



Introduction

This job aid describes the steps necessary to view your paycheck in OneUSG Connect.

Instructions

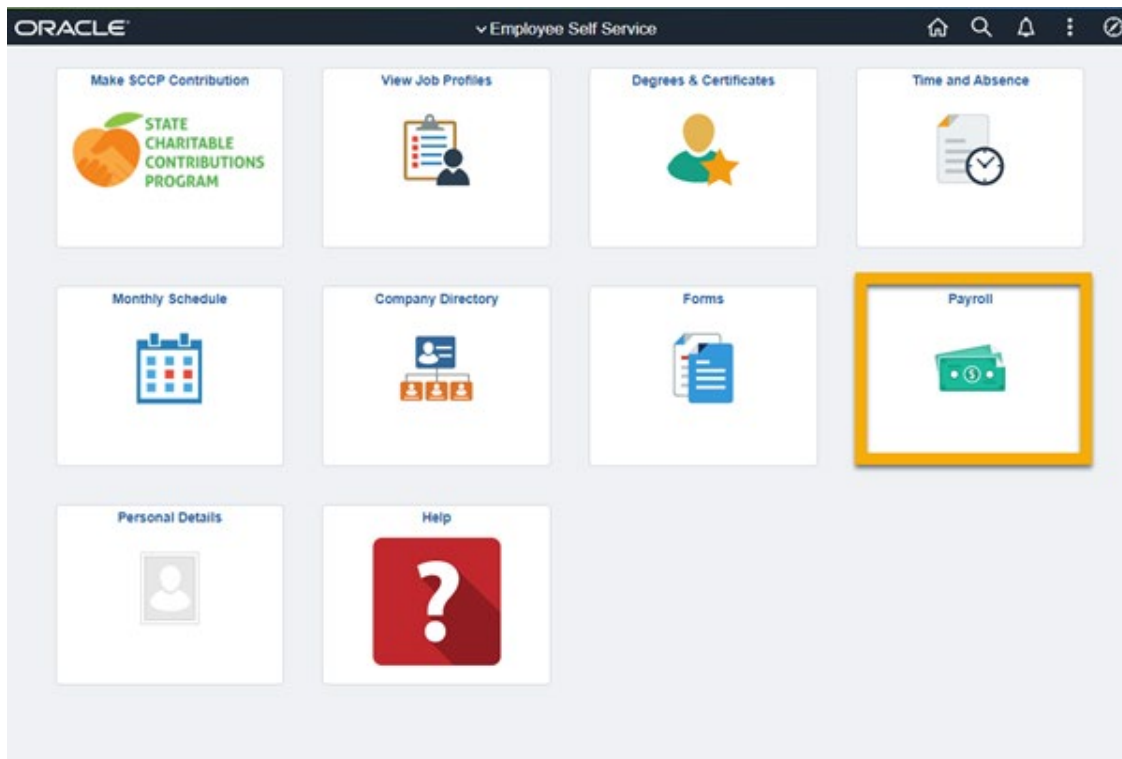
1. Log into **OneUSG Connect**.

Navigation:

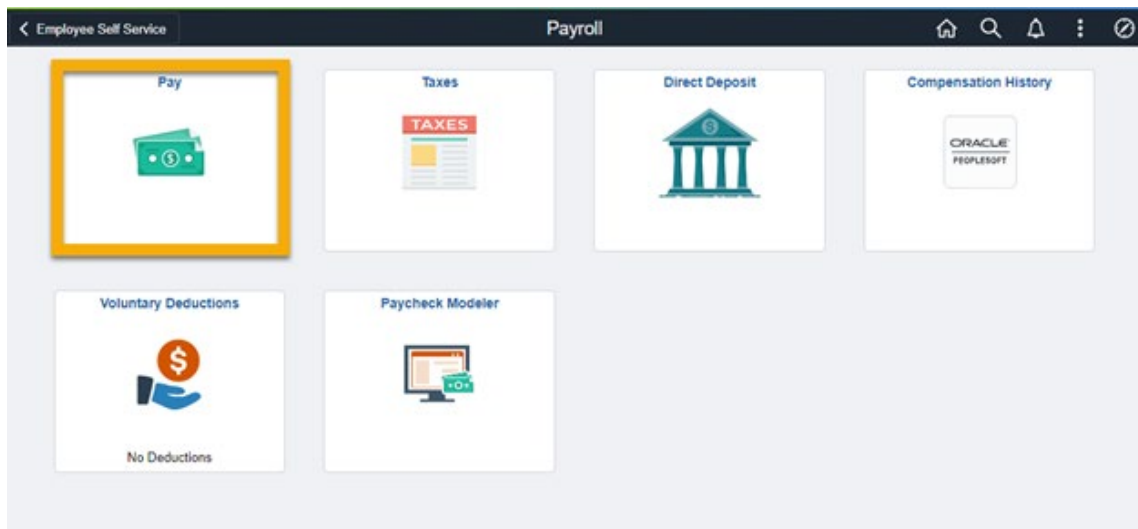
Employee Self Service > Payroll > Pay

2. Click the **Payroll** tile.

Note: **Employee Self Service** tile options may vary depending on your employee type.

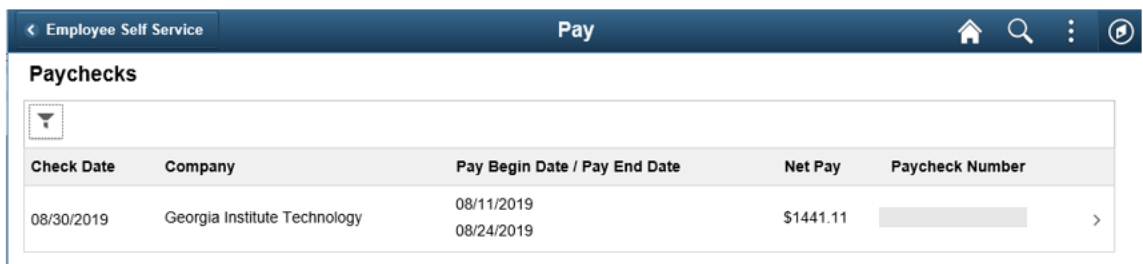


3. The **Payroll** dashboard will be displayed. Click the **Pay** tile to review your pay statements.



The pay menu will open, as seen below.

4. Locate, or search for, the paycheck for the pay period you are reviewing. Your most recent paycheck will display.



- a. Click the **Filter** icon in the upper left corner to filter by a date range.
- b. Click **Done**.



The screenshot shows the 'Employee Self Service' interface for 'Paychecks'. At the top, there is a navigation bar with 'Employee Self Service' and 'Pay'. Below this is a 'Paychecks' section with a dropdown menu. A table with columns 'Check Date', 'Company', 'Pay Begin Date / Pay End Date', 'Net Pay', and 'Paycheck Number' is visible. Below the table is a 'Filter' dialog box with 'Cancel' and 'Done' buttons. The dialog box contains two date pickers: 'From' with the date '05/30/2019' and 'To' with the date '08/30/2019'. A yellow arrow points to the 'From' date field, and another yellow arrow points to the 'To' date field. The text 'Enter Day, Month and Year' is displayed between the two date pickers.

- c. Click the paycheck row you wish to view.
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5. Review your paycheck.
 - a. Your paycheck opens in a new tab/window as a PDF.
 - b. Disable your pop-up blocker within your browser if you receive an error and are unable to open you paycheck.
 - c. Use the PDF menu to print or save the paycheck file by hovering your mouse towards the bottom of the page.



Georgia Institute Technology Georgia Institute of Technology, 225 North Avenue Atlanta, GA 30332		Pay Group: 03H-Staff - Hourly Pay Begin Date: 08/11/2019 Pay End Date: 08/24/2019	Business Unit: Advice #: Advice Date:											
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Federal GA State Marital Status: Allowances: Addl. Allowance: Addl. Percent: Addl. Amount:												
HOURS AND EARNINGS														
Description	Rate	Current Hours	Earnings	Hours	YTD Earnings									
Regular														
Campus Closure Non-Exempt														
Holiday Non-Exempt														
Jury Duty Non-Exempt														
Overtime														
Sick Leave Non-Exempt														
Vacation Non-Exempt														
TOTAL:			TOTAL:											
BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS				EMPLOYER PAID BENEFITS						
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD						
Teachers Retirement System														
LMT														
Parking Fees														
Consumer Choice HSA														
Dental-Base Option														
Vision Insurance														
TOTAL:			TOTAL: 0.00 0.00			*TAXABLE								
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES			TOTAL DEDUCTIONS			NET PAY		
Current														
YTD														
YEAR-TO-DATE	ANNUAL/VACATION	SIG												
Balance	0.0													

Note: Depending on the browser used you might need to hover your mouse toward the top of the page.

