



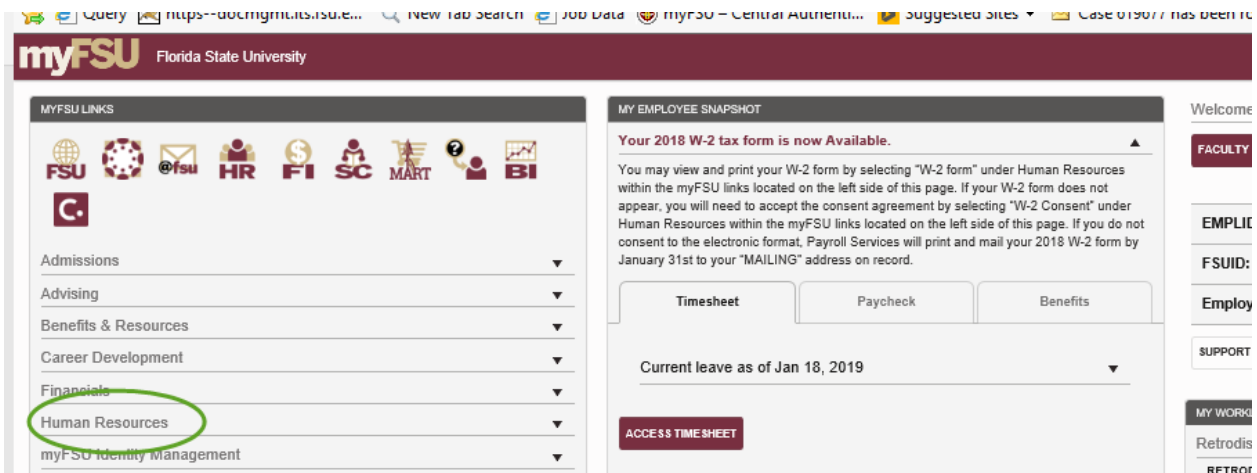
Employee Self-Service Training– Viewing my Paycheck

Objective: Viewing and Understanding My Paycheck Data

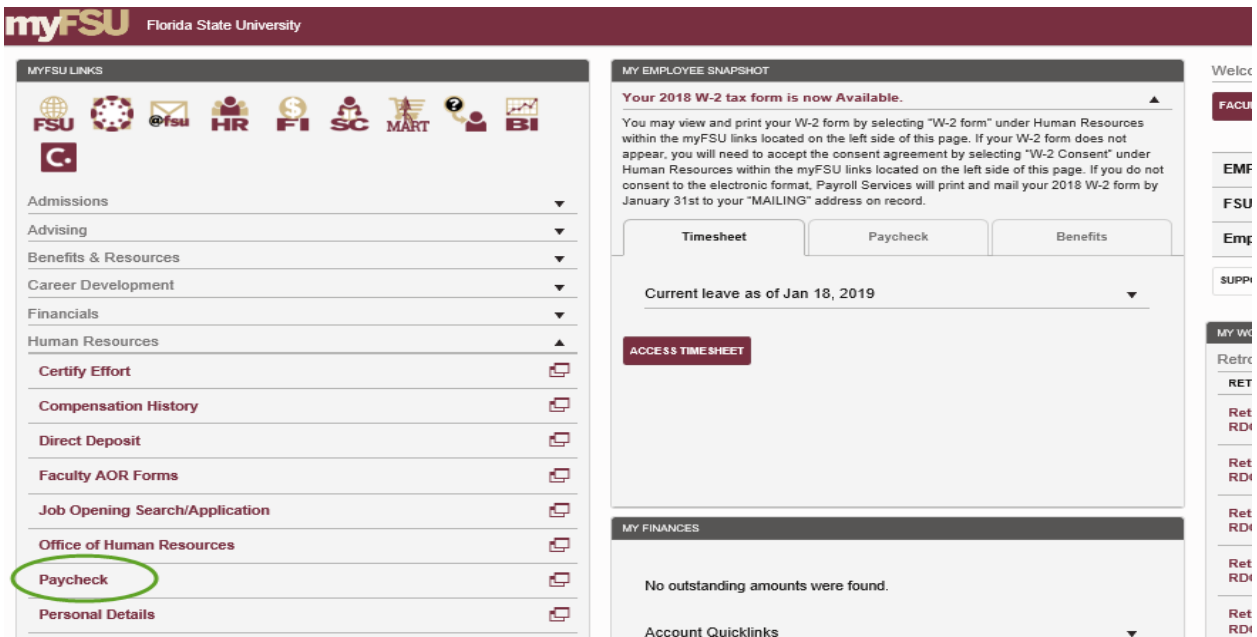
This guide outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Navigation

Log onto OMNI through the my.fsu.edu portal. Click on the Human Resources drop down under MYFSU LINKS:



Click on Paycheck:





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 pay check 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.”

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/18/2019	Florida State University	12/28/2018 01/10/2019	\$ 00.67	100436
01/04/2019	Florida State University	12/14/2018 12/27/2018	\$ 00.67	100435
12/21/2018	Florida State University	11/30/2018 12/13/2018	\$ 91.34	100434
12/07/2018	Florida State University	11/16/2018 11/29/2018	\$ 91.28	100432
11/21/2018	Florida State University	11/02/2018 11/15/2018	\$ 91.28	100431
11/09/2018	Florida State University	10/19/2018 11/01/2018	\$ 91.29	100429
10/26/2018	Florida State University	10/05/2018 10/18/2018	\$ 73.28	100428

To choose another date range of checks to view, click on the funnel in the upper left corner, enter the date range and click done.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
01/18/2019	Florida State University	12/28/2018 01/10/2019	\$1700.67	1004368083
01/04/2019	Florida State University	12/14/2018 12/27/2018	\$1700.67	1004355634
12/21/2018	Florida State University	11/30/2018 12/13/2018	\$1691.34	1004341482
12/07/2018	Florida State University	11/16/2018 11/29/2018	\$1691.28	1004327168
11/21/2018	Florida State University			
11/09/2018	Florida State University			
10/26/2018	Florida State University			

Filter

From: 08/08/2018

To: 10/18/2019



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



FLORIDA STATE UNIVERSITY
 Payroll Services, A5600 University Center
 TALLAHASSEE, FL 32306-2392

Net Pay: 1,700.67
 Pay Begin Date: 12/28/2018
 Pay End Date: 01/10/2019
 Advice Date: 01/18/2019

Name:	Suzi Seminole	Business Unit:	FSU01
Employee ID:	000001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	1234 Main St Tallahassee, FL 32301	Department:	026000 - Human Resources
		Location:	UNIVERSITY CENTER - BLDG
		Job Title:	Program Manager
		Pay Rate:	\$2,452.36 Biweekly

Fed Tax Status:	Single	Fed Adtl Percent:	
Fed Allowance:	1	Fed Adtl Amount:	

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,452.37	2,252.63	452.29	299.41	1,700.67
YTD	4,904.74	4,505.26	904.58	598.82	3,401.34

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Holiday Leave Pay	30.654551	24.00	735.71	26.00	1,716.66	Fed Withholdng	268.60	537.20
Regular Pay	30.654551	53.50	1,640.02	101.50	3,111.44	FedMEDIEE	34.81	69.63
Sick Leave Pay	30.654551	2.50	76.64	2.50	76.64	Fed OASDIEE	148.88	297.75
TOTAL:		80.00	2,452.37	160.00	4,904.74	TOTAL:	452.29	904.58

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	25.00	50.00	Gabor LTD 30-day Elm	22.67	45.34	Capital Health Plan PRTX	342.21	684.42
Ameritas Standard PPO #4022	15.75	31.50	Gabor Life Insurance	77.00	154.00	STATE BASIC LIFE PRTX	1.79	3.58
Deferred Compensation	50.00	100.00				Pre-Tax Assessment Savings	3.12	6.24
ENG Re Instar 403(b)	25.00	50.00				FRS Pension Regular Class	202.57	405.14
FRS Pension Regular Class	73.57	147.14						
FSU Parking Regular	10.42	20.84						
TOTAL:	199.74	399.48	TOTAL:	99.67	199.34	*TAXABLE		


NET PAY DISTRIBUTION				LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001004308083	Savings	XXXXXX70	17006.7	Vacation	66.8
				Sick	18.1
				Personal Holiday	0.0
				Comp Reg	0.0
				Comp OVT	0.0
				Total YTD	84.9
TOTAL:			1,700.67		

MESSAGE:



Next, we will review the different components of your pay check.

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



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392


Net Pay: **1,700.67**
Pay Begin Date: 12/28/2018
Pay End Date: 01/10/2019
Advice Date: 01/18/2019

Name:	Suzi Seminole	Business Unit:	FSU01
Employee ID:	000001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	1234 Main St Tallahassee, FL 32301	Department:	026000 · Hulman Resources
		Location:	UNIVERSITY CENTER - BLDG
		Job Title:	Program Manager
		Pay Rate:	\$2,452.36 Biweekly

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 are a total of fourteen days in each pay period.

Advice Date is the date in which the funds will post to your bank account.



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: **1,700.67**
Pay Begin Date: 12/28/2018
Pay End Date: 01/10/2019
Advice Date: 01/18/2019

Name:	Suzi Seminole	Business Unit:	FSU01
Employee ID:	000001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	1234 Main St Tallahassee, FL 32301	Department:	026000 · Hulman Resources
		Location:	UNIVERSITY CENTER - BLDG
		Job Title:	Program Manager
		Pay Rate:	\$2,452.36 Biweekly



Fed Tax Status, Fed Allowance, Fed Addl Percent and Fed Addl Amount 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.

Name:	Suzi Seminole	Business Unit:	FSU01
Employee ID:	000001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	1234 Main St Tallahassee, FL 32301	Department:	026000 - Human Resources
		Location:	UNIVERSITY CENTER - BLDG
		Job Title:	Program Manager
		Pay Rate:	\$2,452.36 Biweekly
Fed Tax Status:	Single	Fed Addl Percent:	
Fed Allowance:	1	Fed Addl Amount:	

Gross Earnings is the amount earned before any deductions.

Fed Taxable Gross is the total wages 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.

Name:	Suzi Seminole	Business Unit:	FSU01		
Employee ID:	000001234	Pay Group:	APF-F12 /A&P Regular Service		
Address:	1234 Main St Tallahassee, FL 32301	Department:	026000 - Human Resources		
		Location:	UNIVERSITY CENTER - BLDG		
		Job Title:	Program Manager		
		Pay Rate:	\$2,452.36 Biweekly		
Fed Tax Status:	Single	Fed Addl Percent:			
Fed Allowance:	1	Fed Addl Amount:			
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,452.37	2,232.03	432.29	289.41	1,700.67
YTD	4,904.74	4,505.26	904.58	598.82	3,401.34



Hours and Earnings breaks 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).

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Holiday Leave Pay	30.654551	24.00	735.71	56.00	1,716.66	Fed Withholding	268.60	537.20
Regular Pay	30.654551	53.50	1,640.02	101.50	3,111.44	Fed MED/EE	34.81	69.63
Sick Leave Pay	30.654551	2.50	76.64	2.50	76.64	Fed OASDI/EE	148.88	297.75
TOTAL:		80.00	2,452.37	160.00	4,904.74	TOTAL:	452.29	904.58

Taxes breaks 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 less all before-tax deductions.
- Social Security and Medicare taxes are calculated on wages less 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		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Holiday Leave Pay	30.654551	24.00	735.71	56.00	1,716.66	Fed Withholding	268.60	537.20
Regular Pay	30.654551	53.50	1,640.02	101.50	3,111.44	Fed MED/EE	34.81	69.63
Sick Leave Pay	30.654551	2.50	76.64	2.50	76.64	Fed OASDI/EE	148.88	297.75
TOTAL:		80.00	2,452.37	160.00	4,904.74	TOTAL:	452.29	904.58



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

Fed Tax Status:	Single	Fed Adtl Percent:			
Fed Allowance:	1	Fed Adtl Amount:			
Current	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
YTD	2,452.37	2,252.63	452.29	299.41	1,700.67
	4,904.74	4,505.26	904.58	598.82	3,401.34

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Holiday Leave Pay	30.654551	24.00	735.71	56.00	1,716.66	Fed Withholding	268.60	537.20
Regular Pay	30.654551	53.50	1,640.02	101.50	3,111.44	Fed MED/EE	34.81	69.63
See Leave Pay	30.654551	7.50	229.64	7.50	229.64	Fed OASDI/FP	148.88	297.75

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).

TOTAL:	80.00	2,452.37	160.00	4,904.74	TOTAL:	452.29	904.58
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BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	25.00	50.00	Gabor LTD 30-day Elim	22.67	45.34	Capital Health Plan PRTX	342.21	684.42
Ameritas Standard PPO #4022	15.75	31.50	Gabor Life Insurance	77.00	154.00	STATE BASIC LIFE PRTX	1.79	3.58
Deferred Compensation	50.00	100.00				Pre-Tax Assessment Savings	3.12	6.24
ING Reliastar403(b)	25.00	50.00				FRS Pension Regular Class	202.57	405.14
FRS Pension Regular Class	73.57	147.14						
FSU Parking Regular	10.42	20.84						
TOTAL:	199.74	399.48	TOTAL:	99.67	199.34	*TAXABLE		

Net Pay Distribution:

Advice # - system assigned payment number.

Account Type – designates the type of account in which the pay was deposited.

Account Number – only shows the last four digits of the account.

Deposit Amount – the amount deposited into the account.

NET PAY DISTRIBUTION					LEAVE BALANCES	
Advice #	Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #00000 383	Savings	XXXXXX070	17006.7	Vacation	66.8	
				Sick	18.1	
				Personal Holiday	0.0	
				Comp Reg	0.0	
				Comp OVT	0.0	
				Total YTD	84.9	
TOTAL:			1,700.67			

52 x 110 MESSAGE:



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

NET PAY DISTRIBUTION				LEAVE BALANCES	
Advice #	Account Type	Account Number	Deposit Amount	Description	YTD Hours
000000	383 Savings	XXXXXX70	1700.67	Vacation	66.3
				Sick	18.1
				Personal Holiday	0.0
				Comp Reg	0.0
				Comp OVT	0.0
				Total YTD	84.9
TOTAL:			1700.67		

52 x 11.0 MESSAGE: 9:56 AM

Congratulations! You have completed the topic.