

## NYIT Self-Service Application Viewing your Payslip Information

The **NYIT Self-Service Application** gives employees access to view their employment information. This section is view only – no changes can be made which will change the employee’s official NYIT Personnel Record.

### NYIT Employee Self Service → Payslip

From the Self Service menu choose ‘Payslip’

The screenshot shows the Oracle Applications Home Page. On the left is the 'Main Menu' with a 'Personalize' button. The 'NYIT Employee Self-Service' folder is expanded, and a red arrow points to the 'Payslip' link. On the right is the 'Worklist' section with a 'Full List' button and a table with columns 'Type', 'Subject', and 'Sent'. The table contains two rows of tips: 'TIP Vacation Rules' and 'TIP Worklist Access'.

Click on the ▼ in the **Choose a Payslip** window and a drop-down menu will enable the user to select any one of the payslips they wish to view. **Once your selection appears in the window**, click **Go**. The Payslip form will load with the most current payslip visible.

The screenshot shows the 'Payslip' form. At the top, there are fields for 'Employee Name', 'Organization Email Address', and 'Employee Number'. Below these is a 'Choose a Payslip' dropdown menu with a 'Go' button. A red circle highlights the dropdown menu and the 'Go' button, with a red arrow pointing to the 'Go' button. The dropdown menu is open, showing a list of payslip entries with dates and check numbers. The 'Earnings Statement' is displayed in the center, and 'Page 1' is shown in the bottom right corner.

The Payslip reflects what would have been displayed on your deposit advice as of the date chosen from the drop down.



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## Earnings Statement

Marital Status: Married  
 Exemptions / Allowances:  
 Federal 3  
 New York 3

Regular Rate: 3740.85

<b>Period Beginning:</b>	01-Aug-2013
<b>Period Ending:</b>	15-Aug-2013
<b>Payment Date:</b>	01-Aug-2013
<b>Period Type:</b>	Semi-Month
<b>Payment Basis:</b>	Salaried
<b>Employee Number</b>	

Employee Earnings				
Earnings	Rate	Hours	This Period	Year-to-Date
Regular Salary		88.00	3,778.26	64,043.37

Employee Deductions		
Other Benefits and Information	This Period	Year-to-Date
Federal Tax	354.51	6,023.82
Medicare	52.68	894.47
NY Disability	1.30	20.80
NY State Tax	179.99	3,055.14
Social Security	225.28	3,824.65
Def Comp 403ba	75.57	1,280.94
Def Comp 403B	113.35	1,921.35
FSA Healthcare	40.00	680.00
Medical	104.72	1,675.52

Net Pay Distribution			
Bank Name	Account Type	Account Number	Amount
BETHPAGE FEDERAL CREDIT UNION	C	XXXXXXXXXX 35	2,499.18

<b>Gross Pay</b>	3,740.85	7,481.70
<b>Pre-Tax Deductions</b>	227.05	454.10
<b>Tax Deductions</b>	764.62	1,529.25
<b>Other Deductions</b>	0.00	0.00
<b>Net Pay</b>	2,749.18	5,498.35

If an employee has more than one assignment for which they are paid, payslips related to each assignment will be available in the 'Choose a Payslip' dropdown menu.

The **top** of the form includes information on the employee's **marital status**, Federal and State tax **exemptions and allowances**, as well as the **time period** covered by the payslip selected. The **Pay Rate** displays your rate of pay per hour, per semester or per pay period. Overtime rates will also be displayed here.

Marital Status: Married	<b>Period Beginning:</b>	01-Aug-2013
Exemptions / Allowances:	<b>Period Ending:</b>	15-Aug-2013
Federal 3	<b>Payment Date:</b>	01-Aug-2013
New York 3	<b>Period Type:</b>	Semi-Month
Regular Rate: 3740.85	<b>Payment Basis:</b>	Salaried
	<b>Employee Number</b>	

The **Earnings** section displays the rate, number of hours worked and the corresponding earnings for both the current and year-to-date (YTD) time periods. Any reductions in your gross earnings are itemized under **Deductions**.

Employee Earnings					Employee Deductions		
Earnings	Rate	Hours	This Period	Year-to-Date	Other Benefits and Information	This Period	Year-to-Date
Regular Salary	42.51	88.00	3,740.85	7,481.70	Federal Tax	368.95	737.90
					Social Security	155.43	310.87
					Medicare	53.66	107.32
					NY State Tax	185.28	370.56
					NY Disability	1.30	2.60
					FSA Healthcare	40.00	80.00
					Def Comp 403ba	74.82	149.64
					Def Comp 403B	112.23	224.46

The **Net Pay Distribution** section contains banking information related to the direct deposit of the employee's selected payslip. The total amount (net pay) deposited into the established account is also included.

Net Pay Distribution			
Bank Name	Account Type	Account Number	Amount
BETHPAGE FEDERAL CREDIT UNION	C	XXXXXXXXXX2885	\$ 2,380.86

The bottom of the payslip provides a summary of earnings and the different types of deductions that impact the net pay. **Pre-tax deductions** are those subtracted **before** any taxes are deducted from gross pay.

Gross Pay	3,778.26	64,043.37
Pre-Tax Deductions	333.64	5,557.81
Tax Deductions	813.76	13,818.88
Other Deductions	0.00	0.00
Net Pay	2,630.86	44,666.68