

Download and View Your Payslip

This process will be used to help employees view their personal payroll payslips.


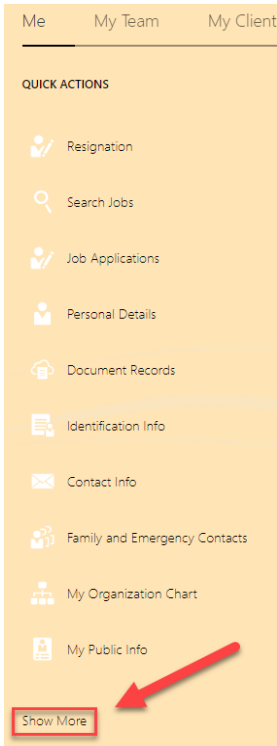
Audience: All

Walkthroughs:

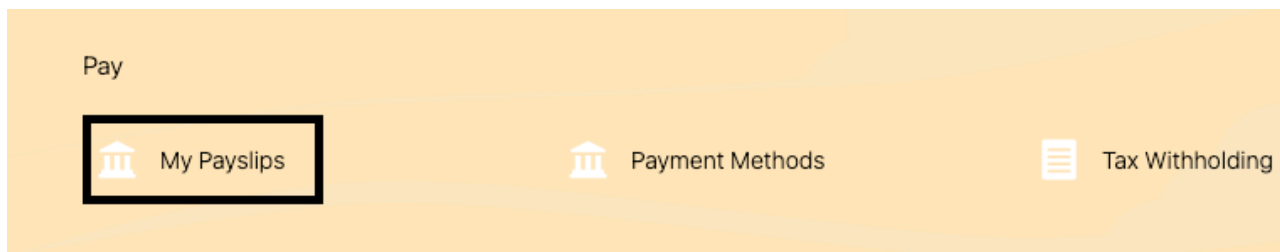
- 1.0 Navigation Path
- 2.0 Download and View Your Payslips
- How to Read Your Payslip

Additional Resources:

- [List out \(include GMHEC Knowledgebase\)](#)
- [Other](#)
- [Other](#)

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>➤ Click the home button</p>  <p>Under Quick Links click "Show More":</p> 

- Under Pay select “My Payslips”:

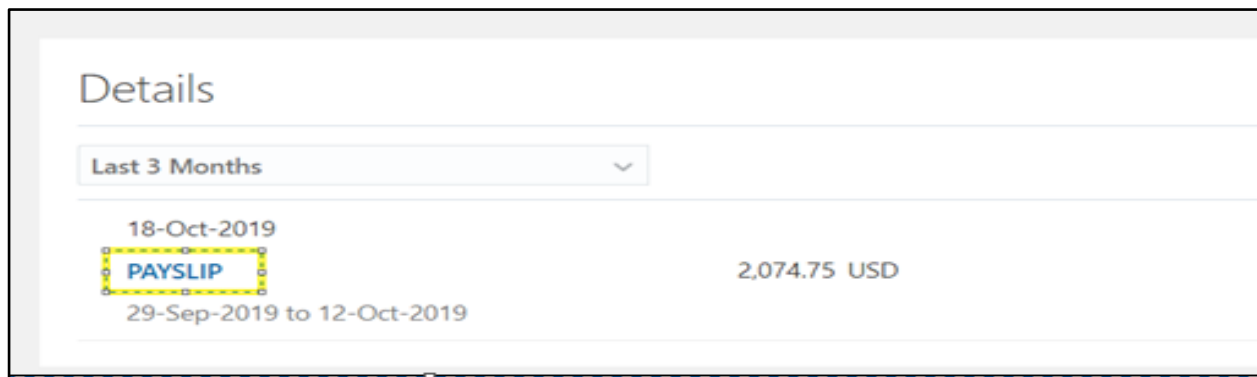


Download and View Your Payslips

On the payslip screen, you can:

- Use the dropdown menu to search and sort past payslips.
 - Selecting “Specific Date Range” will allow you to enter the dates before and after the payslip(s) you would like to view.
- Click on the payslip you would like to view

2.0 Download and View Your Payslips



A download box will pop up with the options to “Save” or “Open the file with Adobe”

How to Read Your Payslip

(Below is an example of a payslip)



Payslip

Employee Name	Payroll Relationship Number	Payroll
		GMHEC Biweekly Payroll
Person Number	Assignment Number	Salary Basis Name
		GM 2015 annual hours - salaried
Hire Date	Job Title	Tax Reporting Unit Name
		Green Mountain Higher Education Consortium, Inc.
Employee Address	Position	Tax Reporting Unit Address
53 Shelburne Shopping Park Shelburne, VT 05482 US		84 South Service Road, Room 202B Middlebury, VT 05753 US

This is your primary job.
If you have additional jobs, they appear below your salary

Period Type	Period Start Date	Period End Date	Payment Date	Base Salary
Biweekly	5-Jan-2020	18-Jan-2020	24-Jan-2020	

Additional Assignments				
Assignment Number	Salary Basis Name	Job Title	Position	Base Salary

Summary			
Description	The Summary shows your total gross earnings, deductions and net pay for the current pay period and Year to Date. Details for each of these sections is shown below	Current	Year to Date
Gross Earnings			
Pretax Deductions			
Employee Tax Deductions			
Net Payment			

Earnings			
Description	Wages earned during this period and Year to Date. If you have multiple earning elements there will be one row displayed for each	Current	Year to Date
Wages - Staff Salary			

Description	Start Date	End Date	Quantity	Type	Rate	Multiple	Amount
Wages - Staff Salary			77.50	Hours		1.00	

Hours			
Description	Current	Year to Date	
Wages - Staff Salary			

Pretax Deductions			
Description	This is the employee contribution for benefits and other programs. Pretax deductions reduce your taxable salary	Current	Year to Date
BEN GM 403B Mandatory PCT EE 1			
BEN GM 403B PCT EE			
BEN GM Dental EE			

Tax Deductions			
Description	State and federal income taxes deducted from your pay check for the current pay period and Year to Date. These are based on your W4 elections.	Current	Year to Date
FIT Withheld			
Social Security Employee Withheld			
Medicare Employee Withheld			
SIT Withheld (VT)			

Employer Deductions			
Description	Information only: Amounts that Employer pays	Current	Year to Date
BEN GM 403B PCT EE Employer Match			