldg-Rm 251S

Topeka, KS 666121220

**Net Pay:** \$855.54

**Pay Begin Date:** 02/13/2005

**Pay End Date:** 02/26/2005

**Check Date:** 03/11/2005

[View a Different Payment](#)

## View Paycheck:

The **General** section includes:

- Name
- Employee ID
- Address
- Business Unit (KSUNV for all State of Kansas employees)
- Pay Group (If it is a supplemental paycheck, "Supplemental" will display.)
- Department( Department ID and Name)
- Location (Department Name or Area)
- Job Title
- Pay Rate

General			
<b>Name:</b>	Your Name	<b>Business Unit:</b>	KSUNV
<b>Employee ID:</b>	W00000000000	<b>Pay Group:</b>	SOK - Nonexempt Hourly
<b>Address:</b>	123 Street MANHATTAN, KS 66502	<b>Department:</b>	3670005050 - Division of Human Resources
		<b>Location:</b>	Human Resources
		<b>Job Title:</b>	Applications Prog/Analyst I
		<b>Pay Rate:</b>	\$16.78 Hourly

The **Tax Data** section details **Federal** and **State**:

- Marital Status
- Allowances
- Additional Percentage
- Additional Amount

Tax Data			
<b>Fed Marital Status:</b>	Single	<b>KS Marital Status:</b>	Single
<b>Fed Allowances:</b>	0	<b>KS Allowances:</b>	0
<b>Fed Addl Percent:</b>	0.000	<b>KS Addl Percent:</b>	0.000
<b>Fed Addl Amount:</b>	\$0.00	<b>KS Addl Amount:</b>	\$0.00

## View Paycheck:

The **Paycheck Summary** section details earnings and deductions.

### Current:

- Gross Earnings
- Federal Taxable Gross
- Total Taxes
- Total Deductions
- Net Pay

### YTD (Year-to-Date):

Year to Date (YTD) for the **most recent on-cycle check**:

- Gross Earnings YTD
- Federal Taxable Gross YTD
- Total Taxes YTD
- Total Deductions YTD
- Net Pay YTD

The *Total Taxes* includes Social Security, Medicare, Federal and State Withholding.

The *Total Deductions* includes all before and after tax deductions.

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,342.40	1,168.03	292.64	194.22	855.54
YTD	6,712.00	5,840.15	1,463.17	969.60	4,279.23

## View Paycheck:

The next sections are **Earnings** and **Taxes**:

### Earnings:

- Description
- Hours
- Rate
- Amount
- YTD(year-to-date) Amount
- Total: Hours Amount YTD Amount

### Taxes:

- Description
  - Fed Withholding - Federal income taxes paid
  - Fed Med/EE - Medicare taxes paid
  - Fed OASD/EE - Social Security taxes paid
  - State Withholding - State taxes paid
- Amount
- YTD Amount
- Total Amount YTD Amount

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular	69.50	16.780000	1,166.21	4,874.59
Sick N	10.50	16.780000	176.19	444.67
Holiday N				402.72
HolCmpTknN				268.48
Weather N				184.58
Vacation N				536.96
<b>Total:</b>	<b>80.00</b>		<b>1,342.40</b>	<b>6,712.00</b>

Taxes		
Description	Amount	YTD Amount
Fed Withholding	146.17	730.85
Fed MED/EE	17.72	88.58
Fed OASD/EE	75.75	378.74
KS Withholding	53.00	265.00
<b>Total:</b>	<b>292.64</b>	<b>1,463.17</b>

## View Paycheck:

### Before-Tax Deductions / After-Tax Deductions / Employer Paid Benefits

#### Refer to Attachment: Deduction Codes and Descriptions

#### Before-Tax Deductions: Description

- VTSAnnuity - Voluntary Tax Sheltered Annuity
- FSAHealth - Flexible Spending for Health Care
- FSADepndnt - Flexible Spending for Dependent Care
- KPERS - KPERS retirement
- Dental - Dental insurance
- Vision - Vision insurance
- Drug - Drug insurance
- Medical - Medical Insurance
- Amount
- YTD Amount
- Total Amount YTD Amount

Before-Tax Deductions		
Description	Amount	YTD Amount
Parking	5.00	25.00
Medical	10.38	51.90
Vision	3.49	17.45
Drug	2.05	10.25
FSAHealth	100.00	500.00
KPERS	53.70	268.50
<b>Total:</b>	<b>174.62</b>	<b>873.10</b>

## View Paycheck:

### After Tax Deductions

- Description
  - Org Dues - Organizational Dues
  - Opt Life- Optional Group Life Insurance
  - OptLifeFee - Optional Group Life Insurance Administrative fee
  - TEA Life - Agency Deduction- TEA Life Insurance
  - TEA Fam1 - Agency Deduction - TEA Family Life Insurance
  - Medical - Medical Insurance
  - Drug - Drug Insurance
  - Dental - Dental Insurance
- Amount
- YTD Amount
- Total Amount YTD Amount

After-Tax Deductions		
Description	Amount	YTD Amount
UTDWAY-049	5.50	60.50
Opt Life	3.45	17.25
OGL Admin	0.20	1.00
TEA Life		36.00
<b>Total:</b>	<b>9.15</b>	<b>114.75</b>

## View Paycheck:

### Employer Paid Benefits:

- Description
  - TrmLifeIns - Group Term Life
  - State Leave - State Leave Reserve
  - Medical - Medical Insurance
  - Dental - Dental Insurance
  - Drug - Drug Insurance
  - Vision - Vision Insurance
  - Work Comp - Workers Compensation
  - FSAHealth - Flexible Spending for Health Care Administrative Fee
  - FSADepndnt - Flexible Spending for Dependent Care Administrative Fee
  - KPERS - KPERS retirement
- Amount
- YTD Amount
- Total Amount
- Total YTD Amount

Employer Paid Benefits		
Description	Amount	YTD Amount
TrmLifeIns	8.05	40.25
TrmLifeIns*	0.25	1.25
ParkingFee	0.38	1.90
StateLeave	5.77	28.85
Work Comp	12.95	64.75
Medical	145.14	725.70
Dental	12.03	60.15
Drug	43.36	216.80
FSAHealth	5.74	28.70
KPERS	65.37	326.85
* Taxable		
<b>Total:</b>	<b>299.04</b>	<b>1,495.20</b>

## View Paycheck:

### Net Pay Distribution.:

- Payment Type (Direct Deposit or Check)
- Paycheck Number
- Account Type (Savings or Checking)
- Account Number
- Amount
- Totals (If multiple Direct Deposit accounts)

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	8916801	Checking	629060502	738.04

### Leave Balances:

- Description: Type of leave
- YTD Amount: Balance of leave as of this pay period
- Total YTD Amount: Total of all leave types as of this pay period

Leave Balances	
Description	YTD Amount
Sick	45.35
Vacation	33.85
D-Day	24.00
Comp Time	15.92
Holid Comp	9.63
Military	96.00
Shared Lv	0.00
<b>Total YTD Amount:</b>	<b>224.75</b>

## Paycheck View:

### To Select a Different Paycheck:

Select the *View a Different Payment*

## View Paycheck

Your Name

**Company:**

State of Kansas

**Address:**

900 SW Jackson St

Landon St Ofc Bldg-Rm 251S

Topeka, KS 666121220

**Net Pay:** \$855.54

**Pay Begin Date:** 02/13/2005

**Pay End Date:** 02/26/2005

**Check Date:** 03/11/2005

[View a Different Payment](#)

A **Pay Check Selection** section appears displaying information on Paychecks to View:

Pay Period End Date

Company

Net Pay

## View Paycheck

Pay Check Selection		
<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
<a href="#">2005-02-26</a>	State of Kansas	\$855.54
<a href="#">2005-02-12</a>	State of Kansas	\$856.30
<a href="#">2005-01-29</a>	State of Kansas	\$855.54
<a href="#">2005-01-15</a>	State of Kansas	\$856.31
<a href="#">2005-01-01</a>	State of Kansas	\$855.54

## Paycheck View:

Select the *Pay Period End Date* to view that paycheck.

Pay Check Selection		
Pay Period End Date	Company	Net Pay
<a href="#">2005-02-26</a>	State of Kansas	\$855.54
<a href="#">2005-02-12</a>	State of Kansas	\$856.30
<a href="#">2005-01-29</a>	State of Kansas	\$855.54
<a href="#">2005-01-15</a>	State of Kansas	\$856.31

The most recent on-cycle paycheck will be the first check displayed but may not be the first listed in the Paycheck Selection View if an adjustment has been made.

### Pay Check Selection

Adjusted Paychecks will display but the Pay Begin Date, Pay End Date, and Check Date, will be the pay period end date of the off-cycle in which the adjustment was processed.

Paychecks are available to view for three years.

Original checks that are reversed or adjusted will not display.

Checks with zero balances will display.

The paychecks will display the same information as the current paycheck except that **no Year-to-Date information will be shown.**

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,342.40	1,168.03	292.64	194.22	855.54

Earnings				Taxes	
Description	Hours	Rate	Amount	Description	Amount
Regular	56.00	16.780000	939.68	Fed Withholding	146.17
Sick N	16.00	16.780000	268.48	Fed MED/EE	17.72
Holiday N	8.00	16.780000	134.24	Fed OASDI/EE	75.75
				KS Withholding	53.00
<b>Total:</b>	<b>80.00</b>		<b>1,342.40</b>	<b>Total:</b>	<b>292.64</b>

Before-Tax Deductions		After-Tax Deductions		Employer Paid Benefits	
Description	Amount	Description	Amount	Description	Amount
Parking	5.00	UnitedWay	12.00	TrmLifeIns	8.05

No YTD information

If you have questions regarding your pay information, please contact your department personnel specialist.

When finished viewing/printing  
paycheck data . . . don't  
forget to select

**Sign Out**

before closing the browser.

