## How to Use the VIP "Past Paychecks" Option

University Employees access electronic Pay Stub information by selecting the "Past Paychecks" option on **VIP**, USC's Visual Information Processing System.

To access VIP, open the computer browser and go to the internet address <u>https://VIP.SC.EDU</u>.

[USER NOTE: If the VIP address is not bookmarked as a favorite, at the top left of the browser screen, select the option "File", then select Open, and type in the address below: <u>https://VIP.SC.EDU</u>.]

Move the cursor to the "LOGIN TO VIP" option located in the middle of the screen and click the left mouse button to proceed to the login screen.

On the USC ID/PIN LOGIN tab, fill out step 1 and 3, then click the login button in step 4.

*Note: If VIP login fails due to PINrelated errors ( invalid or deactivated PIN messages display, ) <u>contact Human</u> <i>Resources at 777-3111 for assistance.* 

For other VIP related problems/issues, contact the University Technology Services (UTS) help desk at 777-1800 for assistance.

After successfully logging into VIP, general information about the VIP ID will appear on screen.

To proceed to VIP, Click the option *"I'll do this later, take me to VIP"*.

**[USER NOTE**: The option to proceed to VIP may appear slightly different than the example shown on the right due to message updates made by UTS.]







The VIP **Main Menu** will display.

Move the cursor to the "EMPLOYMENT" option and click the left mouse button to select.

South Carolina's Plagship University	portions brought to you by the Student Technology Fee LOO			
WD	Main Menu	Fri Jan 11 15:57:40 200		
EMPLOYMENT	EWS FOR EVERYONE			
PERSONAL TECHNOLOGY	<ul> <li>Download the latest arbitrus software University arbitrus protection is now available for download or through the link above. Click on "Show Me Software Distri- appropriate instructions and finis. TrendNicro Office State is students at all campuses." NOTE: This is only trensection personal student computers using 11.</li> <li>You can now make your Family fruid Gitt oritinet (usin s) Please visit USCS Virus Information Center for information</li> </ul>	through the Technology fab in VIP button" and clock on the a wailable for all facult, staff and University-owned computers and on protecting your computer		
HELP	AUGUST AL VILLAGE AUGUST AUGUS			
RELATED SITES & SERVICES ELACKBOARD UNIVERSITY E-MAIL MASTER SCHEDULE	<ul> <li>Job Profile, Upcoming Psycheck, Benefits Profile and Net P Employment Menu will be unavailable from 5 p.m. Friday, Ju while July first salary increases are entered by the Division</li> </ul>	ay Projection (What IP) under the ine 22, until 12 a.m. Sunday, Joly of Human Resources. uvig 18)		
SEARCH 0				
	USE COMPANY MADE STATES 100	SITE REPORTATION		

## The **EMPLOYMENT MENU** will display.

Move the cursor to the "**PAST Paychecks**" option and click the left mouse button to select.

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South Cardinate Playersp University VIP ACADENICS EMPLOYMENT PERSONAL TECHNOLOGY	per EMPLOYMENT M rom reculty, starr, av Job Profile	Starts Tanaght to you b lemu ao Shloekir EwiPLOY Paychieck	y the Skident Technol	isgy Fee EMMECOCI Fri Jan 1	LOGOUT , COCNY A 9 16:03:36 2006
HELP WHAT'S NEW RELATED SITES & SERVICES BLACKBOARD UNIVERSITY E-MAIL MASTER SCHEDULE	Internet Past Payche Internet Leave Statu Internet Benefits Pro Internet Update W.4 Internet Payroll Direct FOR ADMENUSTRATION	ecks offile jection (Vithat II?) Form ct Deposit			
SEARCH D	Courte Student Hare Courte Supervisor ( Courte Account Che Courte Termination Courte Miscellaneo (1993) Performanc	e Upplate ange ) / Leave Without Pi sus HR Action for th se Pay for Unclessi	ay on-Students Red Employees		
Cul	Dentormanc	e Pay for Classifie	d Employees	VIP SIDE INF	OSHATION

## The **Paycheck History** page will automatically display the on-line pay stub for the <u>last pay</u> date paid.

To review the pay stub for a <u>specific</u> pay date,

- Click the down arrow button located to the right of the "Select a pay date" window,
- 2) Select the date from the list that displays,
- 3) And <u>be sure</u> to click the View

button to display the specified pay stub. (Otherwise, the previous stub continues to display).

## OR

click **<< Previous** to automatically move to the previous pay date stub, or **>> Next** to automatically move to the next pay stub.

NOTE: Pay stubs for the past 18 months can be retrieved and printed from VIP.

IP CADEMICS MPLOYMENT ERSONAL ECHNOLOGY	Paycheck History         Fit Jan 11 16:07:19 2008           Select a pay date         12/31/2007         View         << Previous (12/15/2007)         Next >> (01/15/2008)           Name:         GAMECOCK, COCKY A         Pay End Date:         12/31/2007				
	<b>F</b>				
	Executions	ADDIED MADDIED	Decorded as at	176 000	313 184
	The Add On 51	00.00 50.00	Access Balance as of	349.000	1410.860
ELP				1	
	<b>1</b>	Parsh	eck Summary	100	Amount
THAT'S NETY	Total Gross			1.73	\$ 2.076.90
ELATED SITES & SERVICES	Earned Income Cred	n (EIC)			0000000
ACKBOARD	Total Deductions (se	e itemized deductions	below)	1	\$ 272.20
aundonnu	Cerront Witnheidings			120	\$1,072.18
NIVERSITY E-MAIL	Federal Tax				\$389.51
ASTER SCHEDULE	FICA				\$275.5
	State Tax - BC				\$102.9
	Retirement				3244.63
EARCH	Net Pay				\$ 734.60
	STATE 401-K PLAN	Deductions	PRETAX	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	Amount \$80.00
	STATES OFTIGNAL	LIFE	POSTTAX	10	\$25.52
	OPTIONAL LIFE OT	ETAX)	PRETAX & PICA EX	EMPT	34.4
	DEPENDENT LIFE CHILD POSTTAX		IDENT LIFE CHILD POSTTAX		90.62
	BUPPLONS TERM DISABILITY POSTTAX				\$5.0
	STATE HEALTH PLAN PRETAX & PICA EXEMPT		EMPT	\$71.2	
	SC DENTAL BENEFI	TS PLAN	PRETAX & PICA EX	EMPT	90.8
	SCIDENTAL PLUS P	LAN	PRETAX & FICA EX	EMPT	\$19.1
	COLONIAL LIFE CAN	COLONIAL LIFE CANCER			\$4.8
	PRUCENTIAL INSUR	ANCE	PDETTAX	1	\$12.6
	LONG TERM CARE		POSTTAX	1	\$2.25
	MONEYPLUS MEDICAL EXPENSE		PRETAX & FICA EX	EMPT	\$37.80
	RESERVED PARKING SPACES PRETAX		PRETAX & FICA EX	PRETAX & FICA EXEMPT	
	MONEYPLUS ADMIN FEES PRETAX & FICA EXEMPT		EMPT	\$1.3	
		Total Gross Witholdings Fecteral Tax	ne Taxas) ederal-State Income Taxes & FICA) Year-to-Date Summary		Amount 649,235.04 58,124.43
	E CA				48 727 2.6
	FICA			3.5	51,430,34
	1	and the sec		-	*1,430.24
		and the second se			100 CONT. 21

The pay stub is designed to print on a single page as shown on the right. (The printout may require two pages if there is a long list of deductions on the e-stub.)

Employees can print the stub and furnish to lending organizations when official pay information is required for loan and/or other purposes.

If the on-line pay stub does not print as expected, **contact your department computer technician OR the University Technology Services (UTS)** help desk at 777-1800 for assistance.

<u>Reminder</u>: The electronic pay stub reflects the payment amount at the time of deposit to your banking institution. The University of South Carolina continues to reserve the right to recall or adjust any deposits improperly created and deposited to an employee. Name: GAMECOCK, COCKY A

Pay End Date: 12/31/2007

W-4	Fed	State	Leave Totals (Hours):	Annual	Sick
Exemptions	MARRIED	MARRIED	Recorded as of:	176.000	33.250
Tax Add-On	\$100.00	\$0.00	Accrual Balance as of:	349.000	1410.550

Paycheck Summary	Amount
Total Gross	\$ 2,078.98
Earned Income Credit (EIC)	
Total Deductions (see itemized deductions below)	\$ 272.20
Current Withholdings	\$1,072.18
Federal Tax	\$389.59
FICA	\$275.13
State Tax - SC	\$162.94
Retirement	\$244.52
Net Pay	\$ 734.60
PER YOUR REQUEST THE NET AMOUNT SHOWN ON THIS STUB HAS BEE COLLEGIATE FCU	N DEPOSITED IN CAROLINA

Deductions	Туре	Amount
STATE 401-K PLAN	PRETAX	\$50.00
STATES OPTIONAL LIFE	POSTTAX	\$25.52
OPTIONAL LIFE (PRETAX)	PRETAX & FICA EXEMPT	\$4.40
DEPENDENT LIFE CHILD	POSTTAX	\$0.62
SUPP.LONG TERM DISABILITY	POSTTAX	\$5.00
STATE HEALTH PLAN	PRETAX & FICA EXEMPT	\$71.23
SC DENTAL BENEFITS PLAN	PRETAX & FICA EXEMPT	\$6.86
SC DENTAL PLUS PLAN	PRETAX & FICA EXEMPT	\$19.13
COLONIAL LIFE CANCER	POSTTAX	\$4.88
PRUDENTIAL INSURANCE	POSTTAX	\$18.50
LONG TERM CARE	POSTTAX	\$2.25
MONEYPLUS MEDICAL EXPENSE	PRETAX & FICA EXEMPT	\$37.50
RESERVED PARKING SPACES	PRETAX & FICA EXEMPT	\$25.00
MONEYPLUS ADMIN FEES	PRETAX & FICA EXEMPT	\$1.31
* PRETAX (exempt from Federal/State Income Ta ** PRETAX & FICA EXEMPT (exempt from Federa	xes) I/State Income Taxes & FICA)	



Year-to-Date Summary	Amount
Total Gross	\$49,235.84
Withholdings	26 UD AB
Federal Tax	\$8,124.43
FICA	\$5,722.10
State Tax - SC	\$3,430.24
Retirement	\$5,085.23