

Self Service Spotlight: Payroll

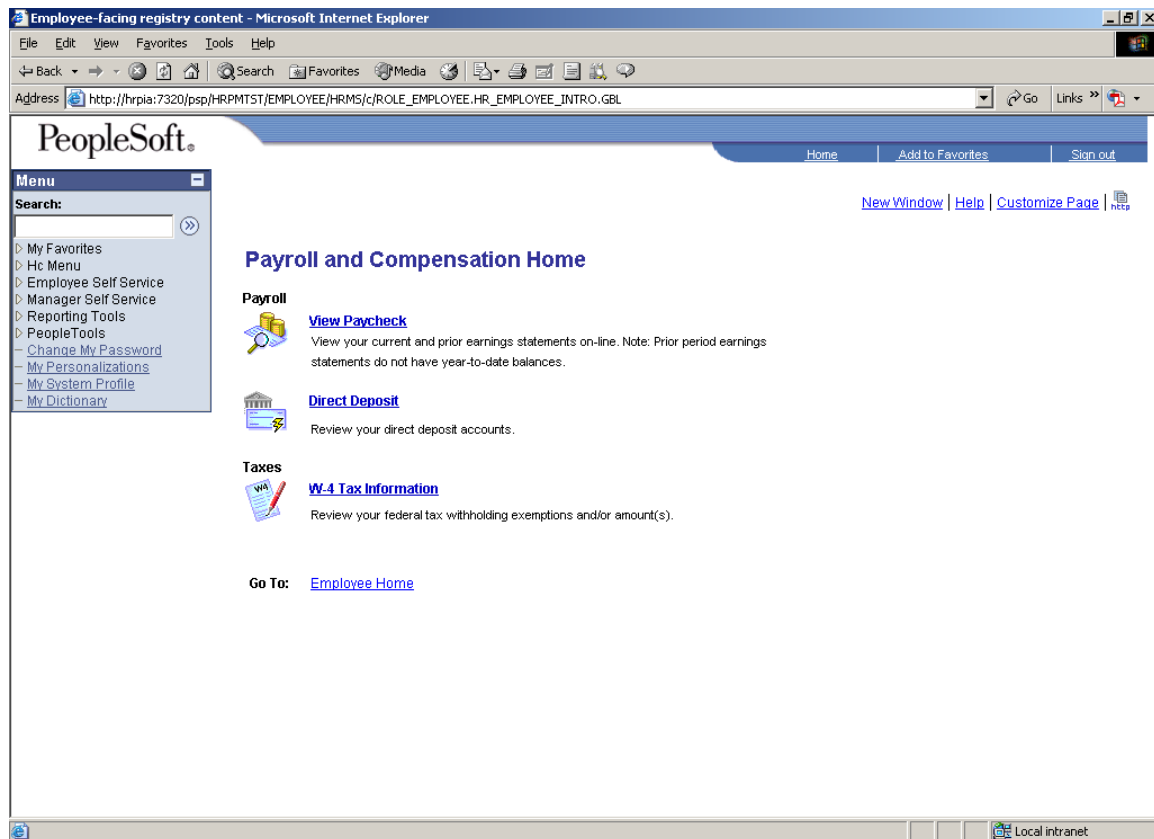
In this Self Service Spotlight, the *View Pay Advice* feature is being highlighted. You may now view and print your pay advice for the most current pay period, as well as past advices going back to the implementation of PeopleSoft HR at HCC.

Beginning with the January 1-15, 2008 pay cycle, HCC will discontinue mailing pay advices to employee homes. All employees (full-time and part-time) will view and print (if desired) this information via self-service. Currently HCC mails about 12,000 pay advices per month. Going “paperless” will result in a significant cost savings for HCC!

For more information about getting started using PeopleSoft Employee Self Service, visit [@ Your Service](#) on the Faculty & Staff/Employee Support page.

Payroll and Compensation Home

When you click the Payroll and Compensation Home link on the Employee Home Page, you will be directed to the menu below. By clicking the appropriate link, you may view your most current HCC pay advice and selected information from past pay advices since the year 2000, direct deposit information, and federal income tax withholding (W-4) information.




The screenshot shows a web browser window titled "Employee-facing registry content - Microsoft Internet Explorer". The address bar displays the URL: http://hrpia:7320/psp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL. The page content includes the PeopleSoft logo at the top left, a navigation menu on the left, and a main content area titled "Payroll and Compensation Home".

Menu


- Search:
- My Favorites
- Hc Menu
- Employee Self Service
- Manager Self Service
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Payroll and Compensation Home


Payroll

-  [View Paycheck](#)
View your current and prior earnings statements on-line. Note: Prior period earnings statements do not have year-to-date balances.

Direct Deposit

-  [Direct Deposit](#)
Review your direct deposit accounts.

Taxes

-  [W-4 Tax Information](#)
Review your federal tax withholding exemptions and/or amount(s).

Go To: [Employee Home](#)

Local intranet

Viewing Your Pay Advice

By clicking the “View Paycheck” link, the screen below, containing your personal pay information appears. Use the scroll bar at the right to view the entire contents of your pay advice. All of the information contained on the paper version is presented, although the format may be slightly different.

To view past pay advices, click the “View Different Payment” link and select the pay period of interest. Note that the YTD (year-to-date) information does NOT appear on these archived records. The archives include records since 2000 when HCC implemented the *PeopleSoft HR* database.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft HR system. The browser address bar shows the URL: `http://hrpia:7320/pspp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL`. The page title is "Employee-facing registry content - Microsoft Internet Explorer".

On the left side, there is a search box and a navigation menu with the following items:

- My Favorites
- Hc Menu
- Employee Self Service
- Manager Self Service
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

The main content area is titled "View Paycheck" and displays the following information:

Your Name Here

Company: Houston Community College Sys

Address: P.O. Box 667517
Houston, TX 772667517

Net Pay: Your Pay Amount Here

Pay Begin Date: 04/16/2007

Pay End Date: 04/30/2007

Check Date: 04/30/2007

[View a Different Payment](#)

Below this information, there are two sections: "General" and "Tax Data".

General

Name:	Business Unit:	HCCSP
Employee ID:	Pay Group:	Full-Time Employees
Address:	Department:	
	Location:	
	Job Title:	
	Pay Rate:	

Tax Data

Fed Marital Status: Married	TX Marital Status: Not applicable
Fed Allowances: 4	TX Allowances: 0
Fed Addl Percent: 0.000	TX Addl Percent: 0.000
Fed Addl Amount: \$0.00	TX Addl Amount: \$0.00

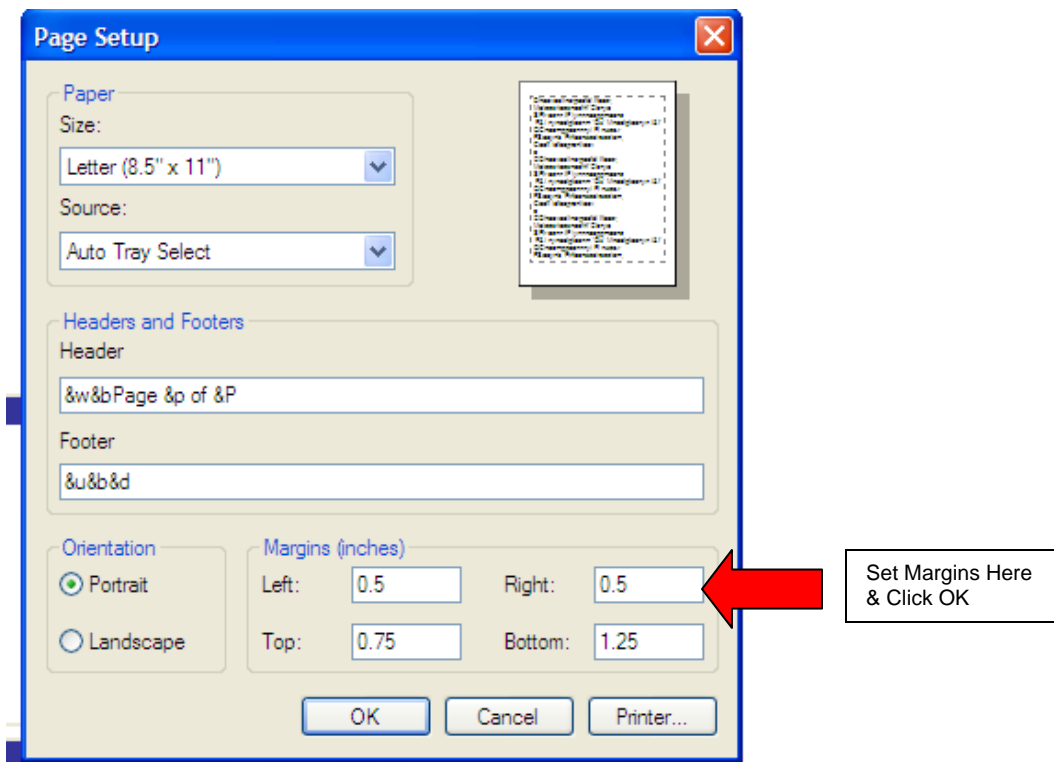
Two red arrows point to specific elements: one points to the "Page Set-up" option in the File menu, and the other points to the "View Past Pay Advices" link.

Printing Your Pay Advice

From the “View Paycheck” page, click “File” on gray menu bar at the top of your browser. From the drop-down menu, select “Page Setup.” Change the **Margin Settings** as follows:

Left – 0.5
Right – 0.5
Top – 0.75
Bottom – 1.25

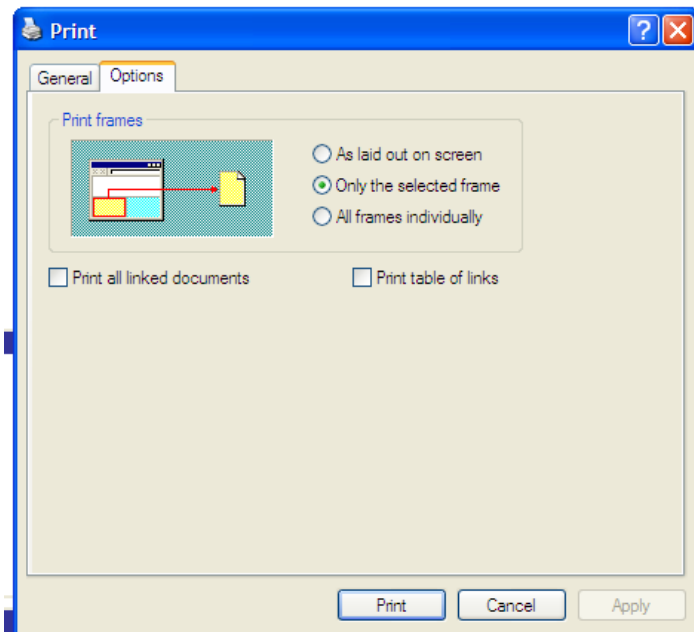
Click “OK.”



Again, Select “File” on gray menu bar at the top of your browser. From the drop-down menu, select “Print.”

Now select the desired printer and click “Print”. Your pay advice will print in two pages.

If applicable, select the Options Tab and “Only the selected frame”.



Click "Print."

NOTE: A "printer-friendly" button for printing a hard copy of your pay advice will be available in a future release.