

# Employee Self Service Paycheck View



Reference Guide  
Human Resource  
Information System (HRIS)

V1



**Notes:**

Figure 1

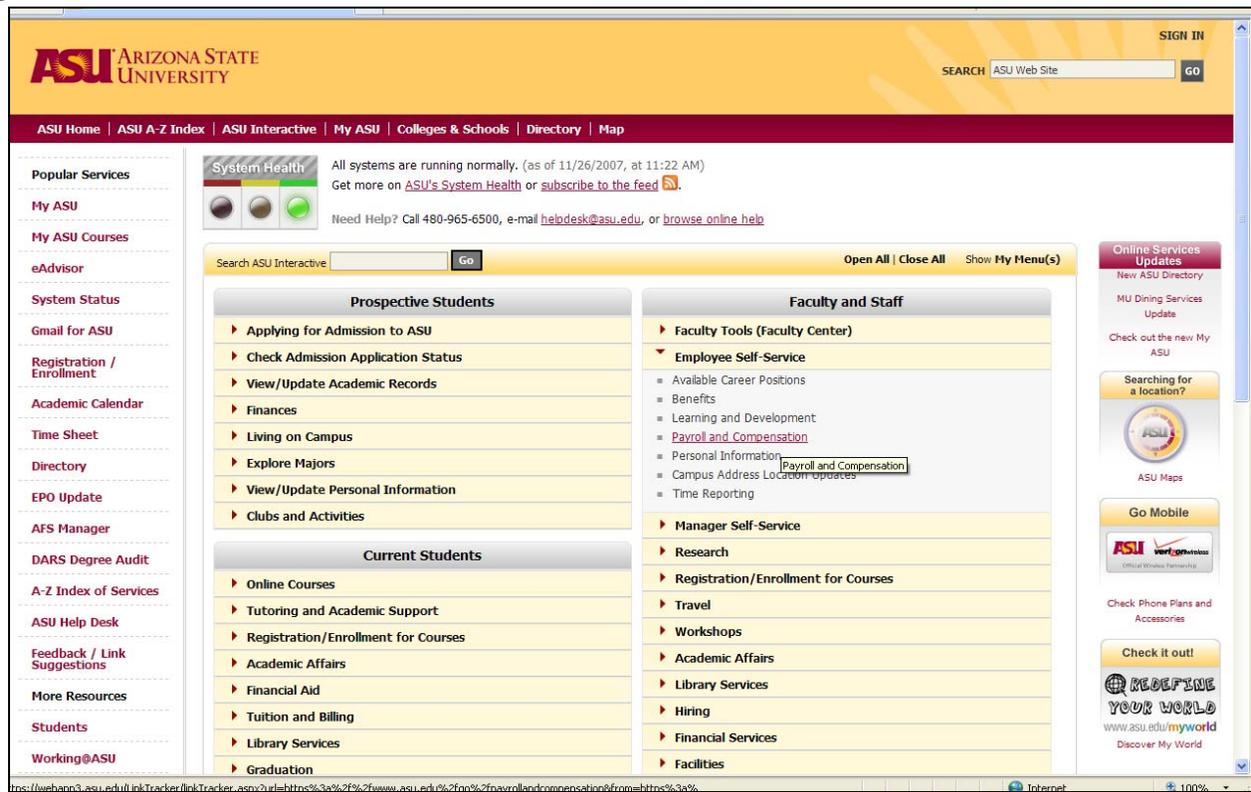
The screenshot displays the ASU Interactive website interface. At the top, the ASU logo and navigation links are visible. A search bar is present in the upper right. Below the navigation bar, there is a 'System Health' section indicating that all systems are running normally. The main content area is divided into three columns: 'Prospective Students', 'Faculty and Staff', and 'Current Students'. The 'Faculty and Staff' column contains a list of services, including 'Employee Self-Service', which is highlighted. Other services listed include 'Faculty Tools (Faculty Center)', 'Manager Self-Service', 'Research', 'Registration/Enrollment for Courses', 'Travel', 'Workshops', 'Academic Affairs', 'Library Services', 'Hiring', 'Financial Services', 'Facilities', 'Phones and Data', 'View/Update Academic Records', 'Transportation', 'Recognition', and 'Living on Campus'. A sidebar on the left lists various services like 'My ASU', 'eAdvisor', and 'System Status'. A sidebar on the right features 'Online Services Updates', 'ASU Maps', and 'Go Mobile' options.

Click the **Employee Self-Service** link

There is a considerable amount of detailed information available in the View Paycheck area when you access your paycheck through Employee Self Service. This reference provides you with those details for future use.

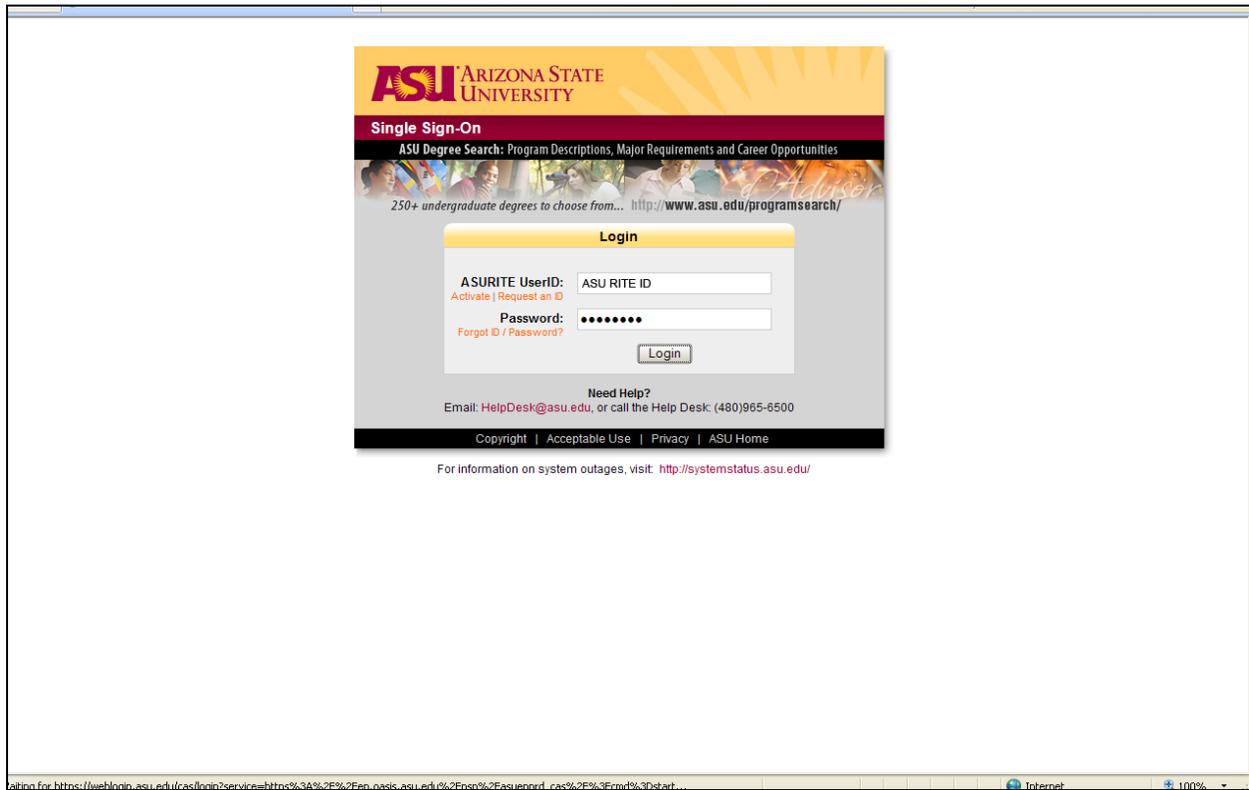
To get started access Employee Self Service through ASU Interactive.

Figure 2



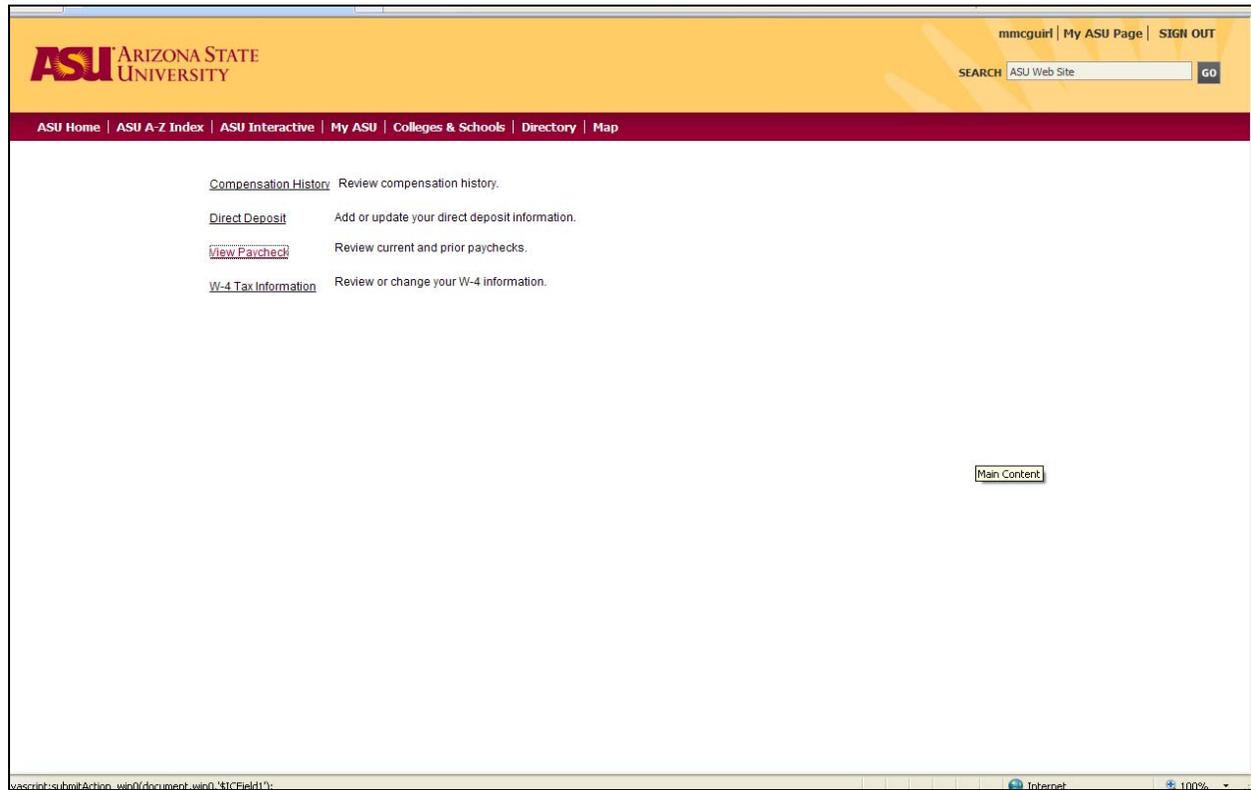
Click the **Payroll and Compensation** link

Figure 3



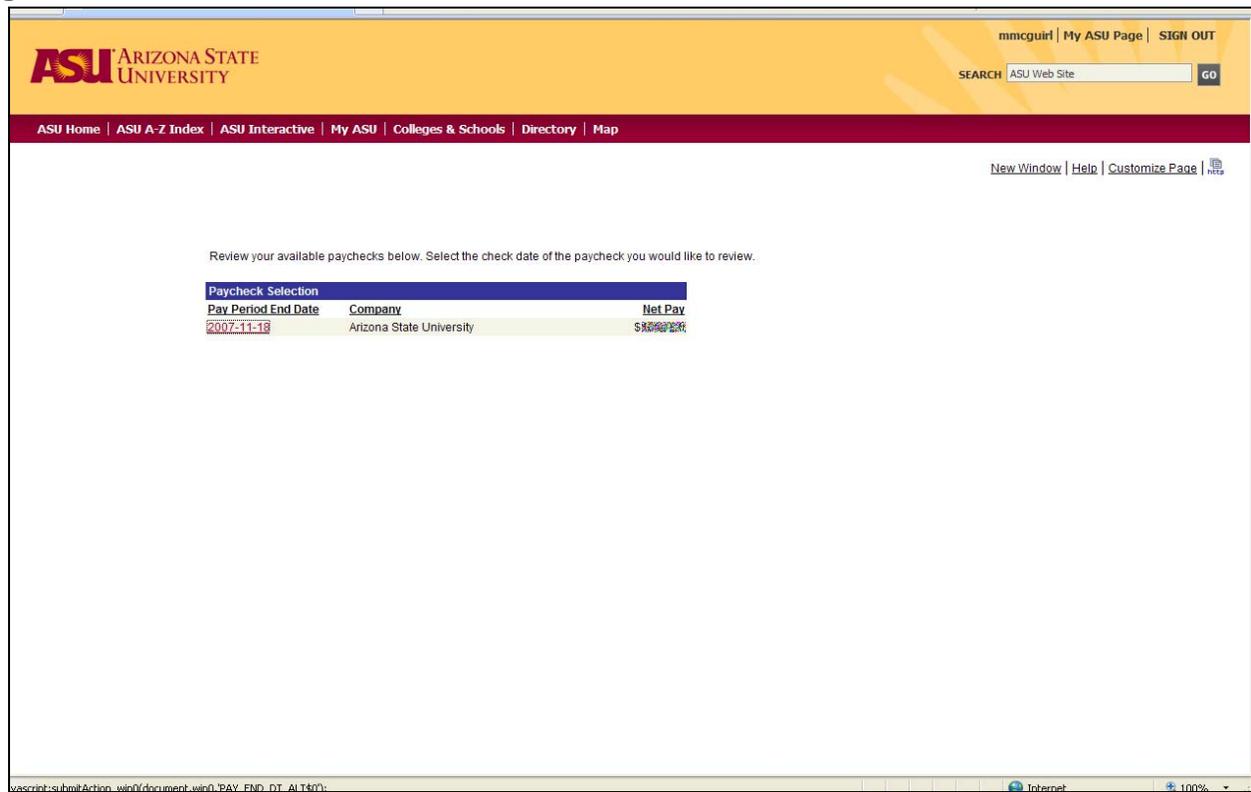
Enter your ASU RITE ID and click the **Login** button.

Figure 4



Click the **View Paycheck** button.

Figure 5



Click the **Date** button.

Figure 6

The screenshot shows the ASU View Paycheck page. At the top, there is a navigation bar with links for ASU Home, ASU A-Z Index, ASU Interactive, My ASU, Colleges & Schools, Directory, and Map. The main content area is titled "View Paycheck" and displays the following information:

Company: Arizona State University  
Address: OFFICE OF HUMAN RESOURCES  
HR - PAYROLL  
Tempe, AZ 85287-5612

Net Pay: \$1,234.56  
Pay Begin Date: 11/05/2007  
Pay End Date: 11/18/2007  
Check Date: 11/21/2007

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#) [Printer-Friendly](#)

General	
Name:	Business Unit: U0101
Employee ID: 100012345	Pay Group: Salaried
Address: 1000 University Ave, Tempe, AZ 85282	Department: U0106002 - DEV CRM Support
	Location: Campus: Tempe
	Job Title: Software Engineer
	Pay Rate: \$12.34 Annual Bi-weekly Payments

Tax Data	
Fed Marital Status: Single	AZ Marital Status: Not applicable
Fed Allowances: 1	AZ Allowances: 0
Fed Addl Percent: 0.000	AZ Pct Fed W/H: 31.000
Fed Addl Amount: \$0.00	AZ Addl Amount: \$0.00

Paycheck Summary

## The View Paycheck Page

In this simulation we are going to move down the View Paycheck page to examine and decipher the information available to you. To move through the page please click the orange instructions at the bottom of each of these caption boxes.

At the top of the page please note these dates:

**Pay Begin Date:** Start date of the pay period

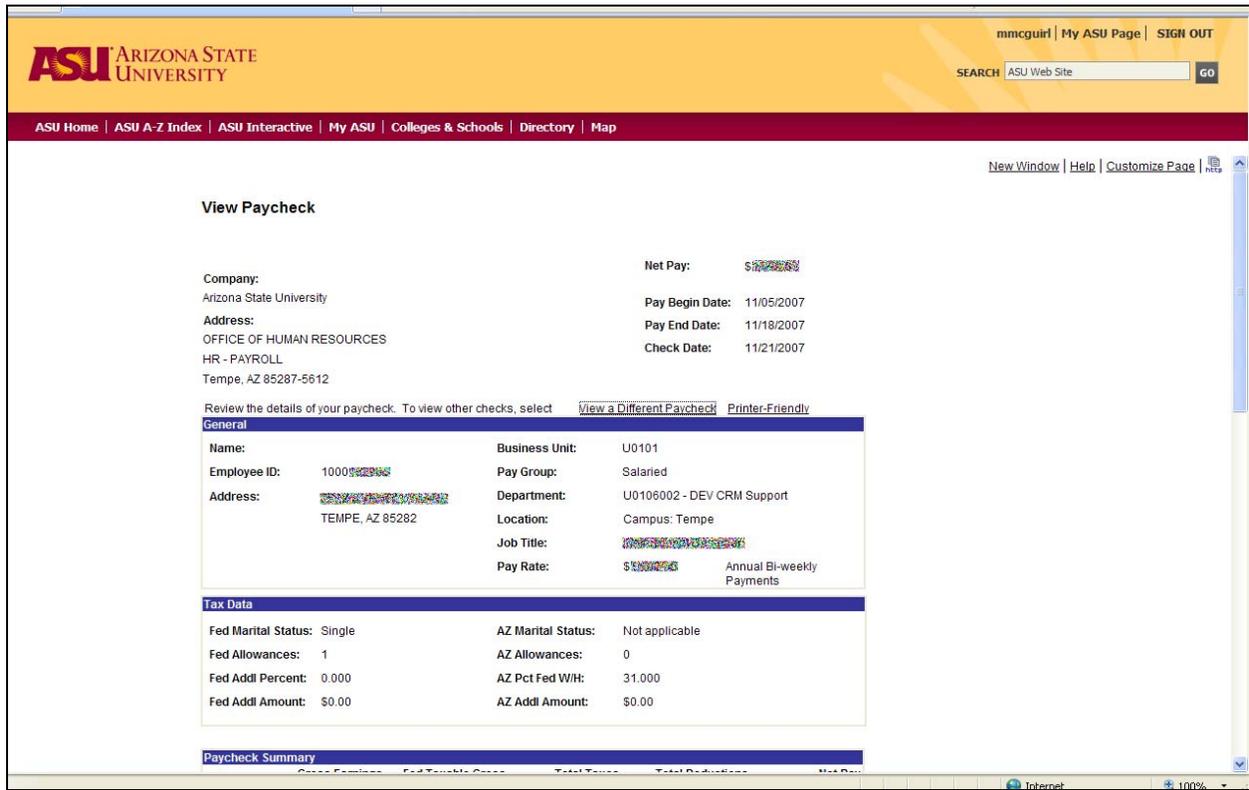
**Pay End Date:** End date of the pay period

**Check Date:** Date of Check

## NOTE

You can view other paychecks by clicking on this **View a Different Paycheck** link.

Figure 7



**General**

General Information displays information about your pay rate, work location and your home department.

- Name: First Middle Last
- Employee or ID Number
- Current Mailing Address

Paygroup identifies a category of employees:

- STU - Student Hourly
- HRY - Hourly
- GRD - Graduate
- ACD - Academic (Contract)
- A12 - Academic 12 Months
- Salaried

Department:

Work Location:

Pay Rate:

Job Title:

Job Title:

Figure 8

ASU ARIZONA STATE UNIVERSITY

mmcgair | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

New Window | Help | Customize Page

### View Paycheck

Company: Arizona State University  
Address: OFFICE OF HUMAN RESOURCES  
HR - PAYROLL  
Tempe, AZ 85287-5612

Net Pay: \$5,256.84

Pay Begin Date: 11/05/2007  
Pay End Date: 11/18/2007  
Check Date: 11/21/2007

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#) [Printer-Friendly](#)

General	
Name:	Business Unit: U0101
Employee ID: 1000	Pay Group: Salaried
Address: TEMPE, AZ 85282	Department: U0106002 - DEV CRM Support
	Location: Campus: Tempe
	Job Title:
	Pay Rate: \$20.28 Annual Bi-weekly Payments

Tax Data	
Fed Marital Status: Single	AZ Marital Status: Not applicable
Fed Allowances: 1	AZ Allowances: 0
Fed Addl Percent: 0.000	AZ Pct Fed W/H: 31.000
Fed Addl Amount: \$0.00	AZ Addl Amount: \$0.00

Paycheck Summary

## Tax Data

This information was used to calculate your paycheck.

- Federal Marital Status from your W-4 Form
- Federal Allowances from your W-4 Form
- Additional *Percent* if requested on your W-4 Form
- Additional *Amount* if requested on you W-4 Form
- AZ Percent Federal Withholding - example 10% will appear as 10.000 (This relates to the percent of Federal Withholding amount)
- AZ Additional Amount will appear as \$\$.\$\$

Figure 9

The screenshot displays the ASU My ASU Page with a Paycheck Summary section. The page header includes the ASU logo, navigation links (ASU Home, ASU A-Z Index, ASU Interactive, My ASU, Colleges & Schools, Directory, Map), a search bar, and user information (mmcguir | My ASU Page | SIGN OUT).

**Paycheck Summary**

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

**Earnings**

Description	Hours	Rate	Amount	YTD Amount
Regular				
Sal Incr				
Vacation				
Wrk Dy Adj				
Sick Pay				
<b>Total:</b>				

**Taxes**

Description	Amount	YTD Amount
Fed Withholding		
Fed MED/EE		
Fed OASDI/EE		
AZ Withholding		
<b>Total:</b>		

**Before-Tax Deductions**

Description	Amount	YTD Amount
PARKTB		
PPO_UHC		
DEN_METLIF		
VIS_AVESES		
ASRS_OPT		
<b>Total:</b>		

**After Tax Deductions**

Description	Amount	YTD Amount
SRC		
SLF_STAND		
UNUM_750		
ASRS_LTD		
<b>Total:</b>		

**Employer Paid Benefits**

Description	Amount	YTD Amount
PPO_UHC		
DEN_METLIF		
BLF_STANDARD		
ASRS_LTD		
WORK_COMP		
RASL		
ASRS_OPT		
* Taxable		
<b>Total:</b>		

**Net Pay Distribution**

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking	*****	

## Paycheck Summary

- **Gross Earnings:** The summary displays your **Current** and **Year-to-Date** total Gross Earnings before non-taxable items are subtracted to adjust the wages down to the Total Federal Taxable Wage amount. The Federal Taxable Wage amount is the amount of wages that the system calculates your tax withholding for federal and state taxes.
- **Fed. Taxable Gross:** The summary displays your current and Year-to-Date taxable wages. Wages that you pay taxes on.
- **Total Taxes:** The summary displays the total of all federal and state taxes withheld for the current paycheck and year-to-date.
- **Total Deductions:** The summary displays the total of all deductions excluding tax withholdings.
- **Net Pay:** The summary displays the total Net Pay paid. Note that if you have elected to Direct Deposit amounts to your checking or savings you will find these amounts are located under Net Pay Distribution at the bottom of your paycheck statement.

**Special Note:** When you select 'View A Different Paycheck' the prior year-to-date totals **DO NOT** appear (YTD TOTALS are system generated only for the most current paycheck)..

Figure 10

The screenshot shows the ASU My ASU Page with the following sections:

- Paycheck Summary:** A table with columns: Gross Earnings, Fed Taxable Gross, Total Taxes, Total Deductions, and Net Pay. It shows Current and YTD values.
- Earnings:** A table with columns: Description, Hours, Rate, Amount, and YTD Amount. Rows include Regular, Sal Incr, Vacation, Wrk Dy Adj, and Sick Pay.
- Taxes:** A table with columns: Description, Amount, and YTD Amount. Rows include Fed Withholding, Fed MED/EE, Fed OASDI/EE, and AZ Withholding.
- Before-Tax Deductions:** A table with columns: Description, Amount, and YTD Amount. Rows include PARKTB, PPO\_UHC, DEN\_METLIF, VIS\_AVESES, and ASRS\_OPT.
- After Tax Deductions:** A table with columns: Description, Amount, and YTD Amount. Rows include SRC, SLF\_STAND, UNUM\_750, and ASRS\_LTD.
- Employer Paid Benefits:** A table with columns: Description, Amount, and YTD Amount. Rows include PPO\_UHC, DEN\_METLIF, BLF\_STANDARD, ASRS\_LTD, WORK\_COMP, RASL, and ASRS\_OPT.
- Net Pay Distribution:** A table with columns: Payment Type, Paycheck Number, Account Type, Account Number, and Amount. It shows a Direct Deposit to a Checking account.

## Earnings

Earnings represent the total gross amount of all Salary, Hourly, Student Hourly regular, overtime, other additional (Supplemental) payments.

**Note** that description Comp Earn will not add to the Total Gross Hours, and Amounts at the bottom of your Earnings box. These accumulators are informational and are not reflected in the totals.

Listed here are just a few of the most commonly seen earning types with an explanation of how they are paid.

- STH - Student Hourly. Hours, rate and amount are displayed for student employees.
- AUX - Auxiliary Pay (used to pay earnings above the employee's JOB salary)
- CRG - Earnings paid to contract employees (Employees on contract)
- ENP - Earnings that are earned within the academic contract period but paid after the contract end date (code used by financials for effort reporting)
- PNE - Earnings that are paid prior to the employee's contract begin date and earned within the academic contract period (code used by financials for effort reporting)
- REG - Regular earnings
- STI - Stipend
- SIP - Salary Increase Program (salary increase)
- SUM - Summer Sessions (payment for summer faculty)
- OT2 - Overtime at 2.0 (overtime paid a 2X hourly rate)
- GCP - Graduate earnings
- VAH - Vacation hourly (hourly vacation paid)
- SCK - Sick Leave (sick hours paid)

Figure 11

ASU ARIZONA STATE UNIVERSITY

mmcgair | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholding		
Sal Incr					Fed MED/EE		
Vacation					Fed OASDI/EE		
Wrk Dy Adj					AZ Withholding		
Sick Pay							
<b>Total:</b>					<b>Total:</b>		

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PARKTB			SRC			PPO_UHC		
PPO_UHC			SLF_STAND			DEN_METLIF		
DEN_METLIF			UNUM_750			BLF_STDARD		
VIS_AVESES			ASRS_LTD			ASRS_LTD		
ASRS_OPT						WORK_COMP		
						RASL		
						ASRS_OPT		
<b>Total:</b>			<b>Total:</b>			<b>* Taxable</b>		
						<b>Total:</b>		

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

**Taxes**

Federal and Arizona state taxes are displayed here that have been deducted from your paycheck. Federal Income tax, FICA EE (OASDI tax) and MED EE (Medicare tax) are displayed. The EE means withheld from you the employee. The system stores the ER (employer) tax contributions as well.

Figure 12

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

mmcguir | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholding		
Sal Incr					Fed MED/EE		
Vacation					Fed OASDI/EE		
Wrk Dy Adj					AZ Withholding		
Sick Pay							
<b>Total:</b>					<b>Total:</b>		

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PARKTB			SRC			PPO_UHC		
PPO_UHC			SLF_STAND			DEN_METLIF		
DEN_METLIF			UNUM_750			BLF_STDARD		
VIS_AVESES			ASRS_LTD			ASRS_LTD		
ASRS_OPT						WORK_COMP		
						RASL		
						ASRS_OPT		
<b>Total:</b>			<b>Total:</b>			* Taxable		
						<b>Total:</b>		

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

### Paycheck Deductions

Paycheck Deductions will display all before tax and after tax amounts being deducted from your paycheck. Also displayed are the amounts ASU has contributed for you as Non-Taxable or as a Pre-Tax Benefit (PTaxBen).

Figure 13

ASU ARIZONA STATE UNIVERSITY

mmcguirl | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholding		
Sal Incr					Fed MED/EE		
Vacation					Fed OASDI/EE		
Wrk Dy Adj					AZ Withholding		
Sick Pay							
<b>Total:</b>					<b>Total:</b>		

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PARKTB			SRC			PPO_UHC		
PPO_UHC			SLF_STAND			DEN_METLIF		
DEN_METLIF			UNUM_750			BLF_STANDARD		
VIS_AVESES			ASRS_LTD			ASRS_LTD		
ASRS_OPT						WORK_COMP		
						RASL		
						ASRS_OPT		
<b>Total:</b>			<b>Total:</b>			<b>* Taxable</b>		

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking	*****	

## Before Tax Deductions

Listed here are just a few of the most commonly seen before tax benefit deduction types.

- Medical - EPO\_UHC - United HealthCare
- Dental - DEN\_METLIF - MetLife
- Vision - VIS\_AVESES
- Retirement - ASRS Plan
- Retirement - TIAA - 403b Supplemental Retirement
- Deferred Income - 457 - Deferred Plan Nationwide
- Retirement - AZ State Retiree Service Purchase - ASES\_P1
- Flexible Spending - Health/Medical Expenses - FSA Health
- Flexible Spending - Dependent Care - FSA\_DEPEND
- Campus Parking 1<sup>st</sup> Space - PARKTB

Figure 14

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

mmcguirl | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholding		
Sal Incr					Fed MED/EE		
Vacation					Fed OASDI/EE		
Wrk Dy Adj					AZ Withholding		
Sick Pay							
<b>Total:</b>					<b>Total:</b>		

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PARKTB			SRC			PPO_UHC		
PPO_UHC			SLF_STAND			DEN_METLIF		
DEN_METLIF			UNUM_750			BLF_STDARD		
VIS_AVESES			ASRS_LTD			ASRS_LTD		
ASRS_OPT						WORK_COMP		
						RASL		
						ASRS_OPT		
<b>Total:</b>			<b>Total:</b>			* Taxable		
						<b>Total:</b>		

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

## After Tax Deductions

Listed here are just a *few* of the most commonly seen after tax deduction types.

- Short Term Disability - UNUM\_750
- Long Term Disability - ASRS\_LTD Arizona State Retirement
- Life - SLF\_AETNA2
- Life - DLF\_STDARD
- Student Recreation Center - SRC
- Campus Parking 2<sup>nd</sup> Space - PARLTA
- MetLife Home and Auto - MET\_H&A
- Wage Garnishment - GARN

Figure 15

ASU Home | ASU A-Z Index | ASU Interactive | My ASU | Colleges & Schools | Directory | Map

mmcguirl | My ASU Page | SIGN OUT

SEARCH ASU Web Site GO

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings					Taxes		
Description	Hours	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular					Fed Withholding		
Sal Incr					Fed MED/EE		
Vacation					Fed OASDI/EE		
Wrk Dy Adj					AZ Withholding		
Sick Pay							
<b>Total:</b>					<b>Total:</b>		

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PARKTB			SRC			PPO_UHC		
PPO_UHC			SLF_STAND			DEN_METLIF		
DEN_METLIF			UNUM_750			BLF_STDARD		
VIS_AVESES			ASRS_LTD			ASRS_LTD		
ASRS_OPT						WORK_COMP		
						RASL		
						ASRS_OPT		
<b>Total:</b>			<b>Total:</b>			* Taxable		
						<b>Total:</b>		

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit		Checking	*****	

## Employer Paid Benefits

The descriptions and amounts you see listed in this section display ASU's contribution towards your benefits.

Listed here are just a *few* of the most commonly seen after tax deduction types:

- Medical - EPO\_UGC - United HealthCare
- Dental - DEN\_METLIF - MetLife
- Basic Life - BLF\_STDARD
- Long Term Disability - ASRS\_LTD
- Workers Compensation - WORK\_COMP
- Retiree Accumulated Sick Leave - RASL
- Arizona State Retirement System Plan - ASRS\_PLAN



Figure 17



### To print paystubs in Internet Explorer 7 in Windows

Go to the [PeopleSoft Payroll and Compensation page](https://www.asu.edu/go/payrollandcompensation) <<https://www.asu.edu/go/payrollandcompensation>> and click "View Paycheck"(login required). Click the date for the paycheck you wish to view. To print, click the "Printer-Friendly" link on the paycheck page and select "Print Preview" in the IE7 toolbar under the printer icon. On the preview page, click the header/footer tool in the toolbar and turn headers and footers off. Select "one page view", "Only the selected frame" and "Shrink To Fit". Then click the printer on the left side of the toolbar to print.  
<FAQ originally contributed by Jeff Backe, 9/26/07>

### To print paystubs in Firefox Version 2 in Windows

Firefox may not allow printing on 1 page.

There is an enhancement coming in October 2007 to allow print scaling.

Go to the [PeopleSoft Payroll and Compensation page](https://www.asu.edu/go/payrollandcompensation) <<https://www.asu.edu/go/payrollandcompensation>> and click "View Paycheck"(login required). Click the date for the paycheck you wish to view  
In the paycheck view Frame right click and select: "This Frame" then select "Open Frame in New Window"

Now select in the firefox toolbar "File" then select "Print Preview"

**This brings us to the end of the information about viewing your paycheck.**

