

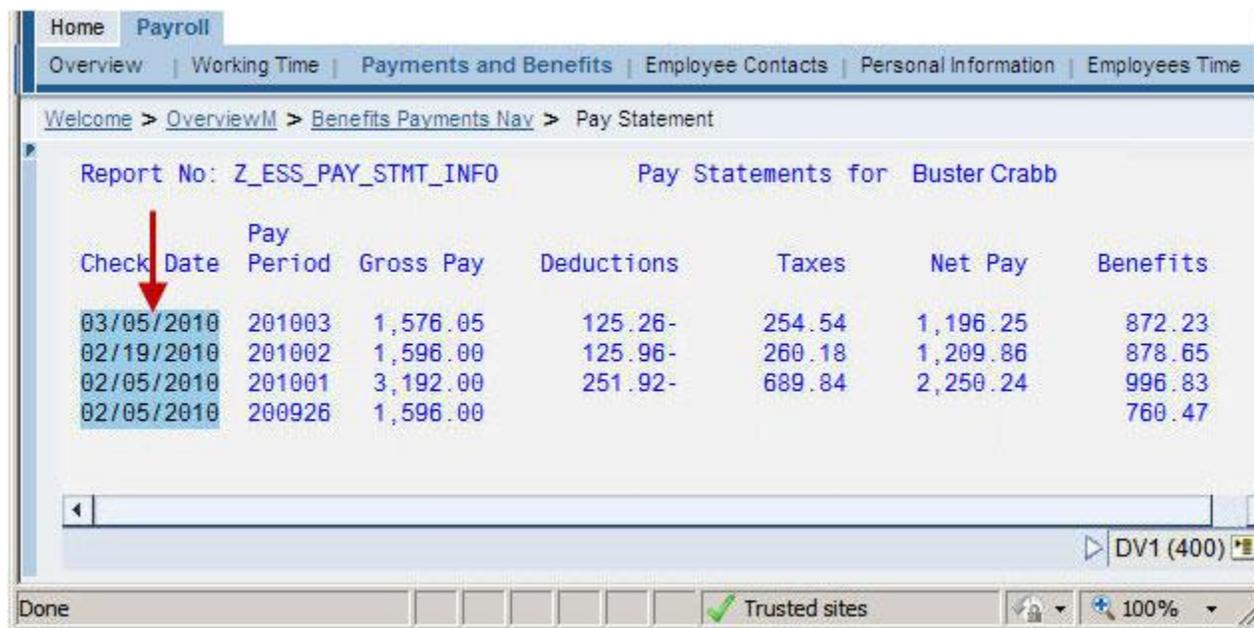
Review/Print Pay Statement

This section provides directions for reviewing, saving and printing, current and previous Pay Statements.

- From this screen you can only **View** or print **Pay Statements**. You cannot enter, or change any **Time** already entered. To enter **Time** see either: [Standard Time Entry - ESS](#) or [FINET Coded Time Entry - ESS](#).



- From the **Payroll Role** and the **Benefits Payment Functional** area, select **Pay Statement**.



- The list of your payday dates (Check Date) and pay period dates appears.
- To view the **Pay Statement** for a specific pay period, click on the appropriate Check Date:

Home Payroll

Overview Working Time Benefits Payment Employee Search Personal Information

... Personal Information Nav > Working Time Nav > Overview > Benefits Payments Nav > Pay Statement | History

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STATE OF UTAH PAY ADVICE

Pay Period #: 26 12/26/2009 - 01/08/2010 Pay Date: 01/22/2010 Payment Number: 00142958002350

Buster Crabb 123456	123 Street SLC UT 84444	W4 Information Filing Status: Married Exemptions: 02 Additional Amount: 0.00	Federal Married	State Married
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Summary	Gross Pay	Pre-Tax	Post-Tax	Taxes	Net Pay
Current:	1,596.00	0.00	0.00	0.00	0.00
YTD	3,192.00	107.02	18.94	260.18	1,209.86

Gross Pay (*Denotes Non Taxable Pay)	Hrs	Current	YTD
Regular Pay	70.00	1,396.50	2,793.00
Holiday Pay	10.00	199.50	399.00
Total Gross	80.00	1,596.00	3,192.00

Pre-Tax Deductions	Current	YTD
*Dental ValueCare EE	0.00	8.02
*Medical Ins PEHP Summt	0.00	18.05
*Vision OptiCare EE	0.00	5.48
*401k Deferred Comp EE	0.00	55.86
*FlexHlth FY FSA Deduct	0.00	19.23
*AD&D Med Ins PEHP	0.00	0.38
Total Pre-Tax	0.00	107.02

- After clicking on the date wanted, the **Pay Statement** for that pay period displays.

Home Payroll

Overview Working Time Benefits Payment Employee Search Personal Information

... Personal Information Nav > Working Time Nav > Overview > Benefits Payments Nav > Pay Statement | History

1 / 1 87.3% Find

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Total Pre-Tax	0.00	107.02

- To print the **Pay Statement**, click on the **Printer** icon. (NOTE: The pay statements are stored and electronically accessible for two years. There may be no need to print them.)
- To save a graphic of the **Pay Statement** to your hard drive, click on the **Save** Icon.