

Payslips: View Payslips

Overview

- HRSS allows you to view your Payslips online in the form of PDF files. This tutorial will give you an overview of the online document, as well as provide some tips to use when viewing your Payslips.

Access Payslips

- Enter the web address: ***hrss.siu.edu***
- Login to your Personal Home Page.
- From your Home Page Main Menu, select your “....Employee Online Services” Responsibility and then select **Payslip**.
- Your Payslip opens in a PDF file.
 - The most recent Payslip is displayed by default.
 - You can access Payslips that were processed during past Pay Periods too.
 - Instructions are provided in the **Choose a Payslip** section below.

View Payslips

- Beginning on the top, left side of the Payslip web page, the fields are:
 - **Employee Name** – your Full Name as maintained by the system
 - **Organization Email Address** – your @siu.edu email address.
Reminder: The email address displayed here is the one maintained in the HR tables.
- The fields on the top, right side are:
 - **Employee Number** – number automatically generated by the system.
 - **Business Group** – Southern Illinois University

Choose a Payslip

- Below these fields, on the left is another field called: **Choose a Payslip**.
 - The "Choose a Payslip" field displays the Payslip for the most recent *Payment Date*, by default.
 - The contents of the Payslip field consist of **Payment Date**, **Employee Number** and **Check #** and are displayed in that order.
- To view a Payslip for a different Payment Date:
 - Click the **Down Arrow** to the right of the *Choose A Payslip* field.
 - A picklist of all available Pay Periods appears with the most recent first.

Note: Most employees will have only one check for each Pay Period.

- For employees with multiple assignments, a Payslip will be available for each assignment, with the checks appearing in numerical order, e.g. Check 1, Check 2, Check 3, etc.
- To select a different Payslip, click on it.
- Then, click the **Go** button to the right of the **Choose a Payslip** field.
 - When the selection is complete, the *Payment Date* appearing in the Choose a Payslip field will match the *Payment Date* appearing in the *Pay Period and Salary* section of the displayed Payslip.
- To return to the default Payslip, click the “Choose A Payslip” Down Arrow.
 - Reselect the recent Payment Date.
 - Click Go.

Payslip Header

- HRSS online Payslips are very similar to the hard copy Deposit Advices or Statement of Earnings you are accustomed to receiving for each Pay Period. However, the information is displayed in a different format.
- Fields in the Header region of the Payslip PDF are listed below:
 - **Employee Full Name** – your current Name, as maintained by the system.
 - **Employee Address** – this is your mailing address, as maintained in the system.
 - **Employer Name** – either SIU Carbondale or SIU SOM, Springfield will be displayed, respectively.
 - **Organization** – the Department/ Entity that hired you.
 - **Job Title** – a Job in the system includes, class/title/rank. This field identifies with your job title, e.g. Accountant III, Cashier II, etc.
 - **AIS Employee Number** – number automatically generated by the system.
 - **Assignment Number** – same as Employee Number except when you have more than one assignment, a hyphenated number is added to this number to define the assignment, e.g. 8888-2
 - **Payroll** – displays Payroll type; Bi-weekly Civil Service, Semi-Monthly, or Monthly.
- When the Payslip opens, the magnification defaults to 100%. If this is not satisfactory, use icons from the **Select and Zoom** group of icons on the PDF Toolbar to change the settings.

Payslip Information

- The Payslip information is grouped and displayed in several sections.
 - **Pay Period and Salary** – provides information about the Pay Period and your Pay Rate.
 - **Earnings Summary** – provides a Summary of your Current and Year-To-Date (YTD) Gross and Net Pay, as well as tax and other deductions.
 - **Hours and Earnings** – provides your Salary basis, as well as Pay Period dates and the hours worked.
 - **Pre-Tax Deductions** – provides Tax Deductions for the Current and YTD. See the Earning Summary section for each Pre-Tax Deduction total, Current and YTD.
 - **Taxes** – provides a breakdown of the current amount of taxes withheld. See the Taxes section of the Earnings Summary section for total Taxes, Current and YTD.
 - **After Tax Deductions** – defines the other tax deductions that make up the totals found in the “After Tax Deductions” column of the Earnings Summary section.
 - **Tax Withholding Information** – needs no explanation, as the information appeared on your previous Statement of Earnings. It lists the Type of taxes you pay, Marital Status as maintained by the system, the number of exemptions claimed by you and any additional amounts.
 - **Net Pay Distribution** – provides Pay Deposit information, as to how your earnings are distributed, e.g. Deposit/Check Number, Bank Name and Account Type (Checking or Savings), and a partial Bank Account Number, as well as your Net Pay.
- To keep the Payslip for future reference, Print or Save it. Instructions are provided in Learning Cycle 3: Print, Save and Email Payslips.