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.

myFSU.		 Employee Self Service 		â	Q	: @
	Benefits	Employee Self Service	eORR Online Role Request			
	🔒 🕄	Manager Self Service				
	🕂 🛉	Department Administration				
		HR Administration				
	ePAF+	Payroll Administration	Faculty Promotion and Tenure			
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Click on the Payroll tile.





Click on Review Paycheck Summary.

Contract Administration	Payroll	â	Q		Ø
Approve eRDF	Approve eRDF		Print N	ew Window	Help 🛛 📰
Tiew eRDF	Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value				
Review Paycheck Summary	Tearch Criteria				
Review Actuals Distribution	Search by: eRDF Transaction ID begins with				
Create PDF Advice Forms	Search Advanced Search				

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

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View eRDF	Enter any information you have and click Search. Leave fields blank for a list of all values.					
Review Paycheck Summary	Find an Existing Value					
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Select the Pay Period Ending Date of the check to be viewed.

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01/24/2019	FSU	APF	N	52	10	0	FSEFT	100438	0000			
01/10/2019	FSU	APF	N	59	10	0	FSEFT	1004361	0000			
12/27/2018	FSU	APF	N	53	11	0	FSEFT	100435!	0000			

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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.

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Empl Compa	ID 0000 N Iny FSU Pay G	ame roup APF	Pay Period En	d 12/27/2018	Page :	Line 11		Separat	e Check
vcheck	Information				Paycheck	Totals			
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Earnin	gs				Q	- H - 1	of 2 🗸 🕨	H I	View All
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Taxes

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

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