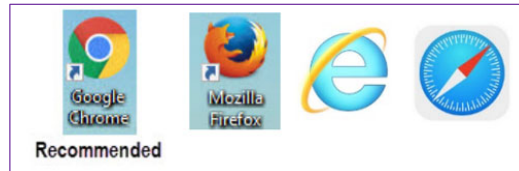


## How to View Pay Statement Quick Reference



### Log into PeopleSoft HR

**Open** a browser, for example Chrome, Firefox, Internet Explorer, Safari.



### Access [Employee Self Service](#)

Or - You can also access Employee Self Service by entering the following URL in the address field:  
[https://cubshr.clemson.edu/psc/ps/EMPLOYEE/HRMS/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://cubshr.clemson.edu/psc/ps/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

**Enter** your Clemson log in or user name in the User Name field and your Clemson password in the Password field.

CLEMSON UNIVERSITY

Username  
|

Password  
|

[Forgot password?](#)

**Login**

Two-Factor authentication using DUO is also required when using the University's online Employee Self Service.

(Learn DUO instructions by visiting <https://ccit.clemson.edu/cybersecurity/how-to/duo-authentication/>).

Authenticate With Duo

Getting a Duo error? Visit our help documentation

Settings

Send Me a Push

Call Me

Enter a Passcode

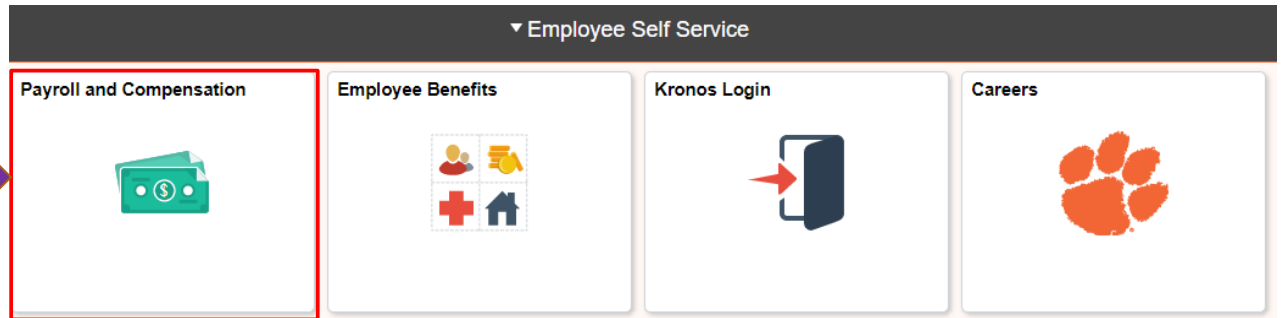
Remember me for 1 day

## How to View Pay Statement Quick Reference

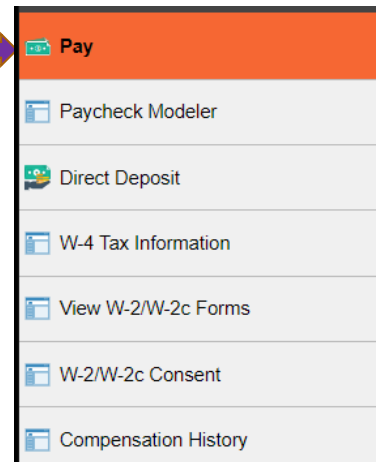


From Employee Self Service, **click** on the Payroll and Compensation tile

If you do not see Employee Self Service at the top of your screen, click on the down arrow (shown to the left of Employee Self Service above) and select Employee Self Service from the drop-down menu.



**Select Pay** from the menu on the left



## How to View Pay Statement Quick Reference



From the list of pay checks, **select** the pay check you wish to view.

Employee Self Service

Payroll and Compensation



Pay

Paycheck Modeler

Direct Deposit

W-4 Tax Information

View W-2/W-2c Forms

W-2/W-2c Consent

Compensation History

### Paychecks

Use the Filter to select the desired range of dates.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/31/2020	Clemson University	08/01/2020 08/15/2020		>
08/14/2020	Clemson University	07/16/2020 07/31/2020		>
07/31/2020	Clemson University	07/01/2020 07/15/2020		>
07/15/2020	Clemson University	06/16/2020 06/30/2020		>
06/30/2020	Clemson University	06/01/2020 06/15/2020		>
06/15/2020	Clemson University	05/16/2020 05/31/2020		>

Clemson University  
201 Sikes, Clemson University  
Clemson, SC 29634-5337

Pay Group: 12L-12 Month Annual with Lag  
Pay Begin Date: 08/01/2020  
Pay End Date: 08/15/2020

Business Unit: CLMSN  
Advice #: 000000000000  
Advice Date: 08/31/2020

<b>Employee Name</b> Street Address City, State Zip Code	Employee ID: 000000 Department: Department # and Name Location: Work Location Job Title: Job Title Pay Rate: Annual	<b>TAX DATA:</b> Marital Status: Married Allowances: 1 Addl. Pct: Addl. Amt:	<b>Federal</b> N/A X	<b>SC State</b>
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HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings	Description	Current	YTD
Regular						Fed Withholding		
						Fed MED/EE		
						Fed OASDI/EE		
						SC Withholding		
<b>TOTAL:</b>						<b>TOTAL:</b>		

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
AIG ORP	284.47	1,422.35	Children's Dependent Life \$15k	0.63	3.15	ORP	158.04	790.19
Deferred Comp 401k	25.00	125.00	Supp LTD Plan 1	5.48	27.40	Work Comp (prof/cler)	28.45	142.25
Dental Plus Pre-Tax	30.27	151.35				State Basic Life Non-Taxable	0.16	0.80
State Dental Pre-Tax	6.86	34.30				State Basic LTD Non-Taxable	1.61	8.05
State Health Standard Pre-Tax	71.93	359.65				Dental Non-Taxable	6.74	33.70
State Vision Plan Pre-Tax	2.90	14.50				Imputed Taxable Opt Life Ins*	8.50	42.50
State Opt Life Ins Pre-Tax	9.46	47.30				Medical Non-Taxable	309.03	1,545.15
Medical Expense Adm. Fee	1.16	5.80						
MoneyPlus Medical Expense	112.50	562.50						
Pre-tax Parking Fee/70k-90k	8.34	41.70						
<b>TOTAL:</b>	<b>552.89</b>	<b>2,764.45</b>	<b>TOTAL:</b>	<b>6.11</b>	<b>30.55</b>	<b>*TAXABLE</b>		

Current	<b>TOTAL GROSS</b>	<b>FED TAXABLE GROSS</b>	<b>TOTAL TAXES</b>	<b>TOTAL DEDUCTIONS</b>	<b>NET PAY</b>
YTD					

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
Advice #0000000000000006	Savings	Ends in 0002	
	Checking	Ends in 0001	
	Checking	Ends in 0000	
<b>TOTAL:</b>			

The Pay Statement provides details about your pay. It itemizes wages earned for the pay period and year to day payroll. The pay statement also shows taxes and other deductions (i.e. health and insurance benefits) withheld from your earnings. Lastly, it shows the amount of net pay you actually receive.



## How to View Pay Statement Quick Reference



Remember to **Sign Out** of PeopleSoft.

- Go to the Top Right and **click** on the three vertical dots, then **select** Sign Out.

