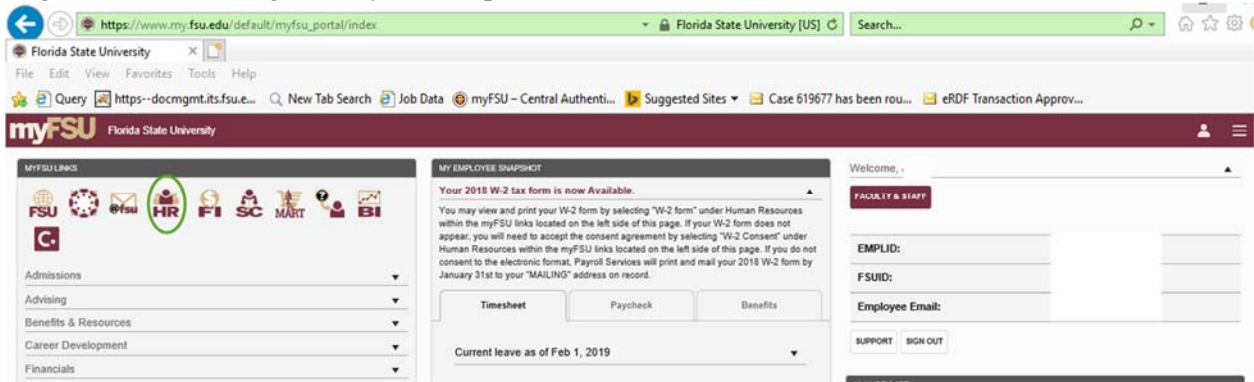# *Payroll Activities - Department Representative Training* – Viewing Employee Paychecks
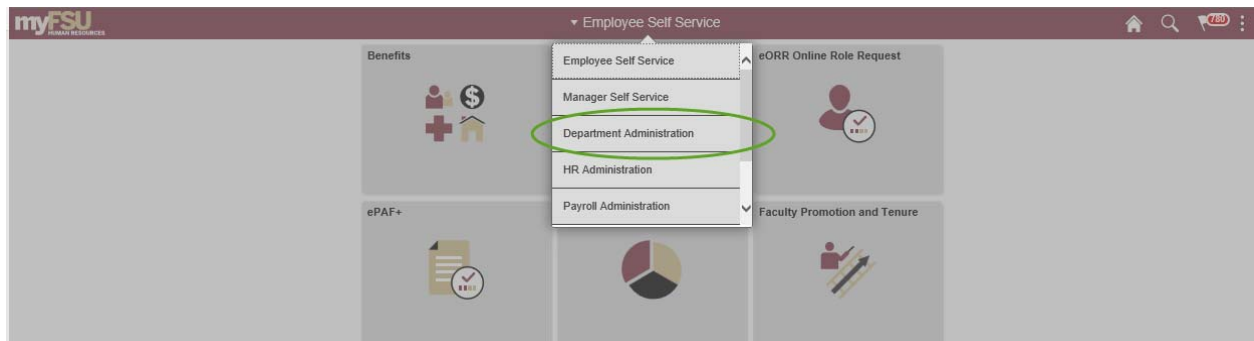
Objective:

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks.
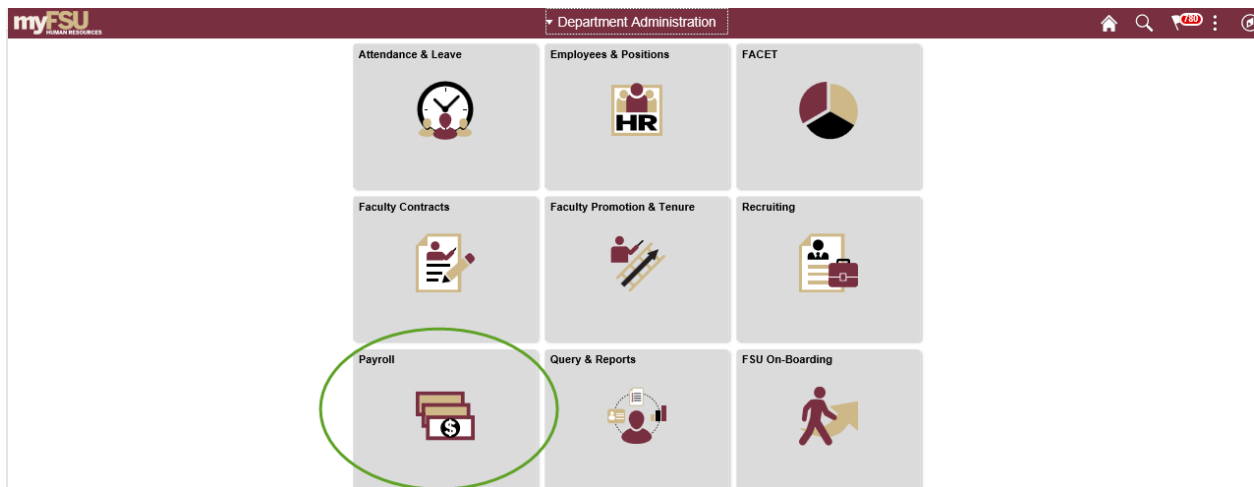
Log onto OMNI through the my.fsu.edu portal. Click on the HR icon under MYFSU LINKS

Click on the Employee Self-Service drop down arrow and click on Department Administration.

Click on the Payroll tile.

Click on Review Paycheck Summary.

Enter the employee ID into the Empl ID field and click the Search button.

Select the Pay Period Ending Date of the check to be viewed.

Revised 02/2019

The paycheck to be reviewed will appear. Click on the arrow next to Earnings, Deductions, and/or Taxes to expand the information for each section.

Review Paycheck Summary

Summary Information

Empl ID 0000	Name				
Company FSU	Pay Group APF	Pay Period End 12/27/2018	Page :	Line 11	Separate Check

Paycheck Information

Paycheck Status Confirmed
Issue Date 01/04/2019
☐ Off Cycle   ☐ Reprint   ☐ Adjustment

Paycheck Option Advice
Paycheck Number 10043!
☐ Corrected   ☐ Cashed

Paycheck Totals

Earnings	2,452.37
Taxes	452.29
Deductions	299.41
Net Pay	1,700.67

▼ Earnings   Q | |◄ ◄ 1 of 2 ▼ ► ►| | View All

Begin Date 12/14/2018   End Date 12/20/2018   Addl Line Nbr 2   Reason Not Specified
Empl Record 0   Benefit Record 0   Additional Data

Salaried

Hours 0.00
Rate 30.654551
Earnings 0.00

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate   Shift Not Applicable   Shift Rate
State FL   Locality

Other Earnings

|◄ ◄ 1-1 of 1 ▼ ► ►|

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount	Source
REG	Regular Pay		Hourly Rate	40.00	30.654551	1,226.18	

▶ Deductions
▶ Taxes

Click on "Return to Search" to view another check.

Other Earnings

|◄ ◄ 1-1 of 1 ▼ ► ►|

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount	Source
REG	Regular Pay		Hourly Rate	40.00	30.654551	1,226.18	

▶ Deductions
▶ Taxes

[Return to Search]   [Previous in List]   [Next in List]   [Notify]