

FSU OMNI Training Guide

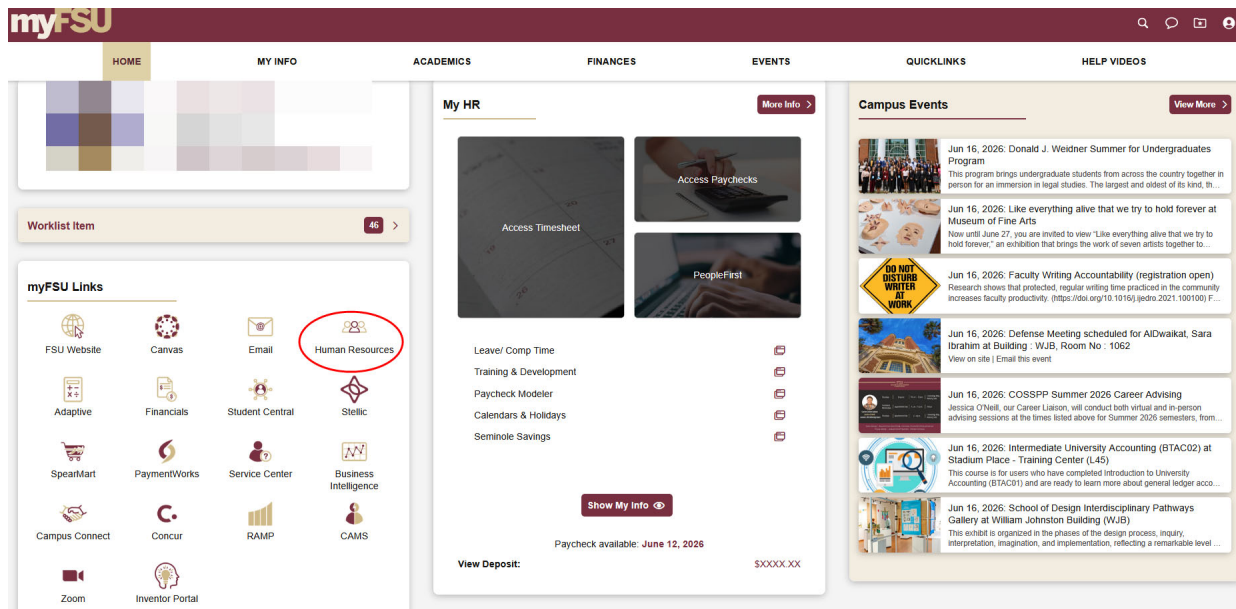
Employee Self-Service Training – Viewing My Paycheck

Objective: Viewing and Understanding My Paycheck Data

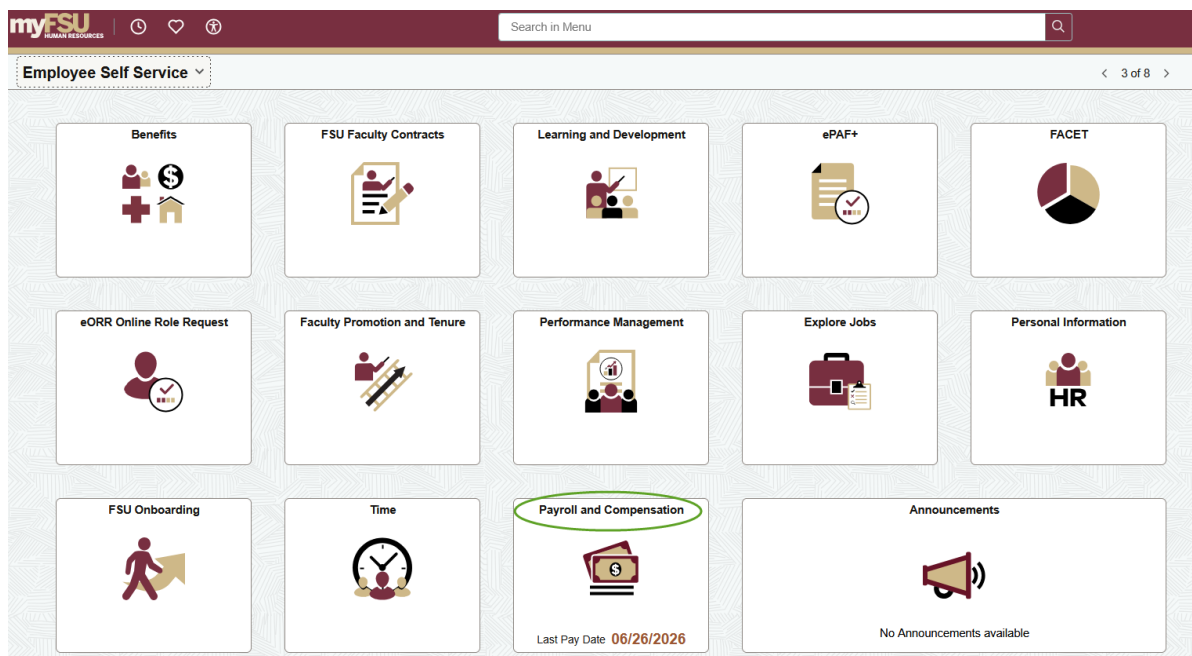
This guide outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Navigation

Log onto OMNI through the my.fsu.edu portal. Under **myFSU Links**, click on Human Resources.



Navigate to Employee Self Service and click on **Payroll and Compensation**.



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Click on **Paychecks**.

Payroll

Paychecks
Pay Date 07/10/2026
Net Pay \$
Taxes
Deductions
Total Gross \$

Compensation History

W-2/W-2c Consent

Form consent received

W-2/W-2c Forms

2025 W-2 Form available

Voluntary Deductions

No Deductions

A list of checks will appear. Click inside the row of the check you wish to view.

NOTE: Pop-up blockers must be disabled to allow the paychecks to appear. If no window appears after clicking the link, go to **Tools** on your internet browser menu bar and select "Pop-up Blocker," then "Turn off Pop-up Blocker."

Paychecks

From Date and To Date are populated with a default date range of 3 months based on the last issued check date. Modify the dates and select Apply to view a different set of paychecks.

*From Date 04/10/2026

*To Date 07/10/2026

Apply

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
07/10/2026	Florida State University	06/19/2026 07/02/2026	\$ 24.66	1007047677	>
06/26/2026	Florida State University	06/05/2026 06/18/2026	\$ 24.66	1007047677	>
06/12/2026	Florida State University	05/22/2026 06/04/2026	\$ 24.65	1007047677	>
05/29/2026	Florida State University	05/08/2026 05/21/2026	\$ 24.66	1007047677	>
05/15/2026	Florida State University	04/24/2026 05/07/2026	\$ 24.66	1006947677	>
05/01/2026	Florida State University	04/10/2026 04/23/2026	\$ 24.66	1006947677	>
04/17/2026	Florida State University	03/27/2026 04/09/2026	\$ 24.65	1006947677	>

To choose another date range of checks to view, click on the calendars and enter the dates for the range desired. Click **Apply**. To sort the checks, click on the ↑↓ for sort options.

←

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Search in Menu

Paychecks

From Date and To Date are populated with a default date range of 3 months based on the last issued check date. Modify the dates and select Apply to view a different set of paychecks.

*From Date 04/10/2026

*To Date 07/10/2026

Apply

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
07/10/2026	Florida State University	06/19/2026 07/02/2026	\$ 24.66	1007047677	>

Sort

Check Date

Company

Pay Begin Date

Pay End Date

Net Pay

Paycheck Number

Revised 07/2026

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The paycheck will open as a PDF file that can be either saved or printed, as needed.

FSU

FLORIDA STATE UNIVERSITY

Payroll Services, A5600 University Center

Tallahassee, FL 32306-2392

Pay Group: APF-F12 /A&P Regular Service

Pay Begin Date: 06/19/2026

Pay End Date: 07/02/2026

Business Unit: FSU01

Advice #: 00000100

Advice Date: 07/10/2026

Tallahassee, FL

Employee ID

Department

Location

Job Title

Pay Rate

UNIVERSITY CENTER -

Senior

\$2,379.96 Biweekly

TAX DATA

Federal

FL State

Tax Status

Single

N/A

Additional Amount

25.00

HOURS AND EARNINGS

Description	Rate	Current Hours	Earnings	YTD Hours	Earnings
Holiday Leave Pay	29.749461	16.00	476.00	112.00	3,331.96
Regular Pay	29.749461	56.00	1,665.97	808.75	24,059.87
Sick Leave Pay	29.749461	8.00	238.00	54.25	1,613.91
Vacation/Annual Leave Pay			0.00	145.00	4,313.68
TOTAL:		80.00	2,379.97	1,120.00	33,319.42

Description	Current	YTD
Fed Withholding	169.03	2,376.89
Fed MED/EE	33.25	466.69
Fed OASDI/EE	142.15	1,995.49
TOTAL:	344.43	4,839.07

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Capital Health Plan PRTX	25.00	325.00
Sun Life Freedom Adv #4074	45.77	595.01
Vision Before Tax	6.05	78.65
Opt Retire Plan-Renewed-Addtl	122.33	1,712.62
Deferred Compensation	100.00	1,400.00
403(b) PreTax	100.00	1,400.00
Opt Retire Plan - Renewed	71.40	999.60
FSU Parking Regular	10.42	135.46
TOTAL:	480.97	6,646.34

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Optional Term Life/AD&D	26.46	343.98
State Life Spouse	3.45	44.85
TOTAL:	29.91	388.83

EMPLOYER PAID BENEFITS

Description	Current	YTD
Capital Health Plan PRTX	462.68	6,014.84
STATE BASIC LIFE PRTX	1.59	20.67
Pre-Tax Assessment Savings	5.88	76.44
Opt Retire Plan - Renewed	122.33	1,712.62
Retirement Assessment Fee	105.43	1,615.25
*TAXABLE		

TOTAL GROSS

FED TAXABLE GROSS

TOTAL TAXES

TOTAL DEDUCTIONS

NET PAY

Current

YTD

2,379.97

33,319.42

1,899.00

26,673.08

344.43

4,839.07

510.88

7,035.17

1,524.66

21,445.18

LEAVE BALANCES

Description	YTD Hours
Vacation	369.3
Sick	641.4
Personal Holiday	0.0
Comp Reg	0.0
Comp OVT	0.0
Total YTD	1,010.7

NET PAY DISTRIBUTION

Account Type	Account Number	Deposit Amount
Checking	XXXXXXX 15	150.00
Savings	XXXXXXX 18	100.00
Savings	XXXXXXX 15	100.00
Savings	XXXXXXX 06	25.00
Checking	XXXXXXX 15	1,149.66
TOTAL:		1,524.66

MESSAGE:

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

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

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,379.97	1,899.00	344.43	510.88	1,524.66
YTD	33,319.42	26,673.08	4,839.07	7,035.17	21,445.18

- **Pay Begin Date** is the first day in the bi-weekly pay period. This is always Friday.
- **Pay End Date** is the last day in the bi-weekly pay period. This is always Thursday. There is a total of fourteen days in each pay period.
- **Advice Date** is the date on which the funds will be posted to your bank account

 Payroll Services, A5600 University Center Tallahassee, FL 32306-2392	Pay Group: APF-F12 /A&P Regular Service Pay Begin Date: 06/19/2026 Pay End Date: 07/02/2026	Business Unit: FSU01 Advice #: 00000100 Advice Date: 07/10/2026									
Tallahassee, FL Employee ID Department Location Job Title Pay Rate	UNIVERSITY CENTER - Senior \$2,379.96 Biweekly	<table border="1"> <thead> <tr> <th>TAX DATA</th><th>Federal</th><th>FL State</th></tr> </thead> <tbody> <tr> <td>Tax Status</td><td>Single</td><td>N/A</td></tr> <tr> <td>Additional Amount</td><td>25.00</td><td></td></tr> </tbody> </table>	TAX DATA	Federal	FL State	Tax Status	Single	N/A	Additional Amount	25.00	
TAX DATA	Federal	FL State									
Tax Status	Single	N/A									
Additional Amount	25.00										

Fed Tax Status and Additional Amount withheld are based on your W-4 allowance selection. They determine the amount of federal withholding from your bi-weekly wages.

If you need to revise your W-4 status, see "Editing W-4 Tax Information" training guide for more details.

 Payroll Services, A5600 University Center Tallahassee, FL 32306-2392	Pay Group: APF-F12 /A&P Regular Service Pay Begin Date: 06/19/2026 Pay End Date: 07/02/2026	Business Unit: FSU01 Advice #: 00000100 Advice Date: 07/10/2026									
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TAX DATA	Federal	FL State									
Tax Status	Single	N/A									
Additional Amount	25.00										

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- **Total Gross** is the amount earned before any deduction
- **Fed Taxable Gross** is the total wage reported to the Internal Revenue Service (IRS) to be taxed
- **Total Taxes** contain all payroll taxes added together including Federal Income, Medicare and Social Security taxes
- **Total Deductions** include all your voluntary and involuntary deductions (insurance, child support, retirement plan)
- **Net Pay** is the amount remaining after taxes and deductions (i.e. take-home pay)

YTD (Year to Date) includes all monies paid or deducted from January 1st to present

FSU FLORIDA STATE UNIVERSITY Payroll Services, A5600 University Center Tallahassee, FL 32306-2392		Pay Group: APF-F12 /A&P Regular Service Pay Begin Date: 06/19/2026 Pay End Date: 07/02/2026	Business Unit: FSU01 Advice #: 00000100 Advice Date: 07/10/2026
Tallahassee, FL Employee ID Department Location Job Title Pay Rate UNIVERSITY CENTER - Senior \$2,379.96 Biweekly		TAX DATA Tax Status: Single Additional Amount: 25.00 Federal: Single FL State: N/A	

- **Hours and Earnings** break down the type of pay: regular pay, leave, other pay. Specifies the hourly rate of pay for the corresponding hours for current pay period and YTD (Year to Date).
- **Taxes** break down the type and amount of each tax deducted. Employee before-tax benefits can affect the amount of taxes withheld from your paycheck.
- Federal Withholding taxes are calculated on wages minus all before-tax deductions. Social Security and Medicare taxes are calculated on wages minus before-tax deductions EXCEPT retirement-plan deductions (403B plans such as Optional Retirement Plan and Valic, State of Florida FRS pension and/or investment plans and 457(b) plans like State of Florida Deferred Compensation).

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
Holiday Leave Pay	29.749461	16.00	476.00	112.00	3,331.96	Fed Withholding	169.03	2,376.89
Regular Pay	29.749461	56.00	1,665.97	808.75	24,059.87	Fed MED/EE	33.25	466.69
Sick Leave Pay	29.749461	8.00	238.00	54.25	1,613.91	Fed OASDI/EE	142.15	1,995.49
Vacation/Annual Leave Pay			0.00	145.00	4,313.68			
TOTAL:		80.00	2,379.97	1,120.00	33,319.42	TOTAL:	344.43	4,839.07

If the entire pay stub is not viewable on your screen, use the scroll bar to scroll down to view the lower portion.

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- **Before-Tax Deductions** are voluntary deductions that are subtracted from your pay prior to calculating the percentage of taxes withheld from the gross wages
- **After-Tax Deductions** are subtracted from pay after taxes are calculated
- **Employer Paid Benefits** are items that Florida State University pays on behalf of the employee
- Each section lists items for the current pay period and **YTD** (Year to Date)

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	25.00	325.00	Optional Term Life/AD&D	26.46	343.98	Capital Health Plan PRTX	462.68	6,014.84
Sun Life Freedom Adv #4074	45.77	595.01	State Life Spouse	3.45	44.85	STATE BASIC LIFE PRTX	1.59	20.67
Vision Before Tax	6.05	78.65				Pre-Tax Assessment Savings	5.88	76.44
Opt Retire Plan-Renewed-Addtl	122.33	1,712.62				Opt Retire Plan - Renewed	122.33	1,712.62
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403(b) PreTax	100.00	1,400.00						
Opt Retire Plan - Renewed	71.40	999.60						
FSU Parking Regular	10.42	135.46						
TOTAL:	480.97	6,646.34	TOTAL:	29.91	388.83	*TAXABLE		

Net Pay Distribution:

- **Advice #** - System assigned payment number
- **Account Type** - Designates the type of account in which the pay was deposited
- **Account Number** - Shows the last four digits of the account
- **Deposit Amount** - Amount deposited into the account

NET PAY DISTRIBUTION			
Advice #00000100	Account Type	Account Number	Deposit Amount
	Checking	XXXXXX 45	150.00
	Savings	XXXXXX 88	100.00
	Savings	XXXXXX 45	100.00
	Savings	XXXXXX 06	25.00
	Checking	XXXXXX 45	1,149.66
TOTAL:			1,524.66

Leave Balances display the amount of leave that is available at the end of the pay period (see pay end date).

LEAVE BALANCES	
Description	YTD Hours
Vacation	369.3
Sick	641.4
Personal Holiday	0.0
Comp Reg	0.0
Comp OVT	0.0
Total YTD	1,010.7

Congratulations! You have completed the tutorial.