



Salary Statement

Perform this procedure when you want to view your current or previous salary statement(s).

The screenshot shows the ESS Overview page with a navigation bar at the top containing: Home, Employee Self-Service, AIMS, Financial Systems, Purchasing Services, Human Resources, System Info, and Business Explorer. Below the navigation bar is a sub-menu with: Overview, Employee Search, Personal Information, Payment, Working Time, and Travel and Expenses. The main content area has a title 'Overview' and a brief description. Below this are four main sections: Employee Search, Personal Information, Payment, and Travel and Expenses. A yellow callout bubble points to the 'Payment' link with the text: 'Click "Payment" (either link) to get started!'.

On the ESS Overview screen, click the **Payment** link. This will bring up the Payment screen.

The screenshot shows the ESS Payment page. The navigation bar is the same as the previous screen, but the sub-menu now highlights 'Payment'. The main content area has a title 'Payment' and a sub-section 'Salary Statement' with a callout bubble pointing to the link. The callout text reads: 'Click the "Salary Statement" link to view your current and previous salary statement(s)'. To the right of the Salary Statement section are three other sections: 'Pay Statement' with links to 'Purdue Payroll Department' and 'Purdue Tax Department', 'W-4/WH-4 Tax Withholding' with a link to 'W-4/WH-4 Form', and 'Updates' with an email address 'xxxx@purdue.edu'.

Click the Salary Statement link to view your current or previous salary statement(s).



Employee Self-Service: Non-Exempt (hourly) Salary Statement

Use these buttons to view **Previous and Next Salary Statements**.

This button **will not** print your Salary Statement, instead use the print icon below.

This section includes overview information about your salary. Your **Person ID** is listed above your name and address. Your **tax withholding information** is next. Finally, there is an overview of your **Earnings, Taxes, Deductions, and Net Pay**.

Use to **Print** your Statement.

To **Exit** your salary statement, click the Exit button.

The Pay Period date represents the pay period being paid for that fiscal year.

Your **Earnings** section will include details of your salary, including vacation and sick leave used during that pay period, shift differential and other leaves with pay.

Absence Quotas and Bank Information are on the final page of your statement. The bank information section shows where your salary was deposited and the amount of that deposit.

Absence Quotas will be displayed for those staff that are eligible for vacation, sick leave and personal holiday accruals.

Your salary statement will appear on multiple pages. To navigate between pages, click the right and left arrows or scroll up and down using your mouse.

Employee Self-Service | AIMS | Financial Systems | Purchasing Services | Human Resources | System Info | Business Explorer

Employee Search | Personal Information | Payment | Working Time | Travel and Expenses

Show Overview

Previous Salary Statement | Next Salary Statement | Send Print Request | Exit

PURDUE UNIVERSITY

Pay Period: 09/2007
 Pay Date: 04/25/2007
 From / To: 04/02/2007 04/15/2007

EMPLOYEE INFORMATION	Filing Status	Exemptions	Add Withhold	PAYMENT SUMMARY	CURRENT	YTD
3998 Porter Phillip A. 1234 Main Street Lafayette IN 47905	FED Single IN Single INLY Single	00 00 00	10.00 0.00 0.00	Earnings Taxes Pre Tax Ded Post Tax Ded	1,280.00 312.40 56.93 2.09	6,400.00 1,565.63 271.39 10.45
* Indicates Retro Adjustment				NET PAY - Direct Deposit	908.58	4,552.53

COMPENSATION AND EMPLOYER CONTRIBUTIONS					TAXES AND DEDUCTIONS		
EARNINGS	RATE	HOURS	CURRENT	YTD	TAXES	CURRENT	YTD
Regular	16.00	60.00	960.00	6,080.00	Withholding Tax FED	163.81	821.02
Sick	16.00	4.00	64.00	64.00	Withholding Tax IN	41.58	208.37
Per Holiday	16.00	8.00	128.00	128.00	Withholding Tax INLY	13.45	67.41
Bereave	16.00	8.00	128.00	128.00	Social Security EE	75.83	379.97
**** Total Earnings			1,280.00	6,400.00	Medicare Tax EE	17.73	88.86
					**** Total Tax	312.40	1,565.63
PURDUE-PAID BENEFITS					PRE-TAX DEDUCTIONS		
						CURRENT	YTD
Social Security ER			75.83	379.97	Incentive PFO	9.15	45.75
Medicare Tax ER			17.73	88.86	Parking WL	20.00	100.00
Incentive PFO ER			169.15	845.75	FSA Medical	27.78	125.64
TX ER Unemployment Tax			7.81	39.04	**** Total Pre Tax Ded	56.93	271.39
TX ER Worker Comp			25.60	128.00			
**** Total Benefits			270.52	1,379.22	POST-TAX DEDUCTIONS		
						CURRENT	YTD
					Term Life	2.09	10.45
					**** Total Post Tax Ded	2.09	10.45

Absence Quotas	Allowed	Taken	Compensated	Remaining	Bank Info	Routing No	Account No	Deposit
Vacation	15.50	0.00	0.00	15.50	Checking	021000018	*****4567	908.58
Sick	15.50	4.00	0.00	11.50				
Personal Holiday	8.00	8.00	0.00	0.00				

1 of 3