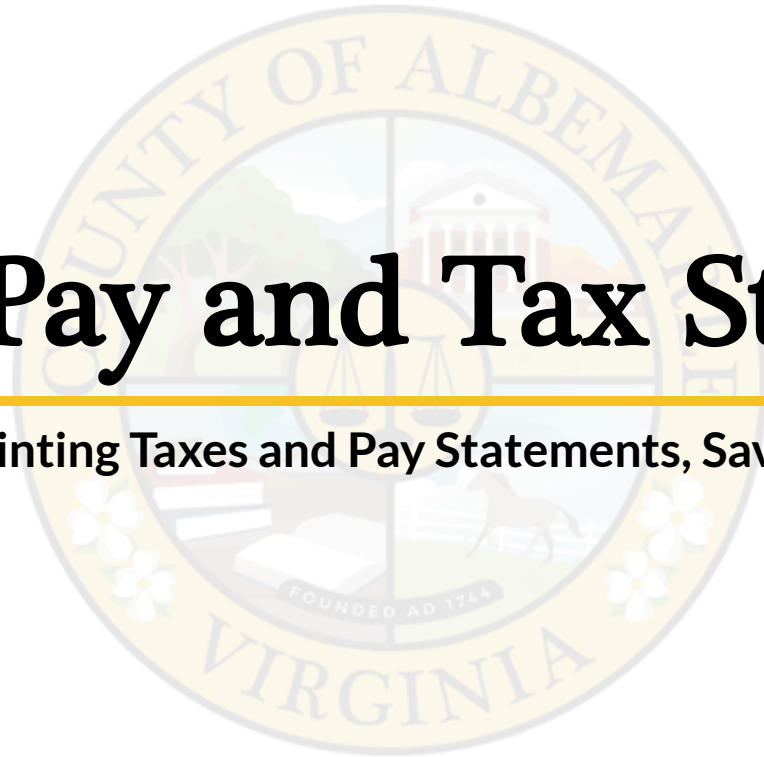


Viewing Pay and Tax Statements

Viewing and Printing Taxes and Pay Statements, Saving to Favorites





Viewing Pay Information

To view your pay statements,
Navigate to **Myself > Pay > Pay & Tax Statements**

The screenshot shows a user interface for a web application. At the top, there is a dark teal header with a yellow star icon and a yellow box containing the text 'MYSELF'. Below the header, a white navigation menu is displayed. The menu items are: 'My Information', 'Personal Information', 'Employment', 'Pay', 'Time & Attendance', 'Time Off', 'Talent', and 'Benefits'. The 'Pay' item is highlighted with a light green background and a red border, and a blue arrow points to it from the right. To the right of the 'Pay' item, there is a sub-menu with the following items: 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements'. The 'Pay & Tax Statements' item is highlighted with a yellow background and a red border. At the bottom of the menu, there is a blue link with an arrow icon and the text 'EXPAND MENU'.



Viewing Pay Information – Dashboard View

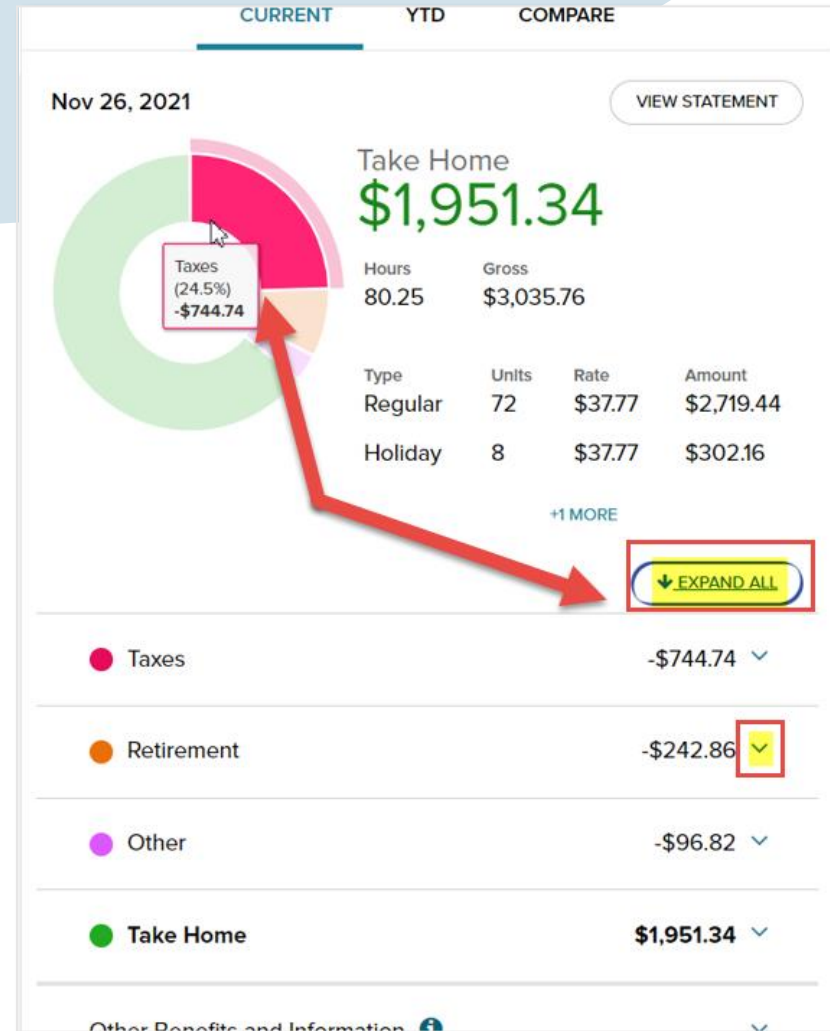
To view your pay statements, you may use the Dashboard view or the Pay Statement view.

From the dashboard you can view the contents of the pay statement directly.

Note: The dashboard defaults to the most recent pay statement.

To drill down into the details of the pay statement, you can:

- Hover over the graph for the items you would like to view
- Select the down arrows next to the appropriate section.
- Select 'expand all' which will expand all categories.





Viewing Pay Information – Pay Statement View

Producing a pay statement copy is simple. By following the steps below, you can view, download, and print a copy of your pay statement.

- Select the **pay statement** you wish to view from the list on the left-hand side.
- On the far right click the **View Statement** button.

Pay & Tax Statements ↗

My Pay

Year 2021 (7) ▾

	Take Home	Gross
<input checked="" type="checkbox"/> Nov 26, 2021	\$1,951.34	\$3,035.76
<input type="checkbox"/> Nov 12, 2021	\$1,968.61	\$3,064.09
<input type="checkbox"/> Oct 29, 2021	\$1,801.63	\$2,790.26
<input type="checkbox"/> Oct 15, 2021		

Nov 26, 2021

VIEW STATEMENT

Take Home **\$1,951.34**

Hours 80.25 Gross \$3,035.76

Type	Units	Rate	Amount
Regular	72	\$37.77	\$2,719.44
Holiday	8	\$37.77	\$302.16

+1 MORE



Viewing Pay Information – View Pay and Tax Statements

Once you click the view statement button, a new window appears with the pay statement included.

You will have the option to view on screen, download to a local location, or print this statement to a local printer.

Statement for Nov 26, 2021

Pay Date: Nov 26, 2021 Gross Pay: \$3,035.76 Net Pay: \$1,951.34

1 of 7

PRINT DOWNLOAD

AutoPay output documents

1 / 1 100%

CO.	FILE	DEPT.	CLOCK	VOHR.	NO.	052
B1J	000074	201000		0000470014		1

Earnings Statement

Period Beginning: 11/08/2021
Period Ending: 11/21/2021
Pay Date: 11/26/2021

BETH BETHANY
20 VIRGINIA AVENUE
PERKASIE PA 18944

Taxable Marital Status: Single
Exemptions/Allowances:
Federal: 0
PA: N/A

Earnings	rate	hours	this period	year to date
Regular	37.7700	72.00	2,719.44	
Overtime	56.6550	.25	14.16	
Holiday	37.7700	8.00	302.16	2,719.44
Vacation				604.32
Gross Pay			\$3,035.76	74,170.86

Your federal taxable wages this period are \$2,792.90

Deductions	Statutory	this period	total to date
Federal Income Tax		-417.49	10,285.40
Social Security Tax		-188.22	4,598.61
Medicare Tax		-44.02	1,075.45
PA State Income Tax		-93.19	2,277.01
PA SUI Tax		-1.82	44.48

Other Benefits and Information

	this period	total to date
401(K) Match	12.14	296.71

Totl Hrs Worked 72.25

< PREVIOUS NEXT >



Viewing Pay Information – Printing Pay Statements

You may download or print the statement by placing your mouse on the icons in the top right-hand corner and clicking either the **Download** icon or the **Print** icon



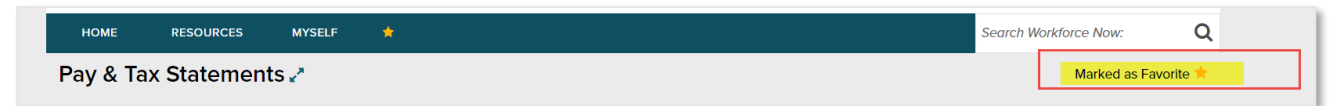


Viewing Pay Information – Saving to Favorites

To save time it is suggested to save frequently visited tasks to your favorites area.

To do this, click the **star** icon on the far right of your screen. The system will automatically move this selection to your favorites area (star icon on the menu bar).

Note: you can do this for many other activities as well.





Viewing Pay Information – Saving to Favorites

Once saved, the Pay & Tax Statements will appear in your Favorites location. Simply click the **star** icon and verify that the favorited page is in the menu that drops down.

