



# MY PAYSTUBS

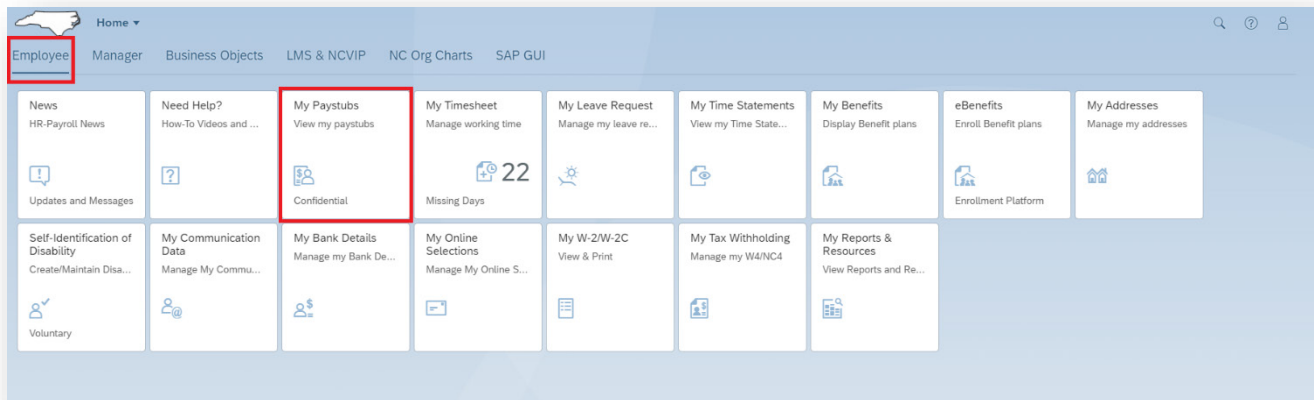
## FIO-01 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure is to explain how to navigate the Pay Statement within the Fiori **My Paystubs** application.

### Steps for accessing My Paystubs

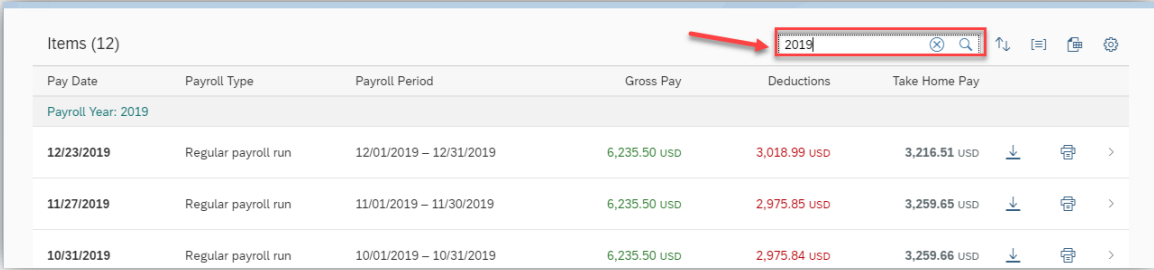
1. Log into Fiori and select the **My Paystubs** application tile located on the dashboard under the **Employee** tab.



2. A collection of all paystubs is displayed and can be viewed in detail using the **navigation** features on the upper right of the screen.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Items (156)								
Payroll Year: 2021								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD			
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,999.21 USD	3,492.21 USD			
Payroll Year: 2020								
12/23/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD			
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,090.31 USD	3,341.11 USD			
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,090.33 USD	3,341.09 USD			
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,090.32 USD	3,341.10 USD			

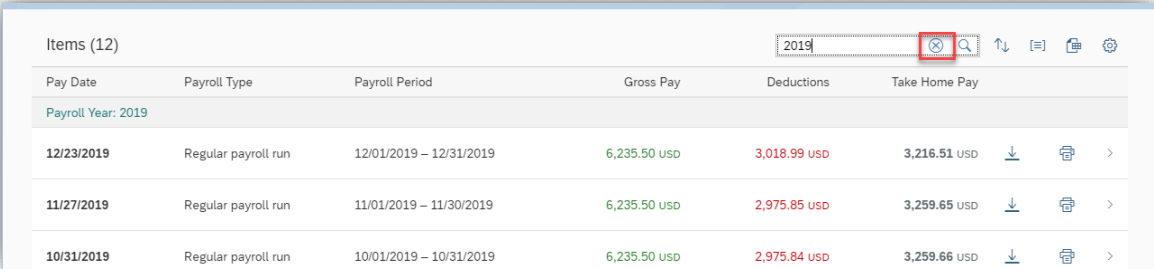
- 3. To filter on a specific year of pay statements, go to the **Search Paystubs** field and type in a year. For example, type in **“2019”** and click **Enter** on your keyboard or click the **Search** magnifying glass icon.



The screenshot shows a search interface with a search bar containing the text '2019'. A red arrow points to the search bar. Below the search bar is a table with the following data:

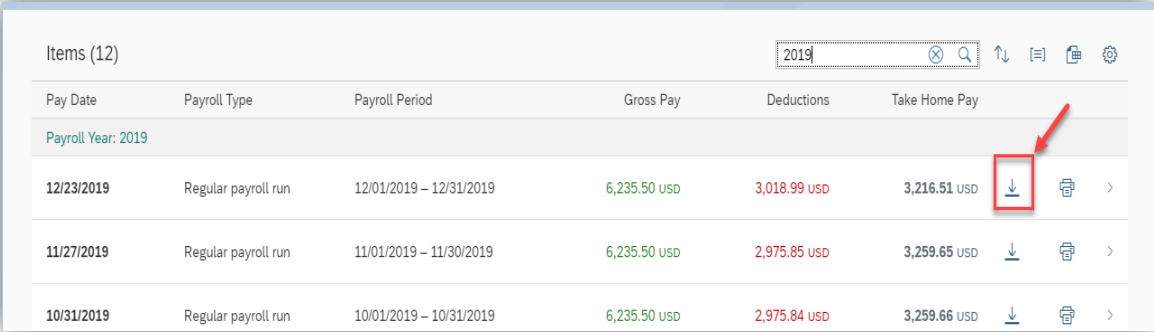
Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2019					
12/23/2019	Regular payroll run	12/01/2019 – 12/31/2019	6,235.50 USD	3,018.99 USD	3,216.51 USD
11/27/2019	Regular payroll run	11/01/2019 – 11/30/2019	6,235.50 USD	2,975.85 USD	3,259.65 USD
10/31/2019	Regular payroll run	10/01/2019 – 10/31/2019	6,235.50 USD	2,975.84 USD	3,259.66 USD

- 4. To delete the search criteria and go back to the full list, click the **X** in the **Search** field.



The screenshot shows the search interface with the search bar now empty. A red box highlights the 'X' icon in the search bar, indicating the action to clear the search criteria.

- 5. To download a specific pay statement, click the **Download PDF** arrow in a column on the right side of the screen.



The screenshot shows the search interface with the search bar empty. A red box highlights the 'Download PDF' arrow icon in the right side of the table, indicating the action to download a specific pay statement.

6. Click on the downloaded file to open the PDF.

Items (156)

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2021					
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD
Payroll Year: 2020					
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
08/31/2020	Regular payroll run	08/01/2020 – 08/31/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
07/31/2020	Regular payroll run	07/01/2020 – 07/31/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD
06/30/2020	Regular payroll run	06/01/2020 – 06/30/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
05/29/2020	Regular payroll run	05/01/2020 – 05/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD
04/30/2020	Regular payroll run	04/01/2020 – 04/30/2020	6,235.50 USD	3,003.45 USD	3,232.05 USD
03/31/2020	Regular payroll run	03/01/2020 – 03/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD

Paystub\_202102.pdf

7. Click on **Download** or **Print** icon to save or print the pay statement.

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Download Print

Pay Period: 02/01/2021 through 02/28/2021  
Check Date: 02/24/2021

Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 9,842.42 =	1,901.49 =	1,843.27 =	6,097.66	# SDCP 02/20 FT	700.00	1,400.00
YTD: 16,233.64 =	3,620.90 =	2,843.05 =	9,569.69	# SDCP 02/20 Fee Plan FT	475.00	875.00
				#SDF 02/20 ProfPlan Ref FT	102.00=	102.00=
				** Total Health Insurance	475.00	1,475.00
Earnings	Hours	Current	YTD			
Regular Salary		3,036.23	6,736.38	# 401k Savings Plan EE	425.00	850.00
Vacation Leave	23.00	849.00	1,422.00	# 401 Savings Plan EE	150.00	300.00
Paid Holiday	0.00	274.96	1,014.00	# Parking Allow FT	11.00	22.00
Special Allowance PRI8-20	40.00	2,212.00	2,249.00	# NC Flex Medical-PT	64.00	128.00
** Total Base Pay		6,362.19	12,702.00	# NC Flex Vision FT	11.00	22.00
Annual Longevity		3,410.00	3,410.00	# NC Flex Life Ins FT	25.40	50.80
Imputed Income		20.40	20.40	# NC Flex Cancer FT	10.00	20.00
** Total Other Pay		3,430.40	3,430.40	* TERM CR	582.50	974.04
Total Earnings		9,842.42	16,284.64	** Total Other Deductions	1,424.00	2,643.84
				Total Deductions	1,901.49	3,820.80

8. Another way to print a pay statement is to click on the **Print PDF** icon in the column on the right side of the screen.

Items (91) Search Paystubs 🔍 ↻ ⬆️ ⌵ 🗒️ ⚙️

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay	
Payroll Year: 2021						
04/30/2021	Regular payroll run	04/01/2021 – 04/30/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓ 🗒️ >
03/31/2021	Regular payroll run	03/01/2021 – 03/31/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓ 🗒️ >
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	4,178.75 USD	1,611.46 USD	2,567.29 USD	↓ 🗒️ >
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	4,178.75 USD	1,611.47 USD	2,567.28 USD	↓ 🗒️ >

9. A popup window will appear. Click the **Print** button to print the pay statement PDF.

**Print** 1 sheet of paper

Destination: EPSON ET-3750 Series

Pages: All

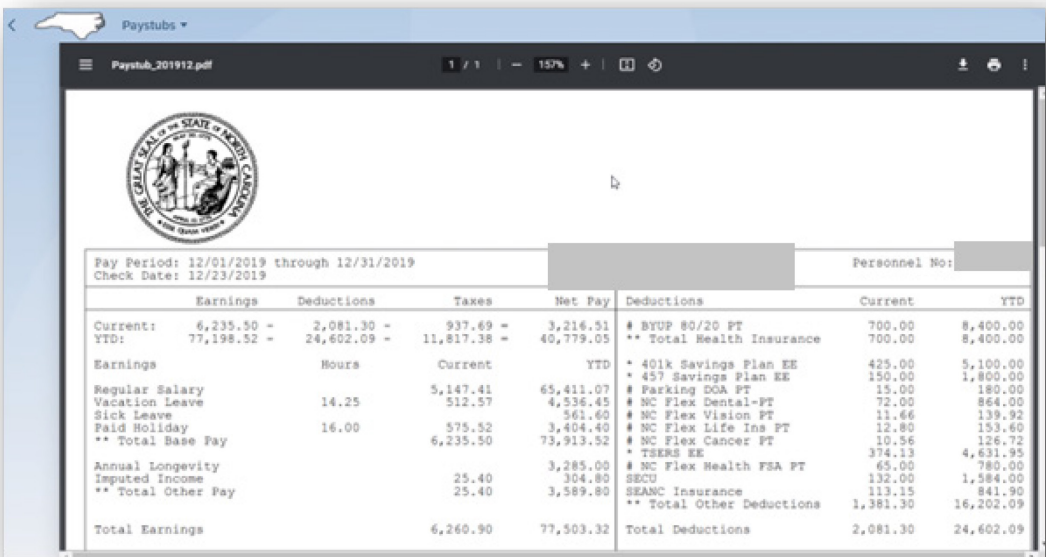
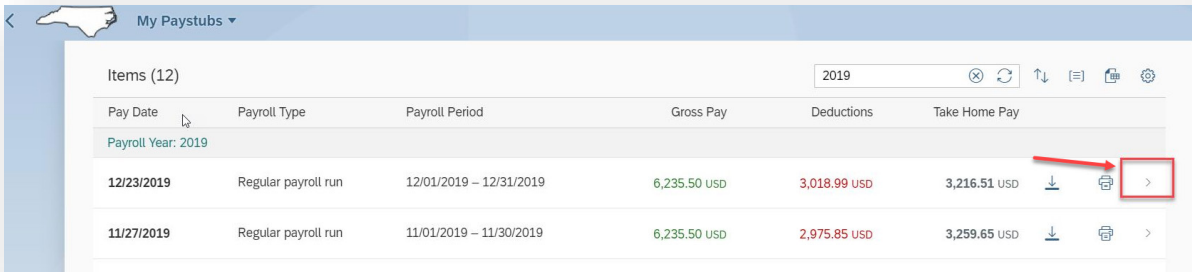
Copies: 1

Color: Black and white

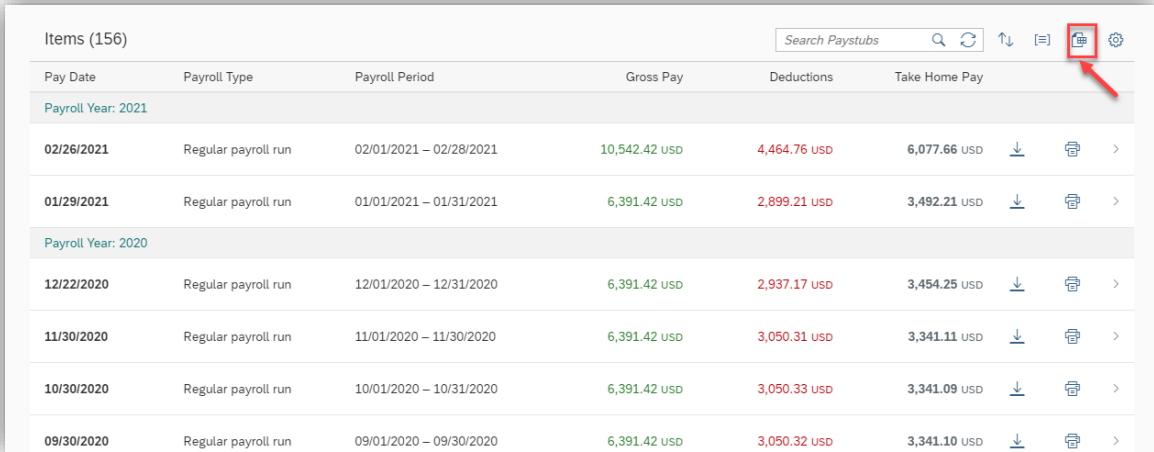
More settings

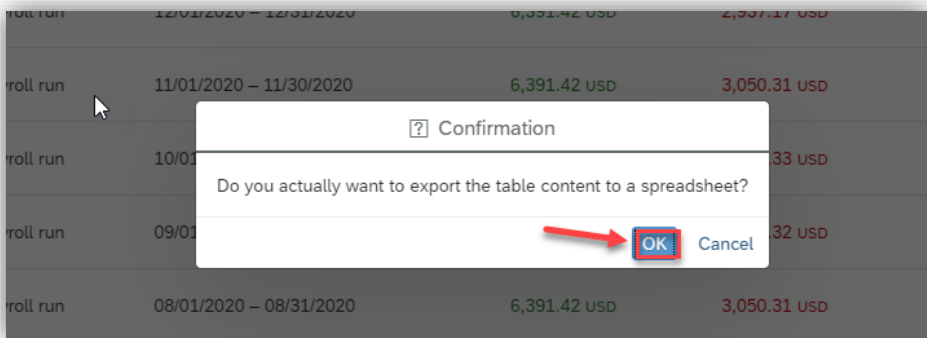
**Print** Cancel

10. Click an arrow in the last column on the right side of the screen to open a pay statement. Click the back arrow to go back.

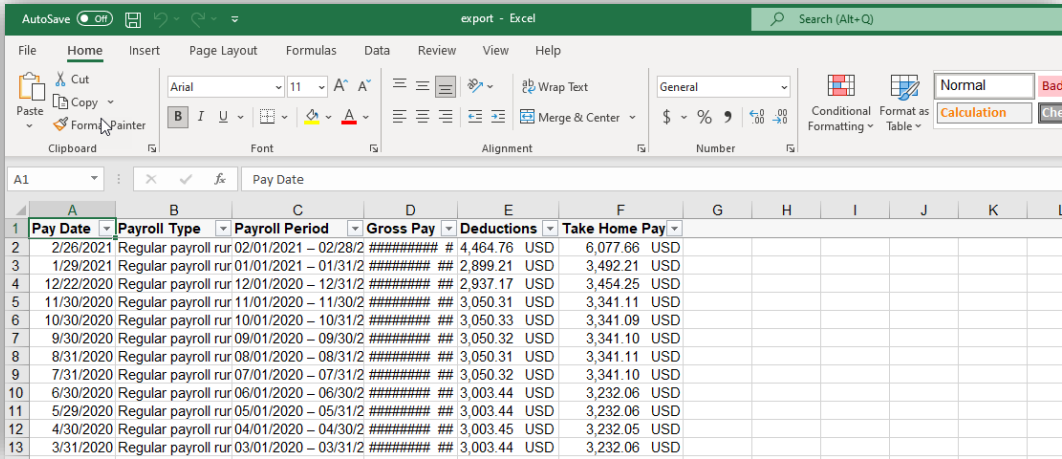
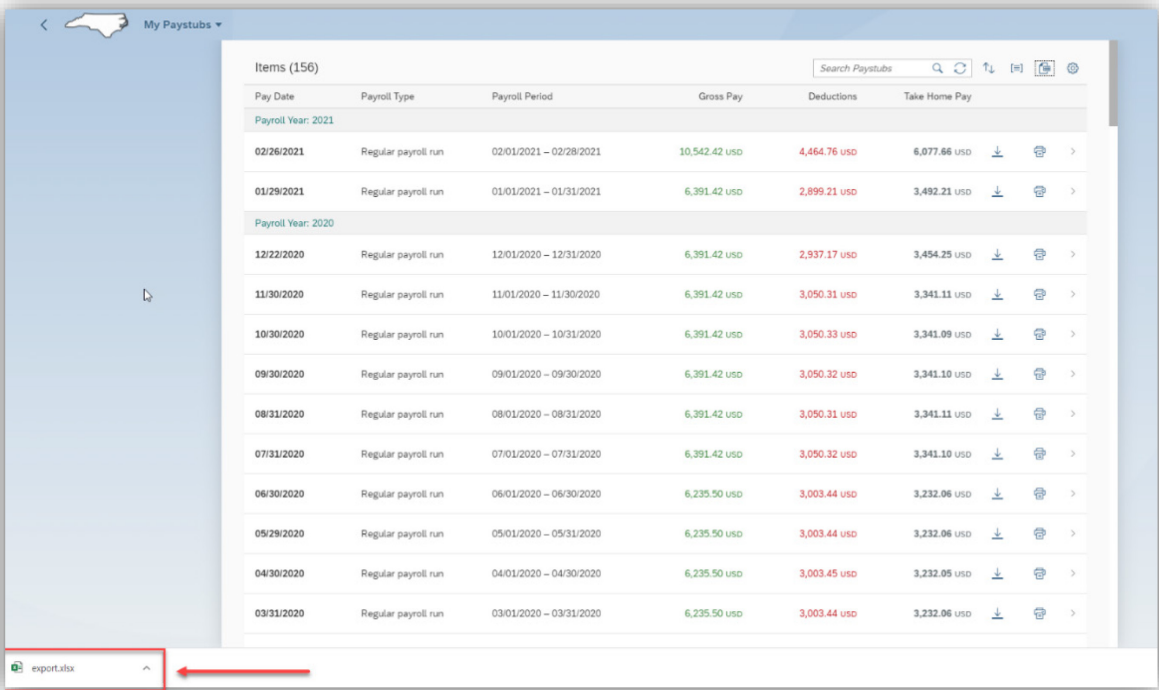


11. Click the **Export to Spreadsheet** icon in the navigation features to export a .xlsx file. Click the **OK** button on the confirmation popup window.

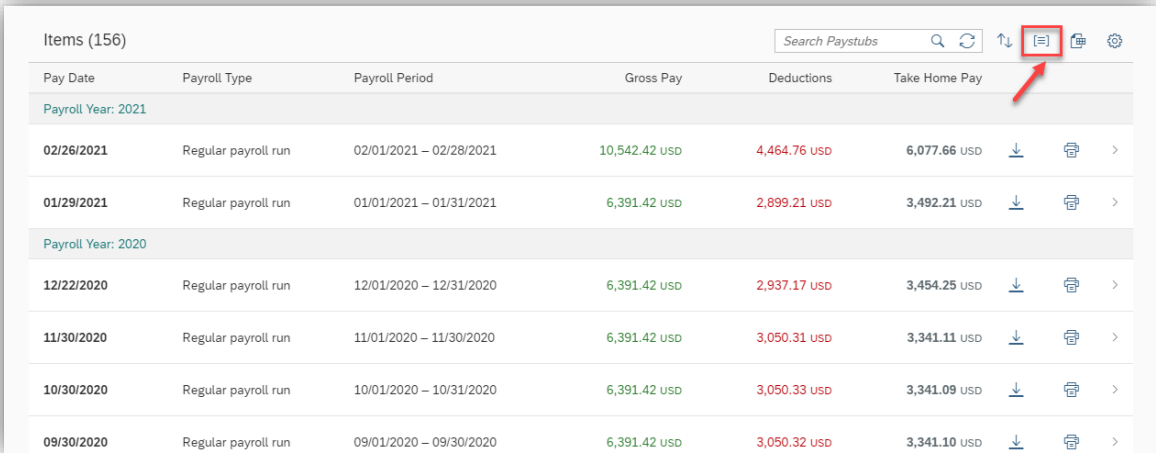




12. Click the .xlsx file in the download area of your browser window to open, and the Excel file is displayed.



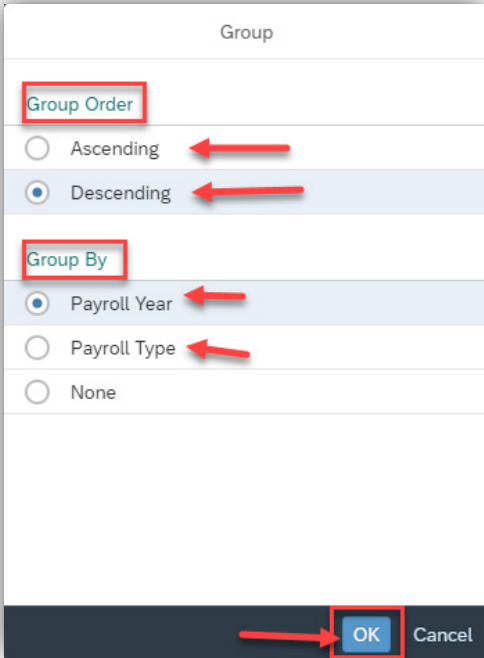
13. Click the **Group your paystubs** icon in the navigation features to change the Group order.



The screenshot shows a table of paystubs with columns for Pay Date, Payroll Type, Payroll Period, Gross Pay, Deductions, and Take Home Pay. A red box highlights the 'Group your paystubs' icon in the top right corner of the interface.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2021					
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD
Payroll Year: 2020					
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD

14. Adjust the Group Order to **Ascending** or **Descending** or the Group By to **Payroll Year**, **Payroll Type** or **None** and click **OK**.

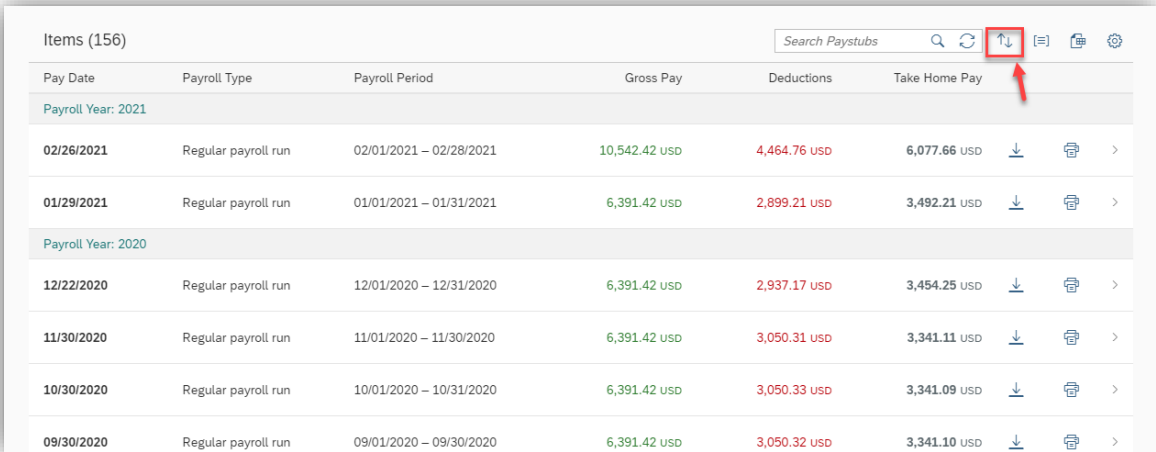


The 'Group' dialog box shows the following settings:

- Group Order:** Descending (selected)
- Group By:** Payroll Year (selected)

Buttons for OK and Cancel are visible at the bottom.

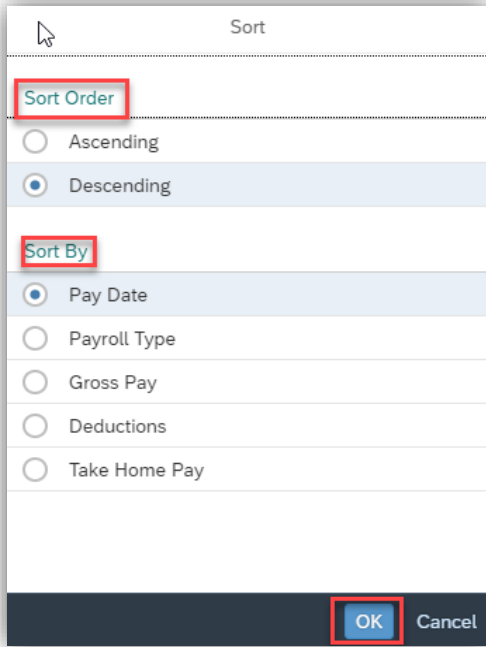
15. Click the **Sort your paystubs** icon to sort pay statements within the timeframe.



The screenshot shows a table of 156 paystubs. The table has columns for Pay Date, Payroll Type, Payroll Period, Gross Pay, Deductions, and Take Home Pay. A red box highlights the sort icon (two arrows pointing up and down) in the top right corner of the table header area.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2021								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	☰	>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	☰	>
Payroll Year: 2020								
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	☰	>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	☰	>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	☰	>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	☰	>

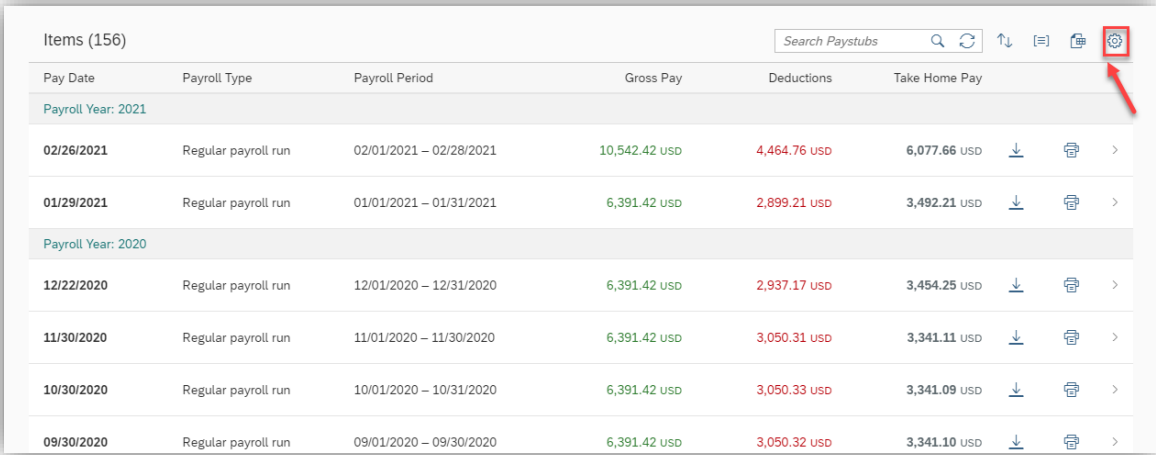
16. You can Sort by **Pay Date**, **Payroll Type**, and several other options as well as **Ascending** or **Descending**.



The screenshot shows a 'Sort' dialog box with two sections: 'Sort Order' and 'Sort By'. The 'Sort Order' section has radio buttons for 'Ascending' and 'Descending', with 'Descending' selected. The 'Sort By' section has radio buttons for 'Pay Date', 'Payroll Type', 'Gross Pay', 'Deductions', and 'Take Home Pay', with 'Pay Date' selected. A red box highlights the 'Sort Order' label, and another red box highlights the 'OK' button at the bottom right.



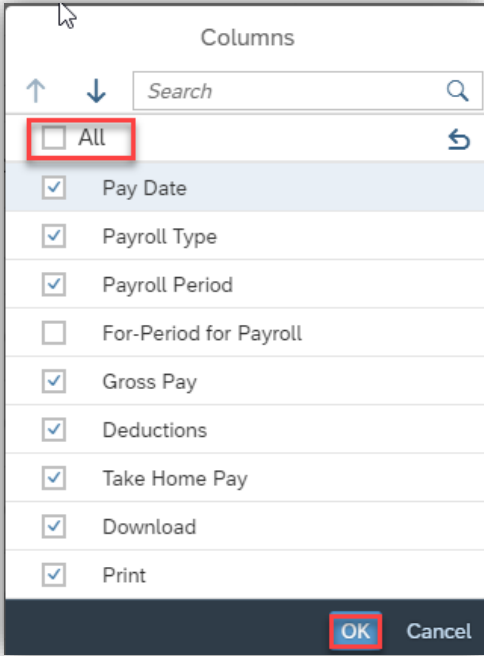
17. Click the **Personalize the table appearance** icon to customize the data that is displayed.



The screenshot shows a table titled "Items (156)" with a search bar and several icons. A red arrow points to a gear icon in the top right corner, which is used to customize the table's appearance. The table has columns for Pay Date, Payroll Type, Payroll Period, Gross Pay, Deductions, and Take Home Pay. It is organized by payroll year, with 2021 items listed first, followed by 2020 items.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2021								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	☰	>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	☰	>
Payroll Year: 2020								
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	☰	>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	☰	>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	☰	>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	☰	>

18. Click the various fields to select or de-select columns to display and click **OK**.



The screenshot shows a "Columns" dialog box with a search bar and a list of checkboxes. The "All" checkbox is highlighted with a red box. The list includes "Pay Date", "Payroll Type", "Payroll Period", "For-Period for Payroll", "Gross Pay", "Deductions", "Take Home Pay", "Download", and "Print". The "OK" button is also highlighted with a red box.

Column	Selected
All	<input type="checkbox"/>
Pay Date	<input checked="" type="checkbox"/>
Payroll Type	<input checked="" type="checkbox"/>
Payroll Period	<input checked="" type="checkbox"/>
For-Period for Payroll	<input type="checkbox"/>
Gross Pay	<input checked="" type="checkbox"/>
Deductions	<input checked="" type="checkbox"/>
Take Home Pay	<input checked="" type="checkbox"/>
Download	<input checked="" type="checkbox"/>
Print	<input checked="" type="checkbox"/>

19. Click **My Paystubs** to return to the previous screen.

Pay Date	Payroll Type	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Type: Regular payroll run								
02/26/2021	Regular payroll run	02/01/2021 – 02/28/2021	10,542.42 USD	4,464.76 USD	6,077.66 USD	↓	☰	>
01/29/2021	Regular payroll run	01/01/2021 – 01/31/2021	6,391.42 USD	2,899.21 USD	3,492.21 USD	↓	☰	>
12/22/2020	Regular payroll run	12/01/2020 – 12/31/2020	6,391.42 USD	2,937.17 USD	3,454.25 USD	↓	☰	>
11/30/2020	Regular payroll run	11/01/2020 – 11/30/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	☰	>
10/30/2020	Regular payroll run	10/01/2020 – 10/31/2020	6,391.42 USD	3,050.33 USD	3,341.09 USD	↓	☰	>
09/30/2020	Regular payroll run	09/01/2020 – 09/30/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	☰	>
08/31/2020	Regular payroll run	08/01/2020 – 08/31/2020	6,391.42 USD	3,050.31 USD	3,341.11 USD	↓	☰	>
07/31/2020	Regular payroll run	07/01/2020 – 07/31/2020	6,391.42 USD	3,050.32 USD	3,341.10 USD	↓	☰	>
06/30/2020	Regular payroll run	06/01/2020 – 06/30/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	☰	>
05/29/2020	Regular payroll run	05/01/2020 – 05/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	☰	>
04/30/2020	Regular payroll run	04/01/2020 – 04/30/2020	6,235.50 USD	3,003.45 USD	3,232.05 USD	↓	☰	>
03/31/2020	Regular payroll run	03/01/2020 – 03/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	☰	>
02/28/2020	Regular payroll run	02/01/2020 – 02/29/2020	9,602.50 USD	4,011.83 USD	5,590.67 USD	↓	☰	>
01/31/2020	Regular payroll run	01/01/2020 – 01/31/2020	6,235.50 USD	3,003.44 USD	3,232.06 USD	↓	☰	>

**Note:** The pay statement will not be available to view until payday.

**Change Record**

- 8/16/21 – Initial BPP created – Mayuri Surati
- 2/8/23 – Updated screenshots and formatting – A. Durrence