

PeopleSoft: Viewing Your Paycheck

View Your Paycheck


Navigation:

Paychecks will appear in two places. You may access your paychecks directly on the **Home** page or by navigating to: Home page > **My Self Service** tile > **My Pay** tile> **Paychecks**

The Paychecks tile will contain data about your most recent paycheck but will not display until you use the scroll bar to scroll right on computers or tablets. This is for your security as this is confidential information. **Note: On mobile phones, the full tile will appear so be aware of your surroundings when viewing.**

To view more information about your current or prior checks, click on the Paychecks tile.

A new page will open and will automatically display paychecks for the past three months.

You can change the sort order by clicking on the  icon in the upper right corner. A list of different ways to sort will appear. Select one. The checks will resort in this order. **Note:** When you navigate away from this page, the sort will revert to check date.


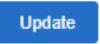
To view a specific check, click anywhere on the row for that check. A new browser window will open and display the check in PDF format. **Note:** if you are using a screen reader, the format will be HTML to facilitate viewing.

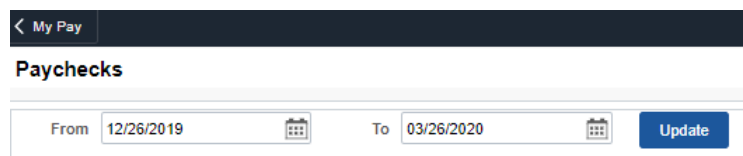
Notes:

- If no image appears, you may need to turn off the pop-up blocker in your browser. Select the “always allow pop-ups from...” option.
- Paychecks starting with April 2012 are available as PDFs. Checks prior to April 2012 will display as HTML. If you have any questions or need a PDF version of an older check, contact Central Payroll: 617-495-8500, option #4.

Review Older Paychecks:

To view paychecks older than the last three months:

1. Change the From date to the beginning date you wish to view. You may enter the date directly or use the calendaring function by clicking on the  icon
2. Change the To date to the last date you wish to view.
3. Click on the  button:



The screenshot shows the 'Paychecks' section of the PeopleSoft interface. At the top, there is a navigation bar with a back arrow and the text 'My Pay'. Below this, the title 'Paychecks' is displayed. Underneath the title, there is a form with two date input fields: 'From' and 'To'. The 'From' field contains the date '12/26/2019' and has a calendar icon to its right. The 'To' field contains the date '03/26/2020' and also has a calendar icon to its right. To the right of the 'To' field is a blue button labeled 'Update'.

The checks for this date range will now appear. **Note:** When you navigate away from this page, the date range will revert to the default three-month range. Select the check you wish to view by clicking anywhere on that row.

Organization Information Section

Displays general organizational information, including name, paygroup, paycheck begin date and end date (pay period). The Harvard University address indicates Central Payroll’s address and phone number, not your work location. Basis of pay will indicate hourly for non-exempt employees and salary for exempt (this data will only appear on checks created after 2/24/22).

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Harvard University 1033 Massachusetts Avenue, 2nd Floor Cambridge, MA 02138 617/495-8500	Basis of Pay: Salary Pay Group: MFC-Pres + Fell Mo Faculty Pay Begin Date: 02/01/2022 Pay End Date: 02/28/2022	Business Unit: HRVRD Advice #: 000000010853 Advice Date: 02/28/2022
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Employee Information Section

Displays your check mailing address, employee HUID number, department, and tax data.

Tax Data section includes:

- **Allowances** refer to the number of exemptions that you are claiming.
- **Percent** indicates any additional percentage of taxable income that is being withheld.
- **Addl Amount** indicates any additional amount of taxable income being withheld.

Employee Information	Employee ID:	Department:	TAX DATA:		
			Federal	MA State	
Jane Harvard 42 Utopia St. Cambridge, MA 02138	12345678	CADM*PROV*OTD*TechDevCamb-OE	Married	Married	
			Allowances: 1		1
			Addl. Percent:		
			Addl. Amount:		

Please be aware that the following sections include **BOTH** Current and YTD columns. If there is a value in the YTD but not in the current column, then this indicates that the earning was NOT paid on this check or that the tax/deduction was NOT withheld from this check. The YTD column will remain for the full calendar year and only restart with the first check of the next year.

Hours and Earnings Section

Displays current earnings and hours (if applicable) as well as YTD earnings amounts. Overtime and extra compensation are listed separately. The field "Current Total Hours Worked" will only display for hourly positions and will only include productive work which does not include holidays or paid time off (this data will only appear on checks created after 2/24/22).

HOURS AND EARNINGS						TAXES		
Description	Rate	Current	YTD			Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular	25.950000	39.00	1,012.05	136.66	3,491.27	Fed Withholding	147.37	2,215.08
Sick Pay	25.950000	11.00	285.45	27.50	709.78	Fed MED/EE	16.93	332.02
Overtime	25.950000	0.04	1.56	0.07	2.70	Fed OASDI/EE	72.38	1,419.66
Excused Absence-Nonexempt			0.00	739.20	18,664.80	MA Withholding	51.41	954.92
Holiday Pay			0.00	66.00	1,666.50			
Time at Own Expense			0.00	271.80	0.00			
Vac Payout			0.00	90.00	2,272.50			
Total:		50.04	1,299.06	1,331.23	26,807.55	Total:	288.09	4,921.68
Current Total Hours Worked:		39.04						

Notes:

- The rate of pay and the hours will only display for hourly-paid employees with the exception of rows associated with paid time off. Hours and hourly rates are displayed for exempt employees only on those rows.
- If you hold more than one Harvard job, you can view the earnings from each job, as long as the pay rates differ.
 - Navigate to View Earnings Summary (Navigation: My Pay > View Earnings Summary) if you have multiple jobs at Harvard University with the same pay rates.

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- Imputed income also displays in this section as its own line item. Imputed income is a financial benefit from Harvard that an employee does not receive in pay, but rather is considered part of the employee's gross income for tax purposes (i.e., a reduced-rate loan).

Taxes Section

Displays your state tax status and withholdings for that paycheck (**Current**) and for the year to date (**YTD**).

- Fed Withholding:** Indicates the amount of federal income tax withheld. The calculation is based on what you have elected on your W-4.
- Fed MED/EE:** Indicates the amount of Medicare tax withheld. For eligible employees, the calculation is 1.45% of the FICA taxable gross. There is no taxable gross limit for Medicare.
- FED OASDI/EE:** Indicates the amount of Social Security tax withheld. For eligible employees, the calculation is 6.2% of the FICA taxable gross up to the annual maximum.
 - OASDI and any state taxes that have a maximum annual limit will restart annually on January 1.
 - The maximums may change at the beginning of each calendar year.
- State Withholding:** Indicates the amount of state income tax withheld. The calculation is based on your elected allowances and marital status.
- MA allows a credit in the amount of your total FICA taxes up to a maximum of \$2000.00 each calendar. Once the \$2000.00 maximum is met, your MA taxes will increase.

TAXES		
Description	Current	YTD
Fed Withholding	367.02	4,335.81
Fed MED/EE	47.40	661.78
Fed OASDI/EE	202.69	2,829.70
MA Withholding	153.00	1,944.98
TOTAL:	770.11	9,772.27

Before and After-Tax Deductions Benefits Sections

Before Tax Deductions

Indicates any deductions that are not subject to tax. These amounts are taken out of the paycheck *before* taxes are applied. Examples include health-care premiums, dental-care premiums, tax-deferred annuities (TDAs), and flexible spending accounts.

After Tax Deductions

Indicates any deductions that are subject to tax. These amounts are taken out of the paycheck *after* taxes are applied. Examples include tuition deductions, union dues, contributory life insurance, and garnishments.

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
HUGHF HMO	113.54	2,384.34	Long Term Disability	6.45	130.20
Delta Dental	21.56	452.76	HUCTW Dues	17.15	360.15
Flexible Spending Acct-Health	38.47	807.68	Broadway Tenant	0.00	0.00
5 Covp Unreserved	-92.00	1,466.50			
Peabody Terrace Unreserved	62.50	187.50			
Tax-Deferred Account	100.00	1,950.00			
TOTAL:	244.07	7,248.78	TOTAL:	23.60	490.35

Note: TDAs, while not subject to federal and state withholding, **are** subject to Social Security and Medicare tax. TDA, 457(b) and Roth deductions will all appear as separate line items.

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Benefits Section

Indicates any contributions that Harvard makes on your behalf for certain benefits, such as health and dental coverage.

Notes:

- Any benefits marked with an asterisk (*) in this section are considered "taxable" by the IRS. These amounts are added to the taxable gross section of the Paycheck Summary table.
- The amounts in this section are for informational purposes only; they do not affect net pay (exception: any taxable deductions affecting taxes withheld).

EMPLOYER PAID BENEFITS		
Description	Current	YTD
HUGHP HMO	643.38	13,510.98
Delta Dental	40.05	841.05
Basic Life Insurance	1.51	30.46
*TAXABLE		

Paycheck Summary Section

Displays current and total year-to-date (YTD) amounts for:

- Gross Earnings (total earnings)
- Federal Taxable Gross (Earnings less any before-tax deductions plus any applicable taxable deductions)
- FICA Taxable Gross (Earnings less any applicable before-tax deductions (not TDA) plus any applicable taxable deductions)
- Total Taxes
- Total Deductions
- Net Pay

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,158.70	1,730.63	370.90	543.46	1,244.34
YTD	43,318.14	36,585.49	7,963.88	7,112.01	28,242.25

Notes:

- FICA denotes the Federal Insurance Compensation Act; a combination Social Security and Medicare for taxes and taxable earnings.
- Some before-tax deductions, such as tax-deferred annuities (TDAs), are considered before-tax for federal/state but not before-tax for FICA.
- The amount of any benefits marked with an asterisk (*) in the Employer Paid Benefits section will be added to both the Federal and FICA taxable gross.

Net Pay Distribution Section

This section displays any direct deposits, the account number, the amount deposited, and whether any or all of the net pay was issued as a check. It indicates the type of payment you received:

- Paycheck Number** = displays the check or advice number.
- Account Type** = displays either Checking or Savings.
- Account Number** = displays only the last four digits of the account number for your security.

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
Advice #000000007703542	Savings	XXXXX4100	65.00
	Checking	XXXXX4140	25.00
	Checking	XXXXXX0528	2,357.54
TOTAL:			2,447.54

Questions

For any questions or issues, please log a ticket with the Central Payroll team by emailing ufs_crt@harvard.edu.