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.
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**

<table>
<thead>
<tr>
<th>Summary Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paycheck Totals</strong></td>
</tr>
<tr>
<td>Earnings</td>
</tr>
<tr>
<td>Taxes</td>
</tr>
<tr>
<td>Deductions</td>
</tr>
<tr>
<td>Net Pay</td>
</tr>
</tbody>
</table>

- **Paycheck Information**
  - Paycheck Status: Confirmed
  - Issue Date: 01/24/2019
  - Paycheck Option: Advice
  - Paycheck Number: 109431
- **Off Cycle**: [ ]
- **Reprint**: [ ]
- **Adjustment**: [ ]
- **Corrected**: [ ]
- **Cashed**: [ ]

- **Earnings**
  - Begin Date: 12/14/2018
  - End Date: 12/20/2018
  - Addl Line Nbr: 2
  - Reason: Not Specified

<table>
<thead>
<tr>
<th>Salary</th>
<th>Hourly Rate</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Rate</td>
<td>Earnings</td>
</tr>
<tr>
<td>0.00</td>
<td>30.654551</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Other Earnings**
  - Code: REG
  - Description: Regular Pay
  - Rate Code: Hourly Rate
  - Hours: 40.00
  - Rate: 30.654551
  - Amount: 1,226.18

- **Deductions**

- **Taxes**

Click on “Return to Search” to view another check.