Employee Self Service Pay Information

Payroll Department, St. Thomas, Room 113
Phone: 570-941-4066 Fax: 570-941-5937

How to Access Employee Self Service:

Go to my.scranton.edu web page
Enter your User Name
Enter your Password (6 digit Pin Number)
Click on Login
Click on Employee Tab
Click on Self Service (UIS)
Click on Employee Menu Tab
Click on Employee Menu

Employee Self Service Direct Deposit

Direct Deposit initial allocations and changes are entered by the Payroll Department. Your paycheck can be distributed into one or up to three banks/credit unions. You will need to complete the Direct Deposit Allocation form which you can get from the Payroll Office. Attach a voided check for depositing your net pay in your checking account or attach a savings deposit slip for depositing your net pay in your savings account.

Direct Deposit Allocation
The Direct Deposit Allocation page displays the actual distribution of the employee's pay check under the Pay Distribution "As of Date" (next payroll date) section, and shows any future changes associated with an employee's record under the Proposed Pay Distribution section. The following information is displayed on this page:

- Bank Name – Displays the name of the bank where the employee's account is maintained.
- Bank Routing Number – Displays the routing number of the bank where the employee's account is maintained.
- Account Number – Displays the employee's bank account number.
- Account Type – Displays whether the bank account is a checking or savings account.
- Priority – Displays the order in which you paycheck will be distributed.
- Amount or Percent – Displays the elected amount or percent.
- Net Pay Distribution – Displays the distribution of the employee's net pay in the employee's one or more bank accounts.

The following links are displayed at the bottom of this page:

- Earnings History
- Pay Stub
- Deductions History

Choose Update Direct Deposit Allocation to update your direct deposit.

Please note: New and changed records will be entered with a prenote status. All records that have a prenote status will not be activated for approximately 10 working days. You will receive a check in place of direct deposit at this time.

Employee Self Service Earnings History

Earnings History Criteria
The Earnings History Criteria page is displayed when the employee selects the Earnings History link from the Pay Information menu. This page allows employees to specify the information in terms of the time range for which the earnings history is to be displayed.

To access the Earnings History for a specific time period:
1. Choose the beginning month and year from the corresponding drop-down lists in the From Date field.
2. Similarly, choose the ending month and year from the corresponding drop-down lists in the To Date field.
3. Select the Display button.

Earnings History Page
The Earnings History option allows employees to access their earnings data that is associated with each leave/non-working code. (Vacation Pay will show total gross pay and hours for the particular period that you have selected)

The system will display the Earnings Detail page.
- Earnings Type – Displays the Earn Code (leave/non-working codes) under which the gross pay has been paid to the employee.
- Total Gross Pay – Displays the total gross pay accumulated under each Earning type for the selected time period.
- Total Hours – Displays the total hours worked in the selected time period, for which the gross pay has been paid.

To access a detailed breakdown for a leave/non-working code, select the earnings type name link.
To access a new range of dates, select the New Date Range link.

Earnings Detail
The Earnings Detail page lists the gross pay and hours for each month in the selected period, for a selected earn code. Total gross pay and hours for the period appear at the end of the listing.

The following information is displayed on this page for a specific earn code:
- Year – Displays the year for which the gross pay and hours associated with the Earning code are being displayed.
- Month – Displays each month in the displayed year.
- Gross Pay – Displays the monthly gross pay associated with the Earning Code.
- Hours – Displays the hours worked associated with the Earning Code.

Employees can choose to view the gross pay and hours associated with an Earning Code for a different date range as follows:
1. Choose the beginning month and year from the pull-down menus in the From Date field.
2. Choose the ending month and year from the pull-down menus in the To Date field.
3. Select the Display button.

To return to the Earnings History page, select the Earnings History link.

Employee Self Service Pay Stubs

Pay Stub
The Pay Stub option allows employees to access their general pay information for a particular year and see detailed data for a particular pay period.

The Pay Stub page is displayed when employees select the Pay Stub link from the Pay Information menu.

To view pay information:
1. Choose a year from the pull-down list corresponding to the Pay Stub Year field.
2. Then select the Display button.

The Pay Stubs page displays the following information for each pay period in the selected year.
- Pay stub date – Displays pay date.
- Pay period begin date – Displays the begin date of each pay period.
- Pay period end date – Displays the end date of each pay period.
- Gross pay – Displays the gross pay paid for each pay period.
- Net pay – Displays the net pay for each pay period.
- Message – Displays a message if relevant for the concerned pay period (ex: reissue, manual and voided check information).

If you received a reissue for a particular pay period, the display also includes a message specifying the number of the replacement check. When a check is voided, click on the voided check date and this will display the voided check information.

To display the Pay Stub Detail information, select a particular pay date that is listed under the Pay Stub Date section.

To access information for a different year, select the Change Year link.

Pay Stub Detail
The Pay Stub Detail page displays detailed pay information for the pay period selected on the Pay Stub page.

The following information will be displayed:
- The Pay Stub Summary area displays a summary of pay, deduction and employer contributions. This is followed by any messages that were included on the check or direct deposit statement (PTRCALN message).
- The Check or Direct Deposit area displays details about the check such as the check or direct deposit number, bank name and account type, as applicable.
- The Earning area displays detail by earning codes leave/non-working codes. The following are a few examples of earning codes:
    - Regular Pay
    - Vacation Pay
    - Sick Pay
    - Personal Day Pay
    - Family Sick Pay
    - Military Leave
    - Short Term Disability (100%, 80%, 70% or 60%)
    - Family Medical Leave Act

- Personal Leave without Pay
- Mission Leave
- Travel Time
- Bereavement Time
- Jury Pay
- Overtime 100% (straight time)
– Overtime 150% (time and one half)
– Assignment at a special rate

- The Benefits or Deductions area displays details about the employee's personal deduction and the employer contribution for each benefit and deduction, if applicable.

Employee Self Service W-4 Tax Exemptions or Allowances

W-4 Tax Exemptions or Allowances
The W-4 Exemptions or Allowances page displays the employee's W-4 information for employees as of today's date.

The following information is displayed:

- As of Date – Displays the employee's W-4 tax exemptions and allowances as of the current date.
- Status – Displays the status of the Federal tax benefit/deductions code.
- Start Date – Displays the Effective Date of the Federal benefit/deduction code.
- End Date – Displays the End Date of the Federal benefit/deduction code, if available.
- Filing Status – Displays the employee's tax filing status.
- Number of Allowances – Displays the employee's election of the number of allowances to be considered for tax filing.
- Additional Withholding – Displays the additional withholding amount if specified by the employee.

The following links are displayed at the bottom of this page:

- History
- Contributions or Deductions
- Vendor Web Site (click on this to print the IRS form W-4)
- W-2 Year End Earnings Statement

W-4 History
This page is displayed when an employee selects the History link on the W-4 Tax Exemptions or Allowances page. This page displays the employee's history of changes to the W-4 information.

The following information is displayed:

- Benefit or Deduction From and To Dates – Displays the date range for which the employee's history of Federal tax deduction information is being displayed.
- Current Plan – The employee's current Federal tax deduction withholding is indicated in this row.
- Effective Date – Displays the Effective Date of the employee's Federal tax withholding elections.
- Status – Displays the status of the Federal tax withholding elections made, as Active or Inactive.
- Filing Status – Displays the employee's tax filing status as any one of the following:
  Head of Household
  Married
  Married, but use single rate
  Single
- Number of Allowances – Displays the number of exemptions claimed by the employee.
- Additional Withholding – Displays any additional amount withheld towards tax deductions, if available.

W-4 Contributions or Deductions

The W-4 Contributions or Deductions page is displayed when an employee selects the Contributions or Deductions link on the W-4 Tax Exemptions or Allowances page. This page shows the current year to date employee and employer contributions for a specific date range.

To access information for a different date range:

1. Choose the beginning Month and Year from the corresponding pull-down menus in the From Date field.
2. Choose the ending Month and Year from the corresponding pull-down menus in the To Date field.
3. Select the Display button.

The system re-displays the W-4 Contributions or Deductions page with the information for the new date range.

Vendor Web Site

When the employee selects the Vendor Web Site link on the W-4 Tax Exemptions or Allowances page, the Web site for the tax agency is displayed.

Employee Self Service W-2 Statement

W-2 Year End Earnings Statement
The W-2 Year End Earnings Statement page is displayed when an employee selects the W-2 Year End Earnings Statement link on the Tax Forms page.

To select the tax year from the pull-down menu in the Tax Year field.

1. Select the tax year from the pull-down menu in the Tax Year field.
2. Select the appropriate employer or institution from the pull-down menu in the Employer or Institution field.
3. Select the Display button.

The system displays the selected W-2 statement.

To select a different W-2 statement to access, select the Make New Selection link and repeat above steps 1 to 3.