



Employee Self Service – View Pay Checks

Employee can view and print check/statement summary for a specific check date range. The employee can view check detail by clicking on a particular check.

My Checks

Start Date 

End Date 


Select date range and click Search to list pay records. Select check number from list to view pay record.


Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133504 - (Check)	05/31/2016	\$2,248.58	\$1,190.99	
04/29/2016	133350 - (Check)	04/29/2016	\$2,288.58	\$1,217.66	
03/31/2016	133174 - (Check)	03/31/2016	\$2,258.58	\$1,197.66	
02/29/2016	133011 - (Check)	02/29/2016	\$2,298.58	\$1,224.23	
01/31/2016	132855 - (Check)	01/31/2016	\$2,328.58	\$1,244.23	
12/18/2015	132689 - (Check)	12/18/2015	\$2,298.58	\$1,223.44	
11/20/2015	132524 - (Check)	11/20/2015	\$2,308.58	\$1,230.10	
10/30/2015	132369 - (Check)	10/30/2015	\$2,448.58	\$1,323.13	
09/30/2015	132208 - (Check)	09/30/2015	\$2,278.58	\$1,210.20	
08/31/2015	132074 - (Check)	08/31/2015	\$2,468.58	\$1,336.35	
07/31/2015	131943 - (Check)	07/31/2015	\$2,458.58	\$1,329.69	
06/30/2015	131756 - (Check)	06/30/2015	\$2,308.58	\$1,230.10	

Employee Self Service – View Pay Checks

If an employee has extra pay, pay adjustments or substitute pay for a specific check, they can view detail information about the pay by clicking on *Adjusts/Sub Details* link.


My Checks

Start Date 

End Date 

Select date range and click Search to list pay records. Select check number from list to view pay record.

Date	Number	Date	Gross	Net	Pay Adj.-Sub Info
05/31/2016	133579 - (Check)	05/31/2016	\$195.00	\$180.08	Adjusts/Sub Details
04/29/2016	133425 - (Check)	04/29/2016	\$65.00	\$60.03	Adjusts/Sub Details
03/31/2016	133252 - (Check)	03/31/2016	\$195.00	\$180.08	Adjusts/Sub Details
02/29/2016	133089 - (Check)	02/29/2016	\$260.00		
12/18/2015	132769 - (Check)	12/18/2015	\$130.00		
11/20/2015	132602 - (Check)	11/20/2015	\$195.00		
10/30/2015	132437 - (Check)	10/30/2015	\$227.50		

Pay Adj.-Sub Info 

Adjustments to Pay/Substitutes List for:


Subbed For	Date	Day(s)	Pay Rate	Paid
WILLIAMS,	4/28/2016	0.50	\$65.00	\$32.50
WILLIAMS,	4/26/2016	0.50	\$65.00	\$32.50
SMITH,	4/4/2016	0.50	\$65.00	\$32.50
LIGHTSEY,	4/26/2016	0.50	\$65.00	\$32.50
CHUC,	4/14/2016	0.50	\$65.00	\$32.50
CHUC,	4/15/2016	0.50	\$65.00	\$32.50
Totals		3		\$195.00

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Employee's detail check information can be displayed and printed.


Check Detail
deedee :

xxx-xx-1171
1ST AVENUE
WATSON, AL 35181

Print button. 

Check Information

Check Date: 02/28/2013
Pay Period Ending: 02/28/2013
Check Number: 124420
Note:



Net Pay

Category	Current	Ytd
Gross Pay	\$7,440.32	\$10,841.24
Total Deductions - Mandatory	(\$1,664.78)	(\$2,464.39)
Total Deductions - Other	(\$610.42)	(\$917.89)
Net Pay	\$5,165.12	\$7,458.96

Earnings

Category	Current	Ytd	Hrs
REGULAR	\$7,440.32	\$10,841.24	0.00
Total Earnings	\$7,440.32	\$10,841.24	0.00

Bank Accounts

Category	Account	Amount
-	****1255	\$5,165.12
Total Earnings		\$5,165.12

Deductions - Mandatory

Category	Current	Ytd
FICA	\$569.18	\$829.35
Federal	\$800.97	\$1,203.66
State	\$294.63	\$431.38
Total Deductions - Mandatory	\$1,664.78	\$2,464.39

Deductions - Other

Category	Current	Ytd
RETIREMENT W/H	\$558.02	\$813.09
AEA NON CERTIFIED DUES	\$11.65	\$23.30
NEA NON CERTIFIED DUES	\$10.75	\$21.50
VALIC ANNUITY WITHHOLDINGS	\$30.00	\$60.00
Total Deductions - Other	\$610.42	\$917.89

Employee Self Service – View Pay Checks

If the district is using Harris School Solutions' Document Service product to produce their checks and statements, the check/statement detail will display as a copy of the original check/statement. The employee can also print a copy of the displayed check/statement.

Check Detail
Page: 1 of 1 Automatic Zoom

HARRIS SCHOOL DISTRICT BOE																	
EMPLOYEE NAME	EMPLOYEE NUMBER	PAY PERIOD END	DEPOSIT DATE	DEPOSIT NUMBER													
ELIZABETH TAYLOR	999999	10/15/2013	10/31/2013	485664													
DESCRIPTION	CURRENT AMOUNT	DESCRIPTION	CURRENT AMOUNT	YTD AMOUNT													
Regular Pay	5,852.85	FED WH	819.74	5,138.54													
		STATE WH	263.33	2,354.21													
		SS WH	324.20	324.20													
		MC WH	75.82	878.30													
		VALIC - G.	58.53	523.97													
		POCO - G.F	402.00	3,618.00													
		HEALTH-CAF	401.48	3,613.32													
		VISION-CAF	13.97	125.73													
		FLEX MEDCL	208.33	1,874.97													
		DISABILITY	66.99	602.91													
		UNUM PROD	19.89	179.01													
		TRS RETIRE	351.17	3,143.57													
		FNB POLK	2,847.40	30,216.28													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>GROSS PAY</th> <td style="text-align: right;">5,852.85</td> <td style="text-align: right;">52,393.01</td> </tr> <tr> <th>FRINGE BENEFIT</th> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>		GROSS PAY	5,852.85	52,393.01	FRINGE BENEFIT	0.00	0.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>LEAVE DESCRIPTION</th> <th>BALANCE</th> <th>TAKEN</th> </tr> <tr> <td>SICK LEAVE</td> <td style="text-align: right;">19.00</td> <td style="text-align: right;">0.50</td> </tr> </table>		LEAVE DESCRIPTION	BALANCE	TAKEN	SICK LEAVE	19.00	0.50		
GROSS PAY	5,852.85	52,393.01															
FRINGE BENEFIT	0.00	0.00															
LEAVE DESCRIPTION	BALANCE	TAKEN															
SICK LEAVE	19.00	0.50															
Open Enrollment - October 21-November 8, 2013			NET DEPOSIT	0.00													

CSI TECHNOLOGY OUTFITTERS
MOBILE, ALABAMA

485664

DEPOSIT ****VOID***VOID****VOID*** DIRECT DEPOSIT
 ****VOID***VOID***VOID****VOID***

DEPOSIT DATE	DEPOSIT NO.	AMOUNT
10/31/2013	485664	0.00

TO THE ELIZABETH TAYLOR
 ORDER 541 EAST MAIN STREET
 OF ROME, GA 30161

NON-NEGOTIABLE DIRECT DEPOSIT

Print toolbar is at bottom of check display.

