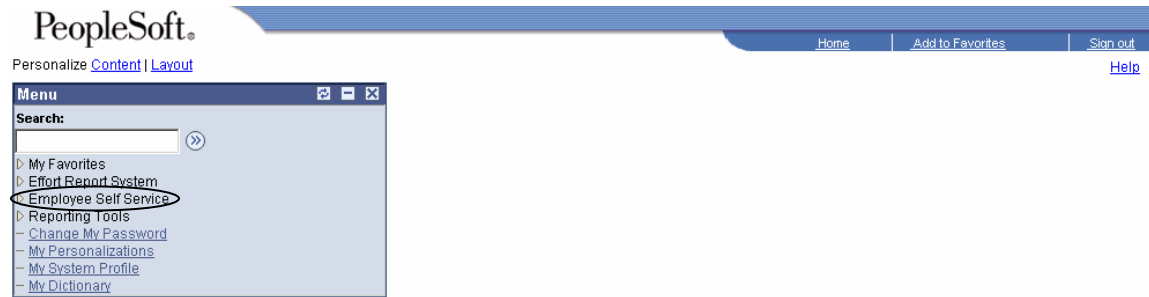


University of South Florida

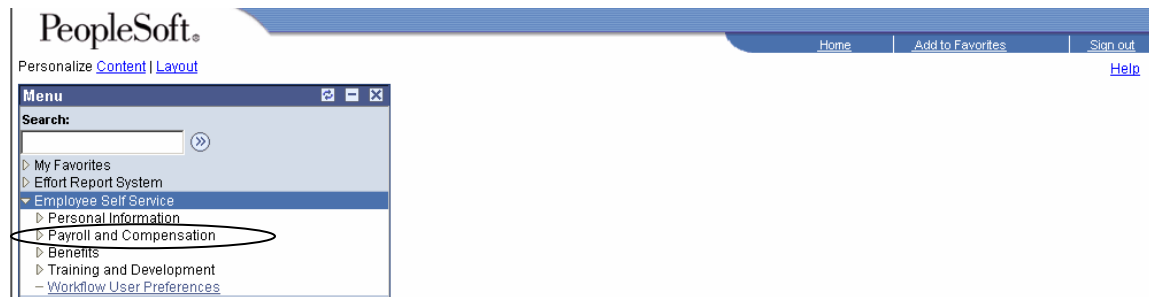
How to Print Your Paycheck

Goal: To demonstrate how to successfully print your paycheck information.

Select “Employee Self Service” from the menu items



Select “Payroll and Compensation”



Select “View Paycheck”



Now your most current paycheck is displayed! To successfully print your paycheck information click next to your name in the general section of the view paycheck screen.



View Paycheck

Company:
University of South Florida
Address:
4202 E Fowler Ave
Tampa, FL 33620

FOR DIRECT DEPOSIT, YOUR
PAY WILL BE AVAILABLE IN
YOUR ACCOUNT ON THE
CHECK DATE.

Net Pay: \$809.87
Pay Begin Date: 03/11/2005
Pay End Date: 03/24/2005
Check Date: 04/01/2005

[View Earnings Detail](#) [View a Different Payment](#)

General			
Name:	Jamila Young	Business Unit:	USFBU
Employee ID:	00000045623	Pay Group:	Exceptional Hrly USPS OVT Elig
		Department:	0-0320-000 - Office Of Human R
Address:	2212 E Main St Tampa, FL 33620	Location:	Main Campus - Tampa
		Job Title:	Program Assistant
		Pay Rate:	\$1,095.00 Biweekly

Click next to your name

Tax Data			
Fed Marital Status:	Single	FL Marital Status:	Not applicable
Fed Allowances:	2	FL Allowances:	0
Fed Addl Percent:	0.000	FL Addl Percent:	0.000
Fed Addl Amount:	\$0.00	FL Addl Amount:	\$0.00

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,095.00	966.31	153.67	131.46	809.87
YTD	6,612.36	5,712.25	837.47	915.00	4,859.89

Earnings				Taxes		
Description	Rate	Amount	YTD Amount	Description	Amount	YTD Amount
Regular	13.687500	1,095.00	6,612.36	Fed Withholding	78.99	395.13
				Fed MED/EE	14.15	83.84
				Fed OASDI/EE	60.53	358.50
Total:		1,095.00	6,612.36	Total:	153.67	837.47

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
PT USF Par	10.37	72.59	Opt Life	2.77	14.89	Health PTB	333.42	2,333.94
Health PTB	87.57	612.99				Life PFT	2.45	14.81
Cigna	20.03	140.21				FRS ER Cnt	80.92	488.88
Life PFT	0.72	4.32				Pretax Adm	6.67	47.82
VALIC	10.00	70.00						
Total:	128.69	900.11	Total:	2.77	14.89	* Taxable	423.46	2,885.25

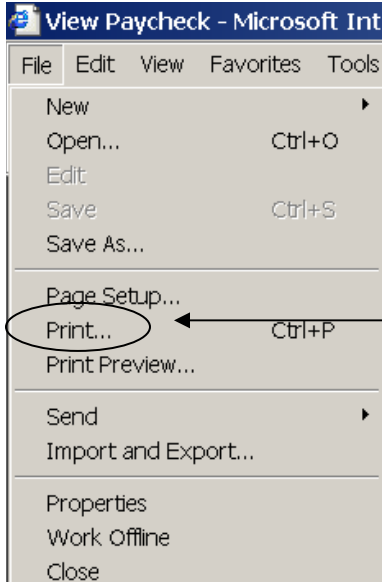
Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	15909	Checking	23498721	\$809.87

Select "File"

Click "File"

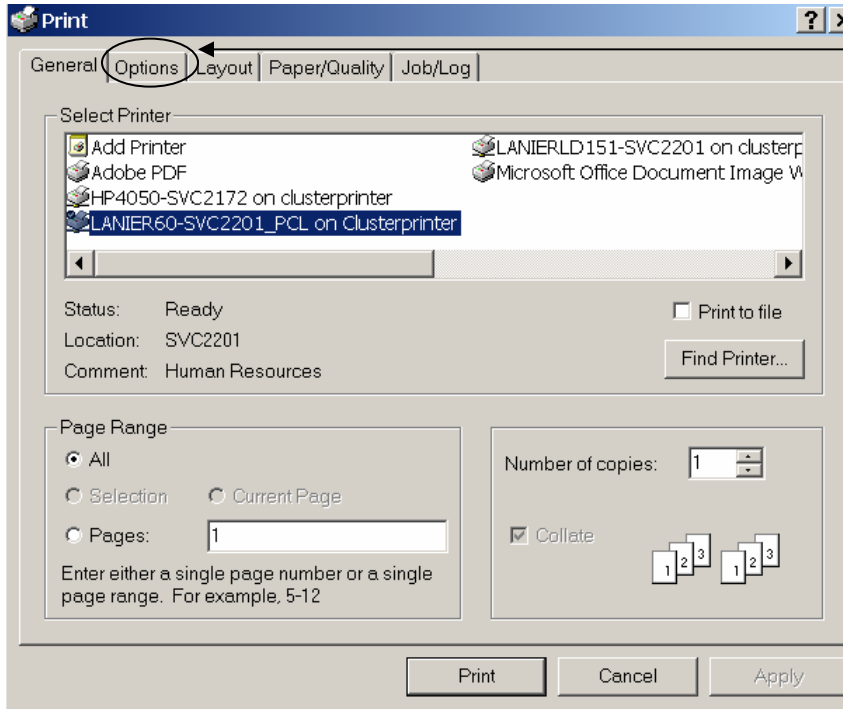


Select "Print"



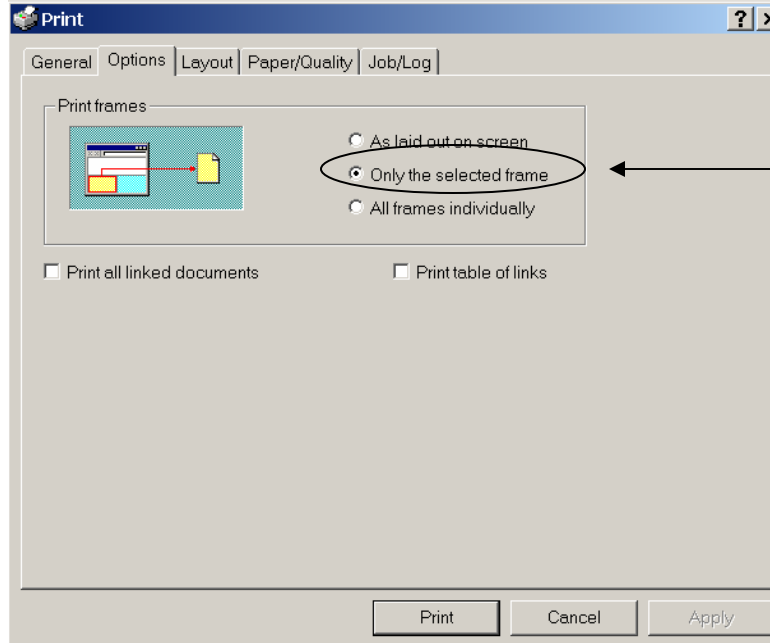
Click "Print"

Select "Options"



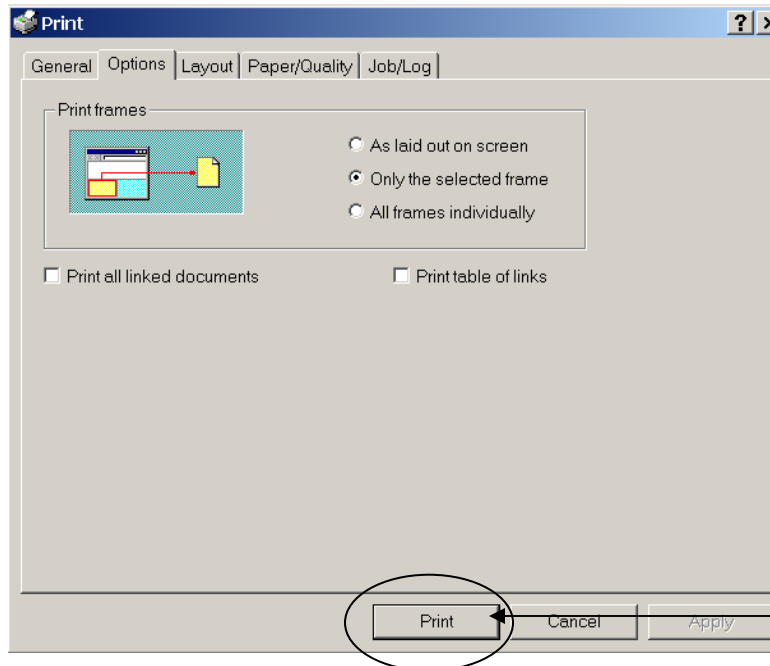
Click "Options"

Select “Only Selected Frame”



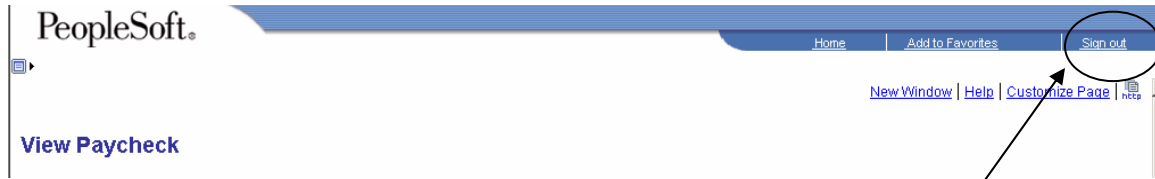
Click “Only the selected frame”

Select “Print”



Click “Print”

To exit GEMS Self Service click on the option to “Sign Out” and you will be returned to the GEMS sign in page!



Click "Sign out"