

## **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

# Training Guide

## Viewing My Paycheck

Step	Action
2.	From the myFSU portal, expand the <b>Human Resources</b> link. Click the <b>View Paycheck</b> link.

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OMNI Human Resources Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu

New Window Help Personalize Page http

### View Paycheck

Susie Seminole

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
<a href="#">2013-05-03</a>	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input checked="" type="checkbox"/>
<a href="#">2013-04-19</a>	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
<a href="#">2013-04-05</a>	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
<a href="#">2013-03-22</a>	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
<a href="#">2013-03-08</a>	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
<a href="#">2013-02-22</a>	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
<a href="#">2013-02-08</a>	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
<a href="#">2013-01-25</a>	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

# Training Guide

## Viewing My Paycheck

Step	Action
3.	You can use the <b>View 100</b> link to view the latest 100 paychecks.

myFSU  
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<a href="#">2013-03-08</a>	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
<a href="#">2013-02-22</a>	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
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<a href="#">2013-01-25</a>	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
4.	To browse through other paychecks, you can click the next button.

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2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
5.	<p>You may also click on the column name headers to sort by that column.</p> <p><b>NOTE:</b> Paychecks are automatically sorted by most recent check date. To reverse this order to show oldest check dates first, click on the <b>Check Date</b> column name.</p>

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2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

## Training Guide Viewing My Paycheck

Step	Action
6.	Select the paycheck which you would like to view by clicking the <b>Check Date</b> link.

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View Paycheck  
Susie Seminole


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<a href="#">2013-01-25</a>	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
7.	<p><b>NOTE:</b> Pop-up blockers <i>must</i> be disabled to allow your paycheck to appear.</p> <p>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.</p>

# Training Guide

## Viewing My Paycheck



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

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<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01	
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service	
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller	
	<b>Location:</b> UNIVERSITY CENTER	
	<b>Job Title:</b> Accounting Specialist	
	<b>Pay Rate:</b> \$1,460.15 Biweekly	

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<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>	
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>	


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	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
<b>Current</b>	1,460.16	1,398.44	267.74	98.58	1,093.84
<b>YTD</b>	13,141.44	12,669.31	2,428.53	563.87	10,149.04

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HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
8.	<p>The paycheck will open as a PDF file that can either be saved or printed, as needed.</p> <p>Next, we will review the different components of your paycheck.</p>



**FLORIDA STATE UNIVERSITY**  
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TALLAHASSEE, FL 32306-2392

**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

---

<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01	
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service	
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller	
	<b>Location:</b> UNIVERSITY CENTER	
	<b>Job Title:</b> Accounting Specialist	
	<b>Pay Rate:</b> \$1,460.15 Biweekly	

---

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>	
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	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
<b>Current</b>	1,460.16	1,398.44	267.74	98.58	1,093.84
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Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

# Training Guide Viewing My Paycheck

Step	Action
9.	<b>Net Pay</b> is the Gross amount less taxes and deductions. Net Pay is the amount deposited into your bank account.



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**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Employee ID:</b> 00001234	<b>Department:</b> 029000-Controller	<b>Location:</b> UNIVERSITY CENTER
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Job Title:</b> Accounting Specialist	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Addl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Addl Amount:</b>


	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS					TAXES			
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Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			

Step	Action
10.	<b>Pay Begin Date</b> is the first day in the bi-weekly pay period. This is always a Friday.

# Training Guide

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<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
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	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
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YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

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Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
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Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
11.	<b>Pay End Date</b> 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.



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<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
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		Hours	Earnings	Hours	Earnings			
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Holiday Leave Pay		0.00	0.00	64.00	1,168.13			



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Step	Action
12.	<b>Advice Date</b> is the date which the funds will post to your bank account.



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TALLAHASSEE, FL 32306-2392

Net Pay: **1,093.84**  
Pay Begin Date: 04/12/2013  
Pay End Date: 04/25/2013  
Advice Date: 05/03/2013

Name:	Susie Seminoe	Business Unit:	FSU01
Employee ID:	00001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	101 Main Street	Department:	029000-Controller
	Tallahassee, FL 32306	Location:	UNIVERSITY CENTER
		Job Title:	Accounting Specialist
		Pay Rate:	\$1,460.15 Biweekly

Fed Marital Status:	Single	Fed Addl Percent:	Fed Addl Amount:
Fed Allowance:	1		

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04


  

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Step	Action
13.	<p><b>Fed Marital Status, Fed Allowance, Fed Addl Percent and Fed Addl Amount</b> are based on your W-4 allowance selection. They determine the amount of federal withholding from biweekly wages.</p> <p>If you need to revise your W-4 tax status, see 'Editing W-4 Tax Information' training guide for more details.</p>

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<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
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	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
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Step	Action
14.	Gross Earnings is the amount earned before any deductions.



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**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>


	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
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YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

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Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

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Step	Action
15.	<b>Fed Taxable Gross</b> is the total wages reported to the Internal Revenue Service (IRS) to be taxed.



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TALLAHASSEE, FL 32306-2392

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Pay Begin Date: 04/12/2013  
Pay End Date: 04/25/2013  
Advice Date: 05/03/2013

Name:	Susie Seminoe	Business Unit:	FSU01
Employee ID:	00001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	101 Main Street Tallahassee, FL 32306	Department:	029000-Controller
		Location:	UNIVERSITY CENTER
		Job Title:	Accounting Specialist
		Pay Rate:	\$1,460.15 Biweekly

Fed Marital Status:	Single	Fed Addl Percent:	
Fed Allowance:	1	Fed Addl Amount:	


	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Current		YTD		Earnings	Description	Current	YTD
	Rate	Hours	Hours	Earnings				
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
16.	<b>Total Taxes</b> contain all payroll taxes added together including Federal Income, Medicare and Social Security Taxes

# Training Guide

## Viewing My Paycheck



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

Net Pay: **1,093.84**  
Pay Begin Date: 04/12/2013  
Pay End Date: 04/25/2013  
Advice Date: 05/03/2013


Name:	Susie Seminole	Business Unit:	FSU01
Employee ID:	00001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	101 Main Street Tallahassee, FL 32306	Department:	029000-Controller
		Location:	UNIVERSITY CENTER
		Job Title:	Accounting Specialist
		Pay Rate:	\$1,460.15 Biweekly

Fed Marital Status:	Single	Fed Adtl Percent:	
Fed Allowance:	1	Fed Adtl Amount:	

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,308.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
17.	<b>Total Deductions</b> include all your voluntary and involuntary deductions. (insurance, child support, retirement plan).



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

Net Pay: **1,093.84**  
Pay Begin Date: 04/12/2013  
Pay End Date: 04/25/2013  
Advice Date: 05/03/2013

Name:	Susie Seminole	Business Unit:	FSU01
Employee ID:	00001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	101 Main Street Tallahassee, FL 32306	Department:	029000-Controller
		Location:	UNIVERSITY CENTER
		Job Title:	Accounting Specialist
		Pay Rate:	\$1,460.15 Biweekly


Fed Marital Status:	Single	Fed Adtl Percent:	
Fed Allowance:	1	Fed Adtl Amount:	

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,308.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

## Training Guide Viewing My Paycheck

Step	Action
18.	<b>Net Pay</b> is the amount remaining after taxes and deductions (i.e. 'take home pay').



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01	<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller	<b>Location:</b> UNIVERSITY CENTER	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly		

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>

	<b>Gross Earnings:</b>	<b>Fed Taxable Gross:</b>	<b>Total Taxes:</b>	<b>Total Deductions:</b>	<b>Net Pay</b>
<b>Current</b>	1,460.16	1,398.44	267.74	98.58	1,093.84
<b>YTD</b>	13,141.44	12,669.31	2,428.53	563.87	10,149.04


  

HOURS AND EARNINGS					TAXES			
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			

Step	Action
19.	<b>YTD (Year To Date)</b> includes all monies paid or deducted from January 1st to present.

# Training Guide

## Viewing My Paycheck



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013


<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly

<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
20.	<b>Hours and Earnings</b> breaks down the type of pay: regular pay, leave, other pay. Specifies hourly rate of pay for corresponding hours.



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

**Net Pay:** 1,093.84  
**Pay Begin Date:** 04/12/2013  
**Pay End Date:** 04/25/2013  
**Advice Date:** 05/03/2013

<b>Name:</b> Susie Seminole	<b>Business Unit:</b> FSU01
<b>Employee ID:</b> 00001234	<b>Pay Group:</b> APF-F12 /A&P Regular Service
<b>Address:</b> 101 Main Street Tallahassee, FL 32306	<b>Department:</b> 029000-Controller
	<b>Location:</b> UNIVERSITY CENTER
	<b>Job Title:</b> Accounting Specialist
	<b>Pay Rate:</b> \$1,460.15 Biweekly


<b>Fed Marital Status:</b> Single	<b>Fed Adtl Percent:</b>
<b>Fed Allowance:</b> 1	<b>Fed Adtl Amount:</b>

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

## Training Guide Viewing My Paycheck

Step	Action
21.	<p><b>Taxes</b> breaks down the type and amount of each tax deducted.</p> <p>Employee before-tax benefits can affect the amount of taxes withheld from your paycheck.</p> <ul style="list-style-type: none"> <li>- Federal Income taxes are calculated on wages less all before tax deductions.</li> <li>- 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).</li> </ul>



**FLORIDA STATE UNIVERSITY**  
Payroll Services, A5600 University Center  
TALLAHASSEE, FL 32306-2392

Net Pay: **1,093.84**  
Pay Begin Date: 04/12/2013  
Pay End Date: 04/25/2013  
Advice Date: 05/03/2013

Name: Susie Seminole	Business Unit: FSU01	Pay Rate: \$1,460.15 Biweekly
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service	
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist	

Fed Marital Status: Single	Fed Addl Percent:	Fed Addl Amount:
Fed Allowance: 1		

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.38	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

Description	HOURS AND EARNINGS			TAXES		
	Rate	Hours	Earnings	Description	Current	YTD
Regular Pay	18.251916	72.00	1,314.14	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00			

Step	Action
22.	Click the scrollbar to scroll down.

# Training Guide

## Viewing My Paycheck

DESCRIPTION	FY01	ADJ1	ESTY01	FY01	ESTY01	DESCRIPTION	CURRENT	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>	<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
<b>TOTAL:</b>		<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>	

MESSAGE:

Step	Action
23.	<b>Before-Tax Deductions</b> are voluntary deductions that are subtracted from pay prior to calculating the percentage of taxes withheld from the gross wages.

DESCRIPTION	FY01	ADJ1	ESTY01	FY01	ESTY01	DESCRIPTION	CURRENT	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>	<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
<b>TOTAL:</b>		<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>	

MESSAGE:



# Training Guide Viewing My Paycheck

Step	Action
24.	<b>After-Tax Deductions</b> are subtracted from pay after taxes are calculated.

DESCRIPTION	RMT	RMTL	LTHHRA	RMTL	LTHHRA	DESCRIPTION	LTHHRA	LTHHRA
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	32.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>	<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>			<b>EMPLOYER PAID BENEFITS</b>		
<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic S0) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	600.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		
<b>NET PAY DISTRIBUTION</b>				<b>LEAVE BALANCES</b>				
<b>Advice #</b>	<b>Account Type</b>	<b>Account Number</b>	<b>Deposit Amount</b>	<b>Description</b>	<b>YTD Hours</b>			
Advice #0000011002440099	Checking	XXXXXXXX1234	250.00	Vacation	355.7			
	Checking	XXXXXXXX5678	843.84	Sick	488.4			
				Personal Holiday	0.0			
				Camp Req	0.0			
				Camp OVT	0.0			
<b>TOTAL:</b>			<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>			
<b>MESSAGE:</b>								

Step	Action
25.	<b>Employer Paid Benefits</b> are items that Florida State University pays on behalf of the employee.

# Training Guide

## Viewing My Paycheck

DESCRIPTION	CURR	ADJ	ADJ	ADJ	ADJ	ADJ	DESCRIPTION	CURR	ADJ
Regular Pay	18,251.916	72.00	1,314.14	595.50	10,869.03		Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15		Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18,251.916	8.00	146.02	52.00	949.13		Fed OASD/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13				
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>		<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.94	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		

NET PAY DISTRIBUTION			LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours
Advice #000001002440099	XXXXXXXX1234	250.00	Vacation	355.7
Checking	XXXXXXXX5678	843.84	Sick	488.4
			Personal Holiday	0.0
			Comp Reg	0.0
			Comp OVT	0.0
<b>TOTAL:</b>		<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>

MESSAGE:

Step	Action
26.	<p><b>Net Pay Distribution</b></p> <p><i>Advice #</i> system assigned payment number.</p> <p><i>Account Type</i> designates the type of account in which the pay was directly deposited.</p> <p><i>Account Number</i> only shows the last four digits of the account.</p> <p><i>Deposit Amount</i> is the amount deposited in the account.</p>

# Training Guide Viewing My Paycheck

DESCRIPTION	CURR	AMOUNT	CUMULATIVE	PERIOD	CUMULATIVE	DESCRIPTION	CURR	AMOUNT
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>	<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic St) PRTX	2.27	20.43
Vision Before Tax	2.95	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		

NET PAY DISTRIBUTION				LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	XXXXXXXX1234	250.00	Vacation	355.7	
Checking	XXXXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
<b>TOTAL:</b>		<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>	

MESSAGE:

Step	Action
27.	<b>Leave Balances</b> display the amount of leave available at the end of the pay period. See 'Pay End Date' at the upper right of statement.

DESCRIPTION	CURR	AMOUNT	CUMULATIVE	PERIOD	CUMULATIVE	DESCRIPTION	CURR	AMOUNT
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
<b>TOTAL:</b>		<b>80.00</b>	<b>1,460.16</b>	<b>720.00</b>	<b>13,141.44</b>	<b>TOTAL:</b>	<b>267.74</b>	<b>2,428.53</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic St) PRTX	2.27	20.43
Vision Before Tax	2.95	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
<b>TOTAL:</b>	<b>61.72</b>	<b>472.13</b>	<b>TOTAL:</b>	<b>36.86</b>	<b>91.74</b>	<b>*TAXABLE</b>		

NET PAY DISTRIBUTION				LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	XXXXXXXX1234	250.00	Vacation	355.7	
Checking	XXXXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
<b>TOTAL:</b>		<b>1,093.84</b>	<b>Total YTD</b>	<b>844.1</b>	

MESSAGE:

**Training Guide**  
*Viewing My Paycheck*

<b>Step</b>	<b>Action</b>
28.	<b>Congratulations!</b> You have completed this topic. <b>End of Procedure.</b>