Viewing My Paycheck

Overview:

Understanding My Paycheck Data

This guide outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Procedure

Scenario:
This guide outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Key Information:
myFSU Log-in Credentials
2. From the myFSU portal, expand the Human Resources link. Click the View Paycheck link.
### Step 3
You can use the **View 100** link to view the latest 100 paychecks.

### Table: Viewing My Paycheck

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>You can use the <strong>View 100</strong> link to view the latest 100 paychecks.</td>
</tr>
<tr>
<td>4.</td>
<td>To browse through other paychecks, you can click the next button.</td>
</tr>
</tbody>
</table>
Training Guide
Viewing My Paycheck

5. You may also click on the column name headers to sort by that column.

NOTE: Paychecks are automatically sorted by most recent check date. To reverse this order to show oldest check dates first, click on the Check Date column name.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Select the paycheck which you would like to view by clicking the <strong>Check Date</strong> link.</td>
</tr>
</tbody>
</table>

**NOTE:** Pop-up blockers **must** be disabled to allow your paycheck to appear.

If no window appears after clicking this link, go to Tools on your Internet browser menu bar and select "Pop-Up Blocker," then "Turn off Pop-Up Blocker" or simply hold down the Ctrl key on your keyboard while clicking this link.
Training Guide
Viewing My Paycheck

Step | Action
---|---
8. | The paycheck will open as a PDF file that can either be saved or printed, as needed.

Next, we will review the different components of your paycheck.
### Step 9

Net Pay is the Gross amount less taxes and deductions. Net Pay is the amount deposited into your bank account.

### Step 10

Pay Begin Date is the first day in the bi-weekly pay period. This is always a Friday.
Step | Action
--- | ---
11. | **Pay End Date** is the last day in the bi-weekly pay period. This is always a Thursday. There are a total of fourteen days in each pay period.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td><strong>Advice Date</strong> is the date which the funds will post to your bank account.</td>
</tr>
</tbody>
</table>

---

**FLORIDA STATE UNIVERSITY**

**Salary**: 3,885.84
**Pay Date**: 04/12/2013
**Pay End Date**: 04/25/2013
**Advice Date**: 05/03/2013

**Name**: [Name]
**Employee Id**: [ID]
**Address**: [Address]

**Business Unit**: Payroll Services, 1013900
**Department**: Accounting
**Location**: Tallahassee, FL 32306-1202
**Job Title**: Accounting Specialist

**Employee ID**: 0001234
**Pay Group**: APPS10 - Payroll
**Location**: 1013900 - Controller

**Fed Marital Status**: Single
**Fed Allowance**: 1
**Fed Addl Percent**: 0%
**Fed Addl Amount**: $0

**Gross Pay**: $1,285.84
**Net Pay**: $1,000.14
**Hourly Pay**: $6.50
**Pay Period**: 01/01/2013 - 01/10/2013

**Social Security**: $120.00
**Medicare**: $10.00
**FICA OASDI**: $121.00
**FICA MOEB**: $10.00
**Federal Tax**: $0.00
**State Tax**: $0.00

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td><strong>Fed Marital Status, Fed Allowance, Fed Addl Percent and Fed Addl Amount</strong> are based on your W-4 allowance selection. They determine the amount of federal withholding from biweekly wages. If you need to revise your W-4 tax status, see 'Editing W-4 Tax Information' training guide for more details.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
14. | **Gross Earnings** is the amount earned before any deductions.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td><strong>Fed Taxable Gross</strong> is the total wages reported to the Internal Revenue Service (IRS) to be taxed.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>Total Taxes</strong> contain all payroll taxes added together including Federal Income, Medicare and Social Security Taxes</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
17. | **Total Deductions** include all your voluntary and involuntary deductions. (insurance, child support, retirement plan).
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td><strong>Net Pay</strong> is the amount remaining after taxes and deductions (i.e. 'take home pay').</td>
</tr>
<tr>
<td>19.</td>
<td><strong>YTD</strong> (Year To Date) includes all monies paid or deducted from January 1st to present.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Hours and Earnings</strong> breaks down the type of pay: regular pay, leave, other pay. Specifies hourly rate of pay for corresponding hours.</td>
</tr>
</tbody>
</table>
### Step 21

**Taxes** breaks down the type and amount of each tax deducted.

Employee before-tax benefits can affect the amount of taxes withheld from your paycheck.

- Federal Income taxes are calculated on wages less all before tax deductions.

- Social Security and Medicare taxes are calculated on wages less before tax retirement-plan deductions ONLY (403B plans such as Optional Retirement Plan, State of Florida FRS pension and/or investment plan and 457(b) plans like State of Florida Deferred Compensation).

### Step 22

Click the scrollbar to scroll down.
23. **Before-Tax Deductions** are voluntary deductions that are subtracted from pay prior to calculating the percentage of taxes withheld from the gross wages.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.</td>
<td><strong>After-Tax Deductions</strong> are subtracted from pay after taxes are calculated.</td>
</tr>
</tbody>
</table>

![Paycheck detailed image]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td><strong>Employer Paid Benefits</strong> are items that Florida State University pays on behalf of the employee.</td>
</tr>
</tbody>
</table>
### Step 26: Net Pay Distribution

**Advice #** system assigned payment number.

**Account Type** designates the type of account in which the pay was directly deposited.

**Account Number** only shows the last four digits of the account.

**Deposit Amount** is the amount deposited in the account.
Step | Action
--- | ---
27. | **Leave Balances** display the amount of leave available at the end of the pay period. See ‘Pay End Date’ at the upper right of statement.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 28.  | **Congratulations!**  
You have completed this topic.  
**End of Procedure.** |