

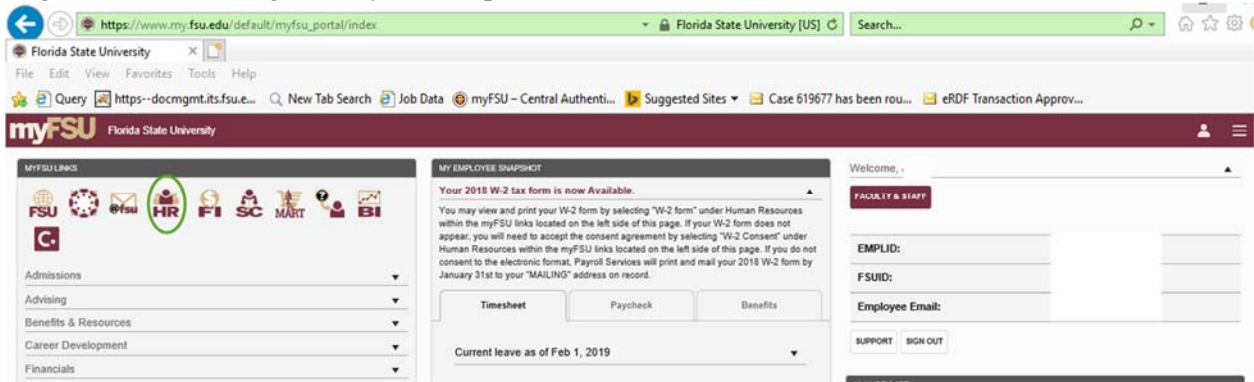


Payroll Activities - Department Representative Training – Viewing Employee Paychecks

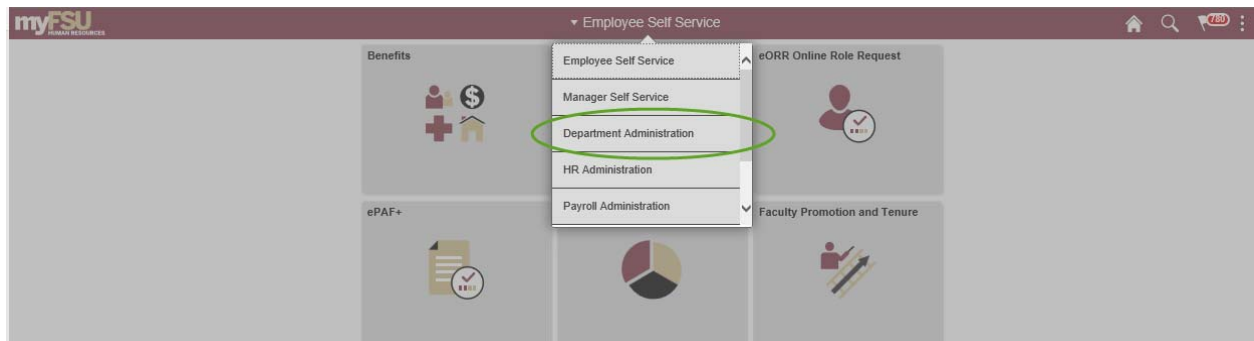
Objective:

The purpose of this tutorial is to outline the process for department representatives to use when accessing employee paychecks.

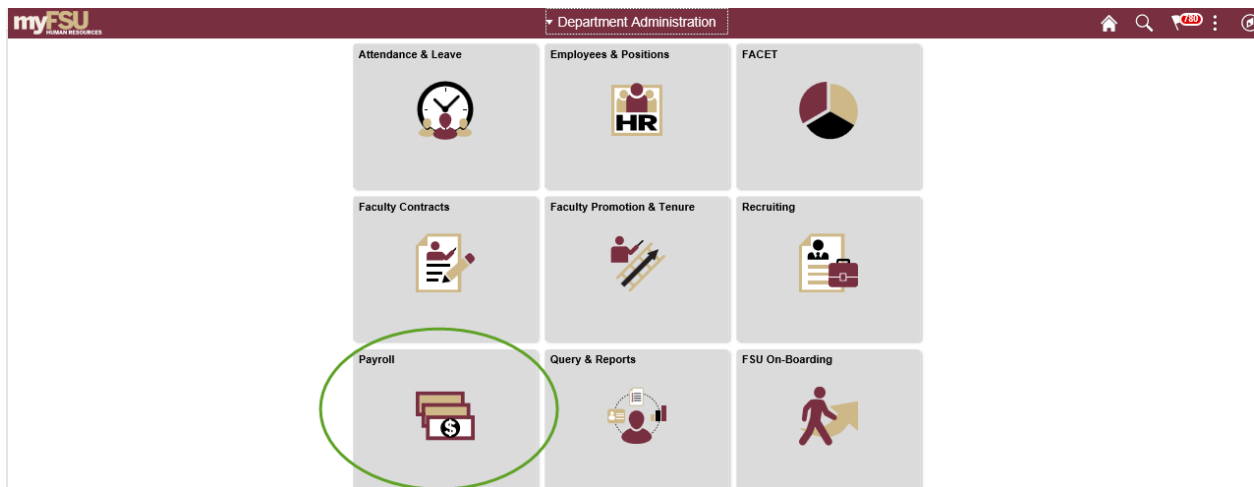
Log onto OMNI through the my.fsu.edu portal. Click on the HR icon under MYFSU LINKS



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



Click on the Payroll tile.





Click on Review Paycheck Summary.

Department Administration | Payroll

Approve eRDF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search by: eRDF Transaction ID begins with: []

Search Advanced Search

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

Department Administration | Payroll

Review Paycheck Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Pay Period End Date = [] []

Company begins with [] []

Pay Group begins with [] []

Off Cycle ?

Page Nbr = [] []

Line Nbr = [] []

Paycheck Number = [] []

Empl ID begins with [] 000012345

Name begins with [] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Review Paycheck Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Pay Period End Date = [] []

Company begins with [] []

Pay Group begins with [] []

Off Cycle ?

Page Nbr = [] []

Line Nbr = [] []

Paycheck Number = [] []

Empl ID begins with [] 0000

Name begins with [] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All

Pay Period End Date	Company	Pay Group	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Name
01/24/2019	FSU	APF	N	52	10	0	FSEFT	100438*	0000	
01/10/2019	FSU	APF	N	59	10	0	FSEFT	100436!	0000	
12/27/2018	FSU	APF	N	53	11	0	FSEFT	100435!	0000	



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 Totals

Paycheck Status Confirmed Paycheck Option Advice
 Issue Date 01/04/2019 Paycheck Number 10043
 Off Cycle Reprint Adjustment Corrected Cashed

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

▼ Earnings 1 of 2

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 Hourly Overtime

Hours 0.00 Hours 0.00 Hours 0.00
 Rate 30.654551 Rate 0.000000 Rate 0.000000
 Earnings 0.00 Earnings 0.00 Earnings 0.00
 Rate Code 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