

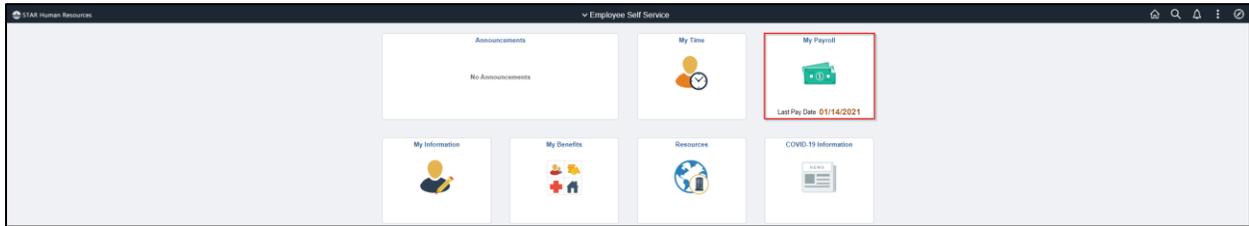


Employee Self Service Job Aid:

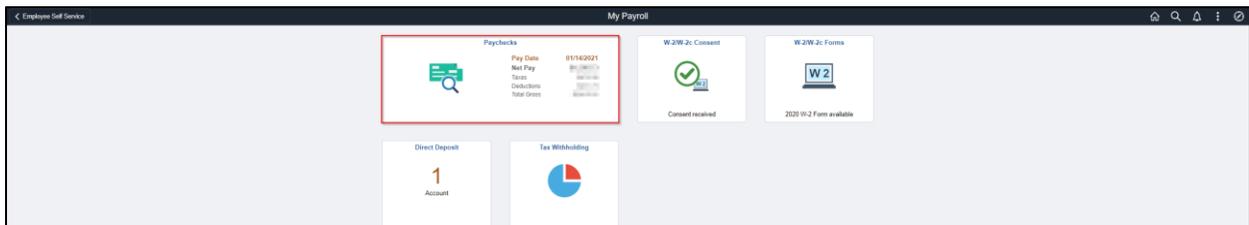
My Payroll – View Paycheck



From the **Employee Self Service Homepage**, select *My Payroll*.



Select *Paychecks*.



To view a PDF version of your paycheck, click anywhere on the paycheck row. You will see the most recent paychecks on this page.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/14/2019	State of Wisconsin	01/20/2019 02/02/2019	\$ 1,000.00	1000001
01/31/2019	State of Wisconsin	01/06/2019 01/19/2019	\$ 1,000.00	1000002
01/17/2019	State of Wisconsin	12/23/2018 01/05/2019	\$ 1,000.00	1000003
01/03/2019	State of Wisconsin	12/09/2018 12/22/2018	\$ 1,000.00	1000004

Click Filter in upper left to change the date range of paychecks to view. Click Sort in upper right to change the sort by field.

Paychecks				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
02/14/2019	State of Wisconsin	01/20/2019 02/02/2019	\$ 1,000.00	1000001
01/31/2019	State of Wisconsin	01/06/2019 01/19/2019	\$ 1,000.00	1000002
01/17/2019	State of Wisconsin	12/23/2018 01/05/2019	\$ 1,000.00	1000003
01/03/2019	State of Wisconsin	12/09/2018 12/22/2018	\$ 1,000.00	1000004
12/20/2018	State of Wisconsin	11/25/2018 12/08/2018	\$ 1,000.00	1000005
12/06/2018	State of Wisconsin	11/11/2018 11/24/2018	\$ 1,000.00	1000006
11/21/2018	State of Wisconsin	10/29/2018 11/10/2018	\$ 1,000.00	1000007



The requested paycheck is now displayed.

State of Wisconsin		Pay Group: 505-Dept of Administration Pay Begin Date: 06/14/2015 Pay End Date: 06/27/2015		Business Unit: 50500 Check #: 000000000030398 Check Date: 07/09/2015					
Julie Burkby DO NOT MAIL DO NOT MAIL Whoooville WI 54045		Employee ID: 100075090 Department: 505A000000-Div of Admin Services Location: 505 ADMINISTRATION BLDG Job Title: IS ENT SYSMS DEVMNT SVCS CN AD		TAX DATA: Federal WI State Marital Status: Single Single Allowances: 0 0 Addl. Percent: Addl. Amount:					
HOURS AND EARNINGS						TAXES			
Description	Rate	Current Hours	Earnings	YTD Hours	YTD Earnings	Description	Current	YTD	
Regular Hours Worked	30.000000	80.00	2,400.00	80.00	2,400.00	Fed Withholding	416.11	416.11	
						Fed MED/EE	34.80	34.80	
						Fed OASD/EE	148.80	148.80	
						WI Withholding	138.99	138.99	
TOTAL:		80.00	2,400.00	80.00	2,400.00	TOTAL:		738.70	738.70
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
TOTAL:			TOTAL:			*TAXABLE			
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current	2,400.00	2,400.00	2,400.00	738.70	738.70	0.00	0.00	1,661.30	
YTD	2,400.00	2,400.00	2,400.00	738.70	738.70	0.00	0.00	1,661.30	
Description	Balance	NET PAY DISTRIBUTION							
Sick	0.0	Payment Type	Account Type	Account Number	Amount				
Vacation	0.0	Check #000000000030398	Issue Chk		1,661.30				
Personal Holiday	0.0	TOTAL:							
Saturday/Legal Holiday	0.0	1,661.30							
Term/Sabbatical	0.0								
Comp Time	0.0								

MESSAGE:

NOTE: If you work in multiple jobs, all hours and earnings will be visible on a single paycheck.

Paycheck Details

If you move between agencies during a calendar year, your year-to-date (YTD) balances will move with you and continue to be totaled for the entire year. You will only receive one W-2 for the year unless you move between State of Wisconsin affiliates.

Agency detail is shown in the top section of the paycheck:

- **Pay Group:** Employee’s agency number and agency name
- **Pay Begin Date:** Date the current pay period began
- **Pay End Date:** Date the current pay period ended
- **Business Unit:** Number used to describe the employee’s specific agency
- **Advice #:** Unique number assigned to identify the check and payment details
- **Advice Date:** Payment date of the paycheck



Employee information contains the employee's name and home mailing address. The following data is also found in this section of the paycheck:

- **Employee ID:** Unique number assigned to each employee that carries through to all movement between agencies and positions
- **Department:** Division or subunit of your agency organization structure
- **Location:** Building work location/headquarters you are assigned for work
- **Job Title:** Job title of your civil service classification

Earnings, withholdings and deductions for the current pay period and year-to-date amounts are in the remainder of the paycheck:

- **Tax Data:** Marital status and exemptions used to calculate Federal and State tax withholding
- **Taxes:** Tax withholding for the current paycheck and year-to-date by tax type
- **Before-Tax Deductions:** Benefit or general deductions calculated before tax withholding
- **After-Tax Deductions:** Benefit or general deductions calculated after tax withholding
- **Employer Paid Benefits:** Detailed listing of benefit contributions paid by the State
- **Total Gross:** Summary of total earnings (all earnings types) before any taxes or deductions
- **Fed Taxable Gross:** Summary of earnings applied for the purpose of Federal tax withholding
- **Total Taxes:** Summary of total amount withheld for all taxes
- **Total Deductions:** Summary of total amount of all before- and after-tax deductions
- **Net Pay:** Final paycheck amount due to employee
- **Leave Balances:** Available leave balances by type as of the end of current pay period
- **Net Pay Distribution:** Itemized listing of net pay disbursement with each direct deposit account and amount

Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [ESS Job Aids](#) page.