



YOUR PAYROLL ADVICE

OSU processes more than 180,000 paychecks to approximately 17,000 individuals each year. Each paycheck requires numerous transactions and calculations which could involve earnings, taxes, deductions, and benefits. Although the system provides many checks and balances, errors can occur. As part of the payroll process, OSU provides the Payroll Advice for employees to review and verify data immediately. Failure to notify Payroll Services or Human Resources of problems may delay your pay or result in benefit problems.

Transition to a Paperless Payroll Advice: As of July 1, 2005 OSU will process the Payroll Advice via an electronic or paperless method. The paperless form of the Payroll Advice can be found on Web for Employees. Web for Employees is a feature of the Human Resource System that allows employees of OSU to view payroll information, leave balances, and other employee information. Enhancements to Web for Employees are continually being made; therefore, the example on the back of the sheet may look somewhat different than the Web for Employees Payroll Advice.

E-mail notifications: An e-mail notification will be sent to all employees processed in a payroll calculation. The e-mail will inform the employee that he/she has been included in a particular payroll calculation with a specified issue date. It will also include the net pay along with the check distribution/bank name. A link to Web for Employees will be provided on the e-mail or employees can access Web for Employees directly through the internet at <http://webemp.okstate.edu/>.

The e-mail will also contain a section of Notifications and Announcements. This will contain important information about pay and benefits.

Accessing Web for Employees: Web for Employees can be accessed by using an employee's OKEY userid or e-mail address and password or by entering his/her Employee ID (SSN) and PIN (Personal Identification Number) at the Web for Employees Home Page. The default PIN is set to the employee's birthday (mmddyy). However, the employee will be required to change the default PIN upon first entering Web for Employees.

To access pay information for a particular payroll, click on the Payroll tab, then click on Payroll Advice. Select the Check Year and click on the Select button. Select the Check Date and click on the Select button.

To view leave information, click on the Employment tab, then click on Leave Balances. This will provide the employee with a table of vacation, comp time, sick leave, and extended sick leave balances.

Check Stub History

Oklahoma State University					
Check Issue Date	Employee Name	Employee Id	Total Earnings	Total Taxes and Deductions	Net Wages
07/31/2007	EMPLOYEE,I AM	000-11-222	2,990.00	740.64	2,249.36

Check Distribution: ANYBANK

Pay ID: 1R01 Period Start Date: 07/01/2007 Period End Date: 07/31/2007

Accrual Balances: Vacation: 74.00 Sick: 151.37 EXTENDED SICK LEAVE 0.00

Earnings			
Pay Description	Hours Worked	Current Earnings	Year To Date Earnings
MONTHLY PAY	160.83	2,774.37	14,441.12
HOLIDAY PAY	8.00	138.00	276.00
VACATION PAY	0.00	0.00	155.25
SICK PAY	4.50	77.63	77.63
Totals:	173.33	2,990.00	14,950.00

Employee Taxes			
Description	This Check	Year To Date	Year To Date Taxable Gross
SOCIAL SECURITY	180.02	907.82	14,642.30
MEDICARE	42.10	212.31	14,642.30
FEDERAL W/H	299.72	1,529.60	14,642.30
OKLAHOMA W/H	162.00	818.00	14,642.30
Totals:	683.84	3,467.73	

Description	Employee Deductions		Employer Contributions	
	This Check	Year To Date	This Check	Year To Date
D INS HC-R	26.80	187.60	0.00	0.00
FLEX MR-R	30.00	210.00	0.00	0.00
H INS HC-R	0.00	0.00	364.24	2,549.68
ARP T-C	0.00	0.00	343.85	1,719.25
LIFE INSUR	0.00	0.00	20.16	141.12
MEDICARE EMPLOYER	0.00	0.00	42.10	212.31
OTR OUT FEE	0.00	0.00	91.69	641.83
SOCIAL SECURITY EMPLOYER	0.00	0.00	180.02	907.82
TAXABLE INC (LIFE INS)	0.00	0.00	2.20	11.00
UNEMPLOY	0.00	0.00	11.04	82.80
WC OFFICE	0.00	0.00	4.18	21.07
Totals:	56.80	397.60	1,059.48	6,286.88