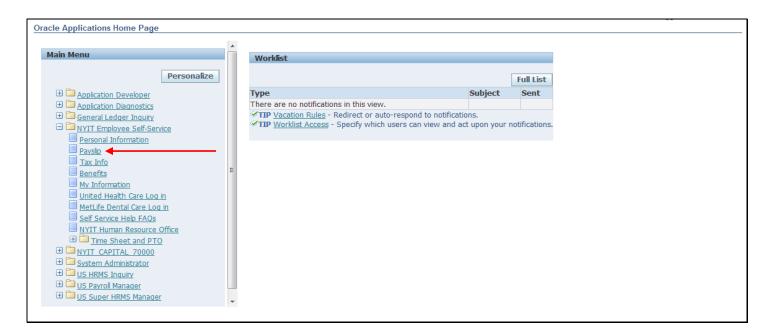
## NYIT Self-Service Application Viewing your Payslip Information

The **NYIT Self-Service Application** gives employees access to view their employment information. This section is view only – no changes can be made which will change the employee's official NYIT Personnel Record.

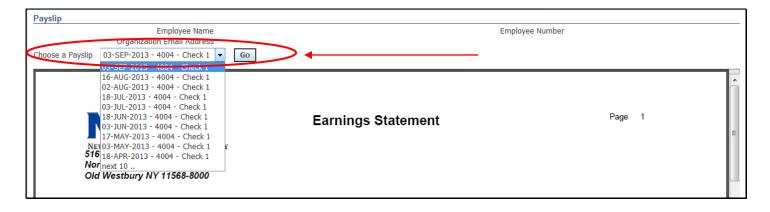
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## NYIT Employee Self Service → Payslip

## From the Self Service menu choose 'Payslip'



Click on the in the Choose a Payslip window and a drop-down menu will enable the user to select any one of the payslips they wish to view. *Once your selection appears in the window,* click **Go**. The Payslip form will load with the most current payslip visible.



New York Institute of Technology 516-686-1000 Northern Blvd Old Westbury NY 11568-8000

## **Earnings Statement**

Page 1

Marital Status: Married Exemptions / Allowances: Federal 3 New York 3

Regular Rate: 3740.85

Period Beginning:	01-Aug-2013
Period Ending:	15-Aug-2013
Payment Date:	01-Aug-2013
Period Type:	Semi-Month
Payment Basis:	Salaried
Employee Number	

Employee Earnings				
Earnings	Rate	Hours	This Period	Year-to-Date
Regular Salary		88.00	3,778.26	64,043.37

Employee Deductions		
Other Benefits and Information	This Period	Year-to-Date
Federal Tax	354.51	6,023.82
Medicare	52.68	894.47
NY Disability	1.30	20.80
NY State Tax	179.99	3,055.14
Social Security	225.28	3,824.65
Def Comp 403ba	75.57	1,280.94
Def Comp 403B	113.35	1,921.35
FSA Healthcare	40.00	680.00
Medical	104.72	1,675.52

Net Pay Distribution	1		
Bank Name	Account Type	Account Number	Amount
BETHPAGE FEDERAL CREDIT UNION	С	XXXXXXXXX 35	2,499.18

Gross Pay	3,740.85	7,481.70
Pre-Tax Deductions	227.05	454.10
Tax Deductions	764.62	1,529.25
Other Deductions	0.00	0.00
Net Pay	2,749.18	5,498.35

If an employee has more than one assignment for which they are paid, payslips related to each assignment will be available in the 'Choose a Payslip' dropdown menu.

The **top** of the form includes information on the employee's **marital status**, Federal and State tax **exemptions** and **allowances**, as well as the **time period** covered by the payslip selected. The **Pay Rate** displays your rate of pay per hour, per semester or per pay period. Overtime rates will also be displayed here.

Marital Status: Married 01-Aug-2013 Period Beginning: Exemptions / Allowances: Period Ending: 15-Aug-2013 Federal 01-Aug-2013 Payment Date: New York Period Type: Semi-Month Salaried Payment Basis: Employee Number Regular Rate: 3740.85

The **Earnings** section displays the rate, number of hours worked and the corresponding earnings for both the current and year-to-date (YTD) time periods. Any reductions in your gross earnings are itemized under **Deductions**.

Employee Earnings					Employee Deductions		
Earnings	Rate	Hours	This Period	Year-to-Date	Other Benefits and Information	This Period	Year-to-Da
Regular Salary	42.51	88.00	3,740.85	7,481.70	Federal Tax	368.95	737.
	•	•	•	<u> </u>	Social Security	155.43	310.
					Medicare	53.66	107.
					NY State Tax	185.28	370.
					NY Disability	1.30	2.
					FSA Healthcare	40.00	80.
					Def Comp 403ba	74.82	149.
					Def Comp 403B	112.23	224.

The **Net Pay Distribution** section contains banking information related to the direct deposit of the employee's selected payslip. The total amount (net pay) deposited into the established account is also included.

N.B. Brand			
Net Pay Distribution		A No	A
Bank Name	Account Type	Account Number	Amount
	-		
BETHPAGE FEDERAL CREDIT	С	XXXXXXXXXX2885	\$ 2,380.86

The bottom of the payslip provides a summary of earnings and the different types of deductions that impact the net pay. **Pre-tax deductions** are those subtracted **before** any taxes are deducted from gross pay.

Gross Pay	3,778.26	64,043.37
Pre-Tax Deductions	333.64	5,557.81
Tax Deductions	813.76	13,818.88
Other Deductions	0.00	0.00
Net Pay	2,630.86	44,666.68