

1. Select **Me** to display your employee functions
2. Click **Pay**

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk Management Sales Service >

QUICK ACTIONS APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts

Directory Onboarding Checklist Tasks Pay

Time and Absences Career and Performance Personal Information Learning

The screenshot shows a user interface for an ESS system. At the top, it says "Good morning, Arya Stark!". Below this is a navigation bar with several options: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "Me" option is highlighted with a red box. Below the navigation bar, there are two sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains icons for "Personal Details", "Document Records", "Identification Info", "Contact Info", and "Family and Emergency Contacts". The "APPS" section contains icons for "Directory", "Onboarding", "Checklist Tasks", "Pay", "Time and Absences", "Career and Performance", "Personal Information", and "Learning". A red arrow points from the "Me" option in the navigation bar to the "Pay" icon in the "APPS" section. The "Pay" icon is also highlighted with a red box.

3. Click the **Payslips** Tile

AS
Arya S Stark

Document Delivery Preferences
Set up preferences for delivering documents.

Payslips
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents
View, print, download and search year-end documents for current or prior tax years.

Tax Withholding
Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

Tax Credit Information
Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

4. Your **Payslips** are displayed

Payslips
Arya S Stark

Details

Last 3 Months

10/2/2020 PAYSLIP 9/5/2020 to 9/18/2020	1,981.31 USD
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5. If desired, click the **filter** list to change the filter to display different payslips

Details

Last 3 Months

- Last 3 Months
- Last 12 Months
- Specific Date Range

	1,981.31 USD
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6. Click the **Payslip** link to view the desired payslip

Note: The **payslip** will download to a pdf document

Note: Accessing the pdf might vary depending on the internet browser you are using

Details

Last 3 Months ▼

10/2/2020

PAYSLIP 1,981.31 USD

9/5/2020 to 9/18/2020

7. Click to open the
USOnlinePayslip.pdf

The screenshot displays the 'Payslips' page for user Arya S Stark. At the top, there is a navigation bar with a back arrow, a profile icon with initials 'AS', and the title 'Payslips Arya S Stark'. Below this is a 'Details' section with a dropdown menu currently set to 'Last 3 Months'. The main content area shows a table with the following entry:

Date	Description	Amount
10/2/2020	PAYSLIP	1,981.31 USD
9/5/2020 to 9/18/2020		

A red arrow points from the 'PAYSIP' entry in the table to a file download icon at the bottom of the screen, which is labeled 'USOnlinePayslip.pdf'.

ORACLE			Payslip		Page: 1 of 2		
Employee Name	Payroll Relationship Number	Payroll					
Arya S Stark	10036	CMHA - Biweekly Payroll					
Person Number	Assignment Number	Salary Basis Name					
10036	E10036	US Hourly					
Hire Date	Job Title	Tax Reporting Unit Name					
1-Sep-2020	SUPERVISOR 2A	Community Mental Health Authority of Clinton, Eaton, Ingham Counties					
Employee Address	Position	Tax Reporting Unit Address					
PO Box 1 Lansing, MI 48911 US	Supervisor 2A_Test	812 E Jolly Rd Lansing, MI 48910 US					
Period Type	Period Start Date	Period End Date	Payment Date	Base Salary			
Biweekly	5-Sep-2020	18-Sep-2020	2-Oct-2020	32.92			
Summary							
Description		Current	Year to Date				
Gross Earnings		2,633.60	5,267.20				
Employee Tax Deductions		652.29	1,304.58				
Net Payment		1,981.31	3,962.62				
Earnings							
Description		Current	Year to Date				
Base Hourly Rate		2,633.60	5,267.20				
Description	Start Date	End Date	Quantity	Type	Rate	Multiple	Amount
Base Hourly Rate			80.00	Hours	32.92	1.00	2,633.60
Hours							
Description		Current	Year to Date				
Base Hourly Rate Hours Worked		80.00	160.00				
Tax Deductions							
Description		Current	Year to Date				
FIT Withheld		312.55	625.10				
Social Security Employee Withheld		163.29	326.57				
Medicare Employee Withheld		38.18	76.37				
SIT Withheld (MI)		111.93	223.86				
City Withheld (MI, Ingham, Lansing)		26.34	52.68				
Absence Accruals							
Description		Unit of Measure	Inception to Date				
Personal Leave Accrual Hours		Hours	24.00				
Sick Accrual Hours		Hours	48.00				
Net Pay Distribution							
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount		
810				USD	1,981.31		
Tax Withholding Information							
Type	Marital Status	Total Dependent Amount	Extra Withholding				
FEDERAL_2020	Single or Married filing separately	0.00	0.00				
Tax Withholding Information							
Type	Marital Status	Exemptions	Additional Amount				

8. View the Payslip

End of Procedure