Earnings Statement (Paystub) Changes
April 2014
Agenda

• Logging into PeopleSoft
• Accessing Your Electronic Earnings Statement
• About Direct Deposit
• Changes to Monthly Paychecks
• Coming Soon...
Logging into PeopleSoft

• A login link to PeopleSoft will be available on the my.utep.edu and peoplesoft.utep.edu website.

• Login screen prompts you to select your university.

• Log in using your UTEP account (email username & password).
PeopleSoft Website Login Button

Go to: peoplesoft.utep.edu. Click on Login Button.
My.utep.edu Login Button
Select Your University

UT Share is a shared multi-institutional application. In order to authenticate you, we need to know which of the UT Share institutions you would like to login with.

Please select your home institution.

Type your institution's name

- The University of Texas at Arlington
- The University of Texas at Brownsville
- The University of Texas at Dallas
- The University of Texas at El Paso
- The University of Texas at San Antonio
- The University of Texas at Tyler
- The University of Texas of the Permian Basin
- The University of Texas System Administration
- The University of Texas-Pan American

Continue Help
Log in using your UTEP Credentials

Enter your UTEP email credentials and click on Login.
Access to Your Electronic Earnings Statement

• Your electronic earnings statement will be available through the Employee-Self-Service (ESS) pages of PeopleSoft after ESS functionality is enabled.

• Earnings statements will appear in PeopleSoft after the first Payroll run.
Navigating to Your Earnings Statement

• After logging into PeopleSoft, click on the Employee-Self-Service Tab.

• Under the Payroll & Compensation heading, click: View Paycheck.
Earning Statement Changes
Earnings Statement Changes

• New Information:
  – Comp/overtime information
  – Employer contribution to Benefits
  – Deducted leave (sick, holiday, vacation, bereavement, jury duty, unpaid leave)

• Changes:
  – Fiscal year not included in new earnings statement.
Electronic Earnings Statement (PDF)
General/Tax Data/Paycheck Summary

View Self Service Paycheck

Company
University of Texas, El Paso
Address
500 W UNIVERSITY AVE
EL PASO, TX 79968-8900

General
Name: [Redacted]
Employee ID: [Redacted]
Address: [Redacted]

Business Unit: UTE04
Pay Group: UTEP.FLSA Monthly
Department: Administration Building
Location: Administration Building
Job Title: [Redacted]
Pay Rate: $2,642.83 Monthly

Tax Data
Fed Marital Status: Married
Fed Allowances: 0
Fed Addl Percent: 0.000
Fed Addl Amount: $0.00

TX Marital Status: Not applicable
TX Allowances: 0
TX Addl Percent: 0.000
TX Addl Amount: $0.00

Net Pay: $2,038.08
Pay Begin Date: 01/01/2014
Pay End Date: 01/31/2014
Check Date: 02/03/2014

Paycheck Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Gross Earnings</th>
<th>Fed Taxable Gross</th>
<th>Total Taxes</th>
<th>Total Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>3,002.83</td>
<td>2,627.62</td>
<td>428.61</td>
<td>536.14</td>
<td>2,038.08</td>
</tr>
<tr>
<td>YTD</td>
<td>3,002.83</td>
<td>2,627.62</td>
<td>428.61</td>
<td>536.14</td>
<td>2,038.08</td>
</tr>
</tbody>
</table>

View a Different Paycheck
## Earnings

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg Pay 18</td>
<td></td>
<td></td>
<td>6,750.00</td>
<td>6,438.46</td>
</tr>
<tr>
<td>Hol Sal 18</td>
<td>8.00</td>
<td>38.942308</td>
<td>311.54</td>
<td>311.54</td>
</tr>
<tr>
<td>Longevity18</td>
<td></td>
<td></td>
<td>140.00</td>
<td>560.00</td>
</tr>
<tr>
<td>CommDev 18</td>
<td></td>
<td></td>
<td>100.00</td>
<td>300.00</td>
</tr>
<tr>
<td>Conv Erns</td>
<td></td>
<td></td>
<td></td>
<td>20,250.00</td>
</tr>
<tr>
<td>Reg Pay 18</td>
<td>-8.00</td>
<td>38.942308</td>
<td>-311.54</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,990.00</td>
</tr>
<tr>
<td></td>
<td>27,860.00</td>
</tr>
</tbody>
</table>
## Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Withholding</td>
<td>212.89</td>
<td>212.89</td>
</tr>
<tr>
<td>Fed MED/EE</td>
<td>40.89</td>
<td>40.89</td>
</tr>
<tr>
<td>Fed OASDI/EE</td>
<td>174.83</td>
<td>174.83</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>428.61</strong></td>
<td><strong>428.61</strong></td>
</tr>
</tbody>
</table>
### Before-Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>41.33</td>
<td>41.33</td>
</tr>
<tr>
<td>DENTAL</td>
<td>53.19</td>
<td>53.19</td>
</tr>
<tr>
<td>AD&amp;D</td>
<td>5.18</td>
<td>5.18</td>
</tr>
<tr>
<td>FLEXM</td>
<td>83.33</td>
<td>83.33</td>
</tr>
<tr>
<td>TRS</td>
<td>192.18</td>
<td>192.18</td>
</tr>
</tbody>
</table>

**Total:** 375.21

### After Tax Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LTerm Care</td>
<td>119.30</td>
<td>119.30</td>
</tr>
<tr>
<td>Group Life</td>
<td>41.63</td>
<td>41.63</td>
</tr>
</tbody>
</table>

**Total:** 160.93
## Employer Paid Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED</td>
<td>497.55</td>
<td>497.55</td>
</tr>
<tr>
<td>TRS</td>
<td>204.19</td>
<td>204.19</td>
</tr>
<tr>
<td>VSL</td>
<td>30.03</td>
<td>30.03</td>
</tr>
<tr>
<td>WCI ER</td>
<td>5.65</td>
<td>5.65</td>
</tr>
</tbody>
</table>

* Taxable

Total: 737.42  737.42
## Net Pay Distribution

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Paycheck Number</th>
<th>Account Type</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit</td>
<td></td>
<td>Checking</td>
<td></td>
<td>2,038.08</td>
</tr>
</tbody>
</table>
From Paper to Electronic

• All employees will be defaulted to receive their earnings statement electronically.

• Employees can request & pick up a paper earnings statement from the Payroll Office.
  – University Towers: 1900 Oregon Street Suite 100
  – Employee must provide identification upon pickup.
Direct Deposit
About Direct Deposit

• Existing direct deposit information in Define/HRMS will convert to PeopleSoft.

• *New*: Employees can have up to three bank accounts set up for direct deposit.
  – Option to distribute pay by flat amount or percent.
  – Define currently only allows for one account to be set up.
Requesting Multiple Direct Deposit Setup

- *New* (multiple) direct deposit form will be available on Forms Mine on May 5.
- Turn in a hard copy of the form to the Payroll Office.
  - University Towers: 1900 Oregon Street Suite 100
- Form must be submitted before the 10th of the month for the change to take affect on the next payroll.
Changes to Paychecks
Changes to Monthly Paychecks

• Overtime pay, supplements, bonuses, and/or cell phone allowances:
  – Current: Check issued separately from the monthly paycheck.
  – Future: No separate check. All pay issued in monthly paycheck.

• Will appear in “Earnings” section on the earnings statement.
Coming Soon...

• Employee Self-Service (ESS) Hands-On Open House
  – Join us for a hands-on session to:
    • Verify your personal information.
      – Home & mailing address
      – Phone numbers
      – Emergency contacts
ESS UPKs

• ESS UPKs available at: www.peoplesoft.utep.edu/training>UPKS>Employee Self-Service.
Questions?