Quick Reference:

Viewing Your Paycheck Online

**STEP 1**
Sign In to PeopleSoft using your OU 4 x 4 and password.

**STEP 2**
Navigate to Self Service → Payroll and Compensation → View Paycheck
Quick Reference:

Viewing Your Paycheck Online

A copy of your paycheck stub will display. (Enable pop-ups if your stub does not open.)

If you do not see your most recent paycheck at the top of the page, click the **Check Date** header to sort the self-service paychecks from most recent to oldest.

**STEP 3**

Click the View Paycheck hyperlink for the paycheck you wish to view.
Quick Reference:

Viewing Your Paycheck Online

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**University of Oklahoma**

Payroll and Employee Services, 905 Asp. Room 244
Norman, OK 73019

**Employee ID:**

**Department:**

**Location:**

**Job Title:**

**Check Date:** 02/05/2016

**Pay Group:** HRY-Monthly Payroll

**Pay Period:**

**Pay Begin Date:** 01/09/2016

**Pay End Date:** 01/22/2016

**Business Unit:** NORTIN

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### HOURS AND EARNINGS

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Hours</th>
<th>Earnings</th>
<th>Hours</th>
<th>YTD Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Leave Scheduled</td>
<td>12/4/2016</td>
<td>3.57</td>
<td>44.55</td>
<td>25.02</td>
<td>312.36</td>
</tr>
<tr>
<td>Scout Credits A/D/D</td>
<td>11/15/2016</td>
<td>0.10</td>
<td>0.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scout Credits Dental</td>
<td>11/15/2016</td>
<td>10.15</td>
<td>10.48</td>
<td></td>
<td></td>
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<tr>
<td>Scout Credits Health</td>
<td>11/15/2016</td>
<td>249.91</td>
<td>271.55</td>
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<td></td>
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<tr>
<td>Scout Credits Life</td>
<td>11/15/2016</td>
<td>1.85</td>
<td>1.85</td>
<td></td>
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</tr>
<tr>
<td>Hourly Regular Earnings</td>
<td>12/28/2016</td>
<td>68.43</td>
<td>854.66</td>
<td>166.69</td>
<td>2,214.33</td>
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<tr>
<td>Holiday Leave</td>
<td>12/28/2016</td>
<td>8.00</td>
<td>99.85</td>
<td>48.00</td>
<td>599.08</td>
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<tr>
<td>PERS Supplemental Pay</td>
<td>12/28/2016</td>
<td>0.00</td>
<td>0.29</td>
<td></td>
<td>0.29</td>
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</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Before-Tax Deductions</th>
<th>After-Tax Deductions</th>
<th>Employer Paid Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>1,251.09</td>
<td>240.00</td>
<td>3,753.28</td>
</tr>
</tbody>
</table>

**Description**

- Health Insurance B: 249.41, 739.53
- Dental BT: 10.15, 90.48
- VSP-BT: 10.15, 90.48
- Raiser Life Insurance: 1.85, 15.88
- Accidental Death & Disability: 0.10, 0.10

**Total:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance B</td>
<td>249.41</td>
<td>739.53</td>
</tr>
<tr>
<td>Dental BT</td>
<td>10.15</td>
<td>90.48</td>
</tr>
<tr>
<td>VSP-BT</td>
<td>10.15</td>
<td>90.48</td>
</tr>
<tr>
<td>Raiser Life Insurance</td>
<td>1.85</td>
<td>15.88</td>
</tr>
<tr>
<td>Accidental Death &amp; Disability</td>
<td>0.10</td>
<td>0.10</td>
</tr>
</tbody>
</table>

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<td>3,753.28</td>
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</tbody>
</table>

**TAXES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Federal</th>
<th>OK State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>118.24</td>
<td>30.34</td>
</tr>
<tr>
<td>YTD</td>
<td>424.27</td>
<td>100.70</td>
</tr>
<tr>
<td>Fed MED/EE</td>
<td>14.22</td>
<td>4.25</td>
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<td>Fed OASDI</td>
<td>46.78</td>
<td>12.35</td>
</tr>
<tr>
<td>OK Withholding</td>
<td>32.00</td>
<td>9.00</td>
</tr>
</tbody>
</table>

**Total:**

| Amount | 225.24 | 476.51 |

**Before-Tax Deductions:**

- Health Insurance B: Current: 249.41, YTD: 739.53
- Dental BT: Current: 10.15, YTD: 90.48
- VSP-BT: Current: 10.15, YTD: 90.48
- Raiser Life Insurance: Current: 1.85, YTD: 15.88
- Accidental Death & Disability: Current: 0.10, YTD: 0.10

**After-Tax Deductions:**

- Current: 5.00, YTD: 15.00

**Employer Paid Benefits:**

- Defined Contribution Plan 401k: Current: 89.86, YTD: 269.28

**Total Gross:**

- Current: 1,251.09, YTD: 3,753.28

**Gross Pay:**

- Current: 1,251.09, YTD: 3,753.28

**Taxes:**

- Current: 225.24, YTD: 476.51

**Net Pay:**

- Current: 1,025.84, YTD: 2,276.77

**Compensatory Hours:**

- Current: 0.00, YTD: 0.00

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**Compensatory Hours:**

- Current: 0.00, YTD: 0.00

**Message:**

- Current: 0.00, YTD: 0.00

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### Compensatory Hours

- **End Balance:** 11.6
- **Paid Leave Hours:**
  - Current: 1,251.69
  - YTD: 3,753.28
- **Compensatory Hours:**
  - Current: 0.00

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**Compensatory Hours:**

- **End Balance:** 11.6