


Sample Employee Self-Service (ESS) Earning Statement – this is very similar to the printed direct deposit advices and the printed earning statement.

To access your earning statement, follow the steps below:

- From your Home page click on the **Navigation Panel** Menu (three hash lines on the top left of the page)
- Go to **Earning Statements**
- **Select/scroll down** to the earning statement you wish to view
- *Optional: filter your earning statements by dates by entering the period you wish to see
- Click on **Earning Statement to open, view and print it in statement form**
- *Optional: Click on the **Summary option** to view the statement in summary form



Employee Name: Alfonso Boyd	Pay Date: 12/15/2014
Employee #: 1848	Pay Period: 11/30/2014 - 12/6/2014
Department: Receiving	Check #: 440153173
Job Title: Receiver	Employer Name: XYZ Company
Pay Frequency: Weekly	Employer Phone: 713-858-6322
Pay Rate: 22.0000	

Employee Address	Employer Address	Federal Filing Status:	State Filing Status: (NJ)
383 Madison Ave New York, NY 10017	1 Beacon St Alpharetta, GA 30009	Federal Exemptions:	State Exemptions: 0 (NJ)

	Current 12/18/2017 - 12/31/2017			YTD As of 12/31/2017	
	Hours/Units	Rate	Amount	Hours/Units	Amount
Earnings	85.00		\$ 1,207.50	85.00	\$ 1,207.50
Regular	80.00	13.8000	\$ 1,104.00	80.00	\$ 1,104.00
Overtime 1.5	5.00	20.7000	\$ 103.50	5.00	\$ 103.50
Taxable Benefits					
Group Term Life			\$ 6.55		\$ 6.55
Pre-Tax Deductions			\$ 185.26		\$ 185.26
Dental Pre-Tax			\$ 13.00		\$ 13.00
Medical Pre-Tax			\$ 170.00		\$ 170.00
Vision Pre-Tax			\$ 2.26		\$ 2.26
Taxes			\$ 186.32		\$ 186.32
Fed W/H			\$ 52.04		\$ 52.04
FICA EE			\$ 63.78		\$ 63.78
Fed MWT EE			\$ 14.92		\$ 14.92
MD W/H			\$ 33.21		\$ 33.21
MontCoW/H-MD			\$ 22.37		\$ 22.37
	Routing #	Account #	Amount		Amount
Net Pay	055003201	XXXXXXXXXX9827	\$ 835.92		\$ 835.92

Messages from your Employer

NOTE: **Entitlement Balances** have been turned on to display under the **Net Pay** section. Memo earnings display as noted here:

		Current 12/7/2014 - 12/13/2014		
		Hours/Units	Rate	Amount
Normal Earnings & Reimbursement Earnings	Earnings	65.00		\$ 565.00
	REG.	37.50	13.1000	\$ 491.25
	OT 1.5			
	Premium	27.50	0.5000	\$ 13.75
Taxable Benefits	Gas Mileage			\$ 60.00
	Taxable Benefits			
Memo Calc Earnings	Parking Subsidy			\$ 50.00
	Special Information			
	401(K) Match			\$ 28.25