

ACCESS PAY STATEMENT

Access Pay Statements

1. From the left menu of the home screen, select **Your employment** (Figure 1)
2. Select **Your personnel information** from the **Your employment** tab (Figure 2)
3. Select the blue paperclip icon in the top right of the screen (Figure 3)
4. To change the window view, select one of the **Change view** options (Figure 4)
 - a. **Grid** view icon looks like 9 boxes
 - b. **List** view appears with a three bar pattern
 - i. Items within the list view can be sorted by date
 - c. **Detailed** view is a square icon
5. Double-click the PDF of the pay statement to be viewed (Figure 5)
 - a. *Note: the number beneath the PDF symbol references the year (2015) and the starting month (06-June) of the most recent pay statement.*
6. The pay statement opens as a PDF file
 - a. An example of a pay statement is included on the back of the guide (Figure 6)

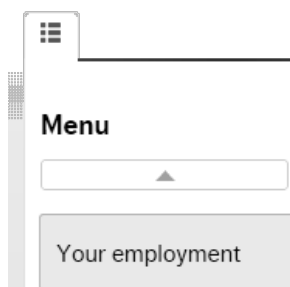


Figure 1

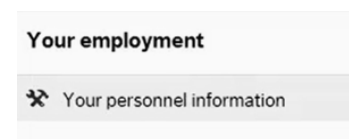


Figure 2



Figure 3

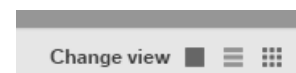


Figure 5

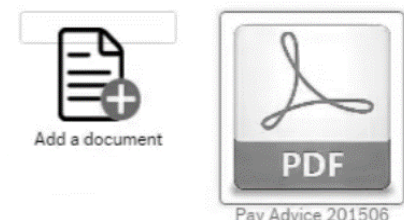
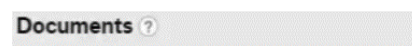


Figure 4

Print Pay Statements

NOTE: If users would like to print their Pay Statement, they must do so from a computer on the RMU campus.

1. Open the PDF file
2. If the file downloads as an Adobe PDF:
 - a. Open the PDF
 - b. Select **File**
 - c. From the dropdown menu, select **Print**
 - d. Select **Print** from the print window
3. If the file opens in an internet browser:
 - a. Select the printer icon from the bottom right corner of the screen
 - b. Select **Print**

Pay Statement Questions?
Contact Human Resources
humanresources@rmu.edu
 (412) 397-6270

Unit4 Questions?
Contact the Help Desk
help@rmu.edu
 (412) 397-2211



Pay Statement Example



Robert Morris University
6001 University Boulevard
Moon Township, PA 15108

EMPLOYEE NO.	EMPLOYEE NAME	PAY PERIOD	PERIOD START	PERIOD END	DEPOSIT DATE	NET PAY		
001776	Robert Morris Jr.	06	1-Jun-15	30-Jun-15	30-Jun-15	351.60		
MESSAGE								
EARNINGS		RATE	HOURS	CURRENT AMOUNT	YEAR TO DATE	DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Regular hours			53.94	425.05	425.05	Federal Income Tax	-23.34	-159.93
Other Taxable Earnings				425.05	2,940.97	Social Security Deduction	-26.35	-182.34
						Pennsylvania Local Tax (Home)	-2.13	-14.70
						State Unemployment Insurance	-0.30	-2.06
						Medicare Employee	-6.16	-42.64
						School District Tax (Home)	-2.13	-14.71
						Pennsylvania State Tax (Home)	-13.05	-90.29
						Taxes	-60.41	-506.67
Total Earnings				425.05	2,940.07			
EMPLOYER PAID BENEFITS				CURRENT AMOUNT	YEAR TO DATE			
Social Security ER				26.35	26.35	* This deduction reduces taxable gross		
Medicare Employer				6.16	6.16			
Employer Paid Benefits				32.51	32.51			
Total Employer Paid				32.51	32.51			
Total Deductions							-60.41	-506.67
Net Pay								351.60



Robert Morris University

Robert Morris Jr.
1776 Colonial Way
Pittsburgh, PA 15225

Figure 6