



Payroll Activities - Viewing Employee Paychecks (as a Department Representative)

Objective

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks.

The screenshot displays the myFSU portal interface. At the top, the myFSU logo and Florida State University name are visible, along with a search bar and utility icons. Below the header, the 'Faculty & Staff' tab is selected. The main content area is divided into three columns: 'myFSU Links' on the left with a search bar and a list of links including Advising, Alumni and Former Students, Benefits & Resources, Financials, Human Resources, Reporting, and Student Central; 'My Employee Snapshot' in the center, which includes an 'FSU Calendar' listing several events for April 8th such as 'Faculty Promotion and Tenure Workshop' and 'A Celebration of Graduate Student Excellence'; and 'My Worklist' on the right, which shows 'No Pending Worklist Items' and 'FSU News' including a 'Florida State 24/7 News' item dated 4/8/15 3:08 PM.

1. Log into the myFSU Portal
2. Click on the Faculty & Staff tab
3. Click on the HR icon to navigate to HR.
4. Click on the Main Menu
5. Click the **Payroll for North America** link.
6. Click the **Payroll Processing USA** link.
7. Click the **Produce Payroll** link.
8. Click the **Review Paycheck Summary**.
10. Enter the employee's employee ID into the **EmplID** field.
11. Click the **Search** button.
12. Select the Pay Period Ending Date of the check to be viewed

