

# Viewing and Printing Paycheck Information

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## Viewing and Printing Paycheck Information



The **ePay** portion of Employee Self Service enables employees to view a PDF of their paycheck advice online.

Employees can view their current pay check and/or any paychecks they received within the previous 12 months.

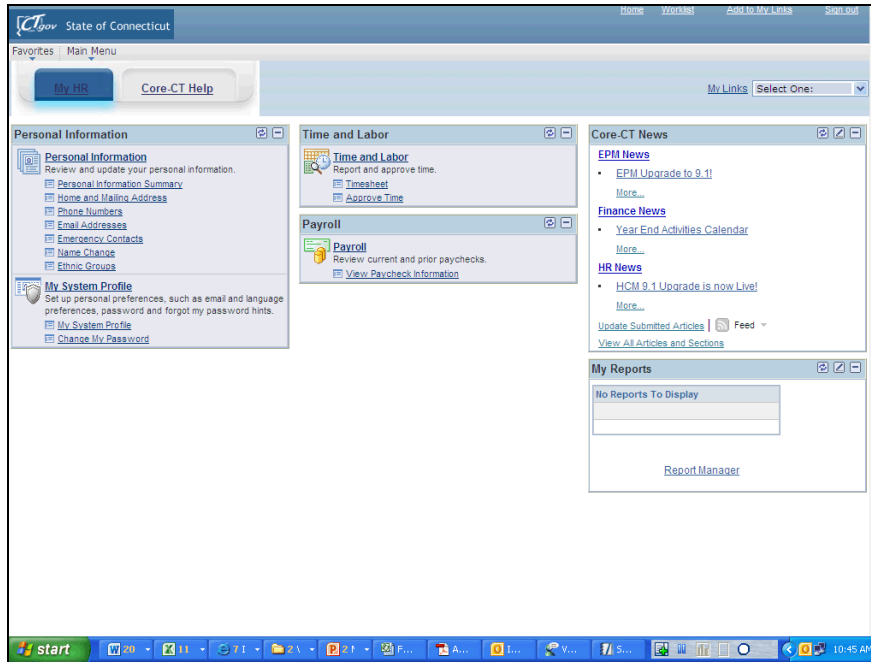
Employees with multiple jobs will see all their paycheck information for all their jobs. They can distinguish the jobs from the list of advices by use of the department and job title fields.

This feature is accessed from the **My HR** tab on the Core-CT Portal.

This topic provides a demonstration of how to use the View Paycheck feature of Core-CT Employee Self Service.

### Procedure

Navigation: Payroll > View Paycheck Information



Step	Action
1.	<p>On the <b>My HR</b> tab of the Portal:</p> <p>Click the <b>View Paycheck Information</b> link.</p> <p><u><a href="#">View Paycheck Information</a></u></p>

**Paycheck Information is Available for One Year**

Review your available advices/checks below. Select the pay period end date of the advice/check you would like to review.

Pay Period End Date	Advice/Check Date	Paycheck Option	Department	Job Title	Net Pay
<a href="#">2012-05-03</a>	2012-05-17	Advice	DRS16000	IT Analyst 2	\$2425.56
<a href="#">2012-04-19</a>	2012-05-03	Advice	DRS16000	IT Analyst 2	\$2425.58
<a href="#">2012-04-05</a>	2012-04-19	Advice	DRS16000	IT Analyst 2	\$2425.58
<a href="#">2012-03-22</a>	2012-04-04	Advice	DRS16000	IT Analyst 2	\$2425.56
<a href="#">2012-03-08</a>	2012-03-22	Advice	DRS16000	IT Analyst 2	\$2425.57
<a href="#">2012-02-23</a>	2012-03-08	Advice	DRS16000	IT Analyst 2	\$2425.56
<a href="#">2012-02-09</a>	2012-02-23	Advice	DRS16000	IT Analyst 2	\$2425.56
<a href="#">2012-01-26</a>	2012-02-09	Advice	DRS16000	IT Analyst 2	\$2425.56
<a href="#">2012-01-12</a>	2012-01-26	Advice	DRS16000	IT Analyst 2	\$2425.58
<a href="#">2011-12-29</a>	2012-01-12	Advice	DRS16000	IT Analyst 2	\$2425.57
<a href="#">2011-12-15</a>	2011-12-29	Advice	DRS16000	IT Analyst 2	\$2371.73
<a href="#">2011-12-01</a>	2011-12-15	Advice	DRS16000	IT Analyst 2	\$2167.67
<a href="#">2011-11-17</a>	2011-12-01	Advice	DRS16000	IT Analyst 2	\$2205.19
<a href="#">2011-11-03</a>	2011-11-17	Advice	DRS16000	IT Analyst 2	\$2073.02
<a href="#">2011-10-20</a>	2011-11-03	Advice	DRS16000	IT Analyst 2	\$6476.27
<a href="#">2011-10-06</a>	2011-10-20	Advice	DRS16000	IT Analyst 2	\$2263.94
<a href="#">2011-09-22</a>	2011-10-06	Advice	DRS16000	IT Analyst 2	\$2276.43
<a href="#">2011-09-08</a>	2011-09-22	Advice	DRS16000	IT Analyst 2	\$2287.14
<a href="#">2011-08-25</a>	2011-09-08	Advice	DRS16000	IT Analyst 2	\$2345.36
<a href="#">2011-08-11</a>	2011-08-25	Advice	DRS16000	IT Analyst 2	\$2353.68
<a href="#">2011-07-28</a>	2011-08-11	Advice	DRS16000	IT Analyst 2	\$2361.19
<a href="#">2011-07-14</a>	2011-07-28	Advice	DRS16000	IT Analyst 2	\$2513.49

Step	Action
2.	<p>The <b>Pay Period End Date</b> represents the end day of the pay period.</p> <p>The <b>Advice/Check Date</b> is the pay date of the check. This does not represent the date the check was sent via mail or direct deposit.</p> <p>Historical pay advices are available for one year. Any <b>Department</b> or <b>Job Title</b> changes will also display.</p> <p>Click the <b>2012-05-03</b> link to display the <b>Pay Advice</b>,.</p> <p><b>2012-05-03</b></p>
3.	<p>The <b>Pay Advice</b> is displayed in PDF format. The device used must have the capability to display a PDF for the advice to be visible and printable.</p> <p>The <b>Pay Advice</b> displays <b>Payroll, Job, Leave Balance, and Tax Information</b>.</p>

NON-NEGOTIABLE

State of Connecticut  
Office of the State Comptroller, 55 Elm Street  
Hartford, CT 06106-1775

Pay Group: B41-All Biweekly 14-Day 1  
Pay Begin Date: 04/20/2012  
Pay End Date: 05/03/2012

Business Unit: AGENCY  
Advice #: 05/17/2012  
Advice Date: 05/17/2012

Employee Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town, State Zip Code: \_\_\_\_\_

Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Location: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Pay Rate: \_\_\_\_\_


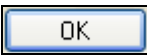
Employee Ref #: 0

TAX DATA: Federal CT State  
Marital Status: Married CT Code A  
Allowances: 8 0  
Add. Pct: \_\_\_\_\_  
Add. Amt: - 75.00

HOURS AND EARNINGS				TAXES			
Description	Rate	Hours	Earnings	Description	Current	YTD	
Regular Earnings	46.415000	70.00	3,240.95	Fed Withholding	208.77	2,087.70	
				Fed MED SE	45.83	458.29	
				Fed OASDI SE	132.75	1,327.47	
				CT Withholding	85.65	856.50	
Total		70.00	3,240.95	Total	473.00	4,729.96	

BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS				LEAVE BALANCES AS OF: 05/03/2012			
Description	Current	YTD	Description	Current	YTD	Description	Balance				
SERS Tier 2A	64.66	646.60	Engr. Scen. Tech P-4 D	32.49	324.90	Sick	39.7100				
COXSA (Health)	6.07	60.70	Comp/Temp	25.38	253.80	Vacation	135.7500				
Outdent HMO Select	82.34	823.40	Group Life Ins - Basic	15.80	158.00	Personal	17.5000				
			STD/med/Lif	65.43	654.30	Comp. Time	10.2500				
			LC/Child	58.00	580.00						
Total	153.39	1,533.90	Total	197.10	1,971.00						

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current	3,240.95		3,240.95	473.00		350.40		2,417.55	
YTD:	32,490.54		30,916.64	4,729.96		3,504.90		24,355.68	

Step	Action
4.	<p>Click the <b>Print</b> button to print the advice.</p> <p></p>
5.	<p>Click the <b>OK</b> button.</p> <p></p>

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State of Connecticut

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
Select One:

Paycheck Information Is Available For One Year

Review your available advices/checks below. Select the pay period end date of the advice/check you would like to review.

Paycheck Selection:

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2012-02-23	2012-03-08	Advice	DRS16000	IT Analyst 2	\$2425.56
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2011-08-11	2011-08-25	Advice	DRS16000	IT Analyst 2	\$2353.68
2011-07-28	2011-08-11	Advice	DRS16000	IT Analyst 2	\$2361.19
2011-07-14	2011-07-28	Advice	DRS16000	IT Analyst 2	\$2513.49
2011-06-30	2011-07-14	Advice	DRS16000	IT Analyst 2	\$2425.56

Step	Action
6.	Review and printing of the paycheck information is complete.  Click the <b>My HR</b> link to return to the main page. 
7.	<b>End of Procedure.</b>