



DISPLAY PAY STATEMENT

ESS-9 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this business process procedure is to explain how to display your pay statement in the Integrated HR/Payroll System.

Trigger:

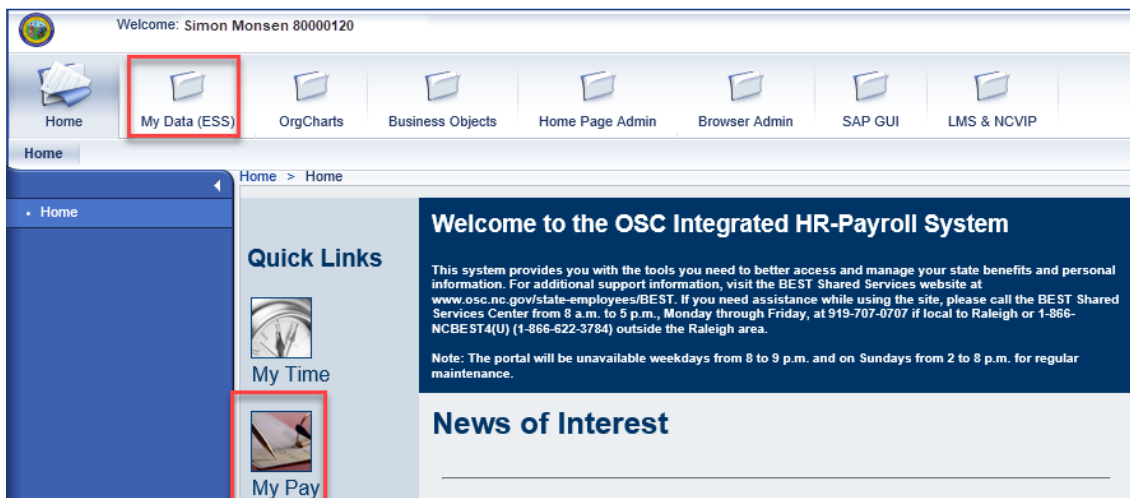
Use this Document to view and print your Pay Statement in ESS.

Business Process Procedure Overview:

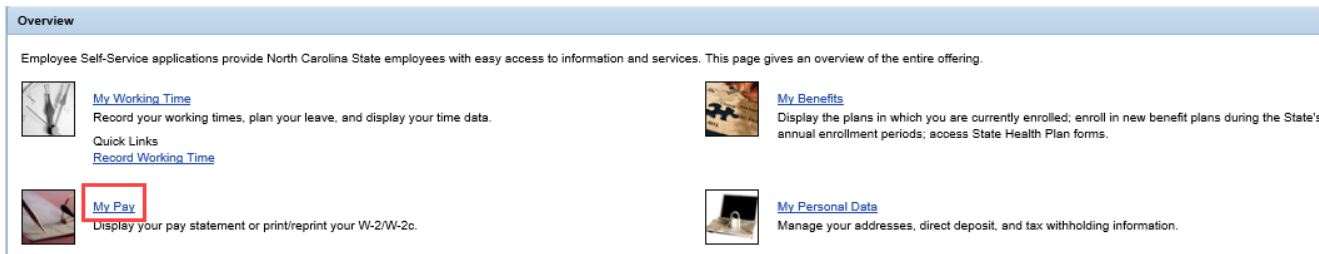
The **Pay Statement** service is located within the My Pay section of ESS. Employees can use this service to view and print their Remuneration Statements for each pay period.

View your Pay Statement

1. From the Integrated HR/Payroll System Home Page, click the **My Data (ESS)** tab or click **My Pay** under Quick Links to go directly to the My Pay screen.




2. Click **My Pay**.



- The **My Pay Information** screen will be displayed. Click **Pay Statement**.

My Data (ESS) > My Pay > My Pay

My Pay




My Pay Information

[Pay Statement](#)
view your latest pay statement.

[Office of State Human Resources Benefit Calculator](#)
Use this link to estimate the value of your compensation and benefits.

W-2 / W-2c

 [Read First: W-2/W-2c Help](#)

[Consent to receive W-2/W-2c Electronically](#)
Elect to print your W-2/W-2c online instead of receiving a mailed paper copy.

[Print W-2/W-2c](#)
Print a copy of your current or previous years' W-2/W-2c.







- The screen always defaults to the most recent Pay Statement. Use the **◀ Previous Salary Statement** and **Next Salary Statement ▶** buttons to navigate to the statement for another pay period.


My Data (ESS) > My Pay

Paycheck Inquiry Service

[Show Overview](#)

◀ Previous Salary Statement Next Salary Statement ▶ Exit







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| Pay Period: 04/01/2019 through 04/30/2019 | | | | Name: Simon Monsen | | Personnel No: 80000120 | |
|---|-------------|----------|------------|---|---------------------------|------------------------|--------|
| Check Date: 04/30/2019 | | | | Organization: 4601-Natural and Cultural Resources | | | |
| Earnings | Deductions | Taxes | Net Pay | Deductions | Current | YTD | |
| Current: | 4,341.75 - | 101.08 - | 1,079.12 - | 3,161.55 | BYUP 80/20 AT | 50.00 | 200.00 |
| YTD: | 15,138.20 - | 404.32 - | 3,557.54 - | 11,176.34 | ** Total Health Insurance | 50.00 | 200.00 |
| Earnings | Hours | Current | YTD | NC Flex Dental-AT | 35.90 | 143.60 | |
| Regular Salary | | 3,341.75 | 13,058.52 | NC Flex Cancer AT | 15.18 | 60.72 | |
| Paid Holiday | | | 308.48 | ** Total Other Deductions | 51.08 | 204.32 | |
| ** Total Base Pay | | 3,341.75 | 13,367.00 | Total Deductions | 101.08 | 404.32 | |
| Holiday Comp Payout | | | 771.20 | | | | |
| Relocation Tax, Reimburs | | 1,000.00 | 1,000.00 | | | | |
| ** Total Other Pay | | 1,000.00 | 1,771.20 | | | | |
| Total Earnings | | 4,341.75 | 15,138.20 | | | | |

5. The **Show Overview** link will display a list of available Pay Statements from which to choose.
 - To display all available salary statements, select **All Available Sal. Statements** from the **Display the Last** drop-down menu.

Paycheck Inquiry Service

[Hide Overview](#)

Display the Last: All Available Sal. Statements

| Overview | | | | |
|--------------------------|--------------|--------------|----------------|-------------|
| <input type="checkbox"/> | Payment Date | Gross | Payment Amount | PrintStatus |
| | 04/30/2019 | 3,341.75 USD | 3,161.55 USD | |
| | 03/29/2019 | 3,341.75 USD | 2,492.88 USD | |
| | 02/28/2019 | 3,495.99 USD | 2,608.83 USD | |
| | 01/31/2019 | 3,958.71 USD | 2,913.08 USD | |

Print Your Pay Statement

1. Right -click on the Pay Statement and select **Print**.

| 2019 | | Name: E | Organiz |
|------------|-------------|---------|---------|
| Taxes | Net Pay | | |
| - 1,079.12 | - 3,161.55 | | |
| - 3,557.54 | - 11,176.34 | | |
| Current | YTD | | |
| 3,341.75 | 13,058.52 | | |
| | 308.48 | | |
| 3,341.75 | 13,367.00 | | |
| | 771.20 | | |
| 1,000.00 | 1,000.00 | | |
| 1,000.00 | 1,771.20 | | |
| 4,341.75 | 15,138.20 | | |

2. A print screen menu will be displayed. Select the desired Printer and click **Print**.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

| | |
|-----------------------------|-----------------|
| Phone (Raleigh Area) | (919) 707-0707 |
| Phone (Toll Free) | (866) 622-3784 |
| Email: | BEST@osc.nc.gov |

OSC Training website:

<https://www.osc.nc.gov/state-agency-resources/training>

Click Help Documents and search for:

Reading Your Pay Statement