

Pay Stub Review and Print

 It is highly recommended that you print this Quick Reference Card to use as a guide when viewing and printing your paystub.

Overview

Use Employee Self-Service to review the accuracy of your pay stubs and to ensure that they are complete.

This work instruction includes:

- Reviewing & Printing your Pay Stub
- Understanding your Pay Stub

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

State of Nebraska > Self Service > Pay Stub Review

Steps

Reviewing Your Pay Stub

1. Open your internet browser (if using Internet Explorer, double click on the blue "e" icon.)



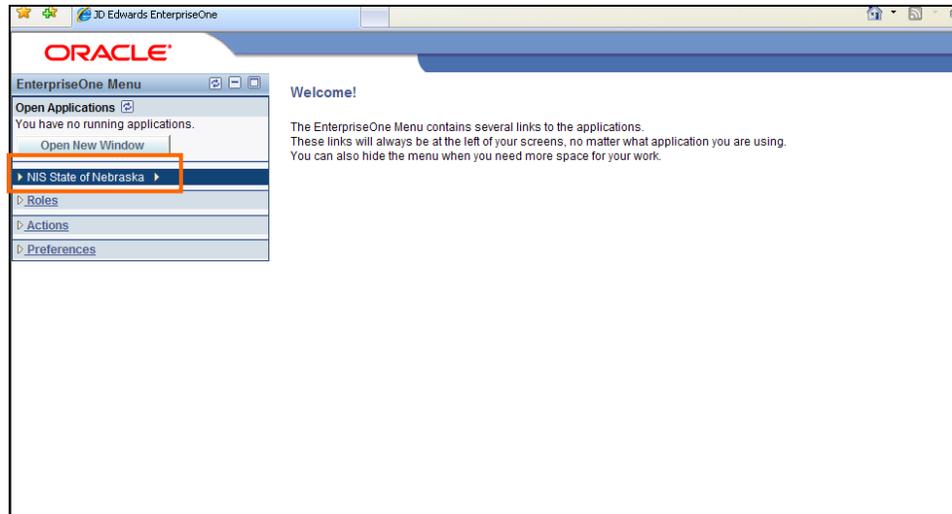
2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".



3. Click the Sign on to NIS button.



4. Enter your unique User ID in the **User ID** field and press the tab key on the keyboard.
5. Enter your password in the **Password** field.
6. Click **Sign In**.



7. Click the **NIS State of Nebraska** menu.



8. Click on **Self Service**.



9. Click **Pay Stub Review and Print**.

 If you wish, you can minimize the menus by clicking the minimize button in the top right corner of the menu tree.

10. Select a specific pay stub by entering the pay date in the **Payment Date** field, and then click on the **Payment Stub** button, or leave the **Payment Date** field blank and click on the **Payment Stub** button to bring up multiple past pay stubs.

11. On the Pay Stub Review – Work With Pay Stub History window, select the Check Date that you would like to review by clicking the radio button to the left of the row and click **Select**. (To search for a specific time period, enter dates into the **From Check Date** and the **Through Check Date** fields and click **Find**.)

12. On the Pay Stub Review – Pay Stub History Information screen, review and verify your pay stub information.



Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	Regular Pay	80.00	12.443	995.44	10,228.16		GROSS WAGES	995.44	10,949.82
2	P	Vacation Pd.				298.62		FEDERAL INCOME TAX	109.02	1,203.99
3	P	Sick Paid				24.88		FEDERAL FICA WITHHELD	59.73	659.04
4	P	Holiday				398.16		FEDERAL MEDICARE WITHHE	13.97	154.14
5		Health Ins			208.60	2,086.00		NEBRASKA STATE INCOME TA	34.74	384.22
6		Basic Life Ins			0.70	7.00		RETIREMENT	43.10	474.11
7		Retirement			67.24	739.64	2436	LIFE-SUP5K	0.18	1.80
8		Vacation Hours Earned			3.70	40.70	2456	AD&D	0.05	0.50
9		Sick Hours Earned			3.70	40.70		MEDICAL REIMBURSEMENT	10.00	100.00
10		* Sick Taken/Available *	2.00		153.34			DENTAL INS	9.98	99.80

Gross Pay: 995.44 - Deductions: 292.77 = Net Pay: 702.67

13. The pay stub may include more information that is not shown on the screen. Click the **Go to End** button (⏏) to view the entire pay stub.

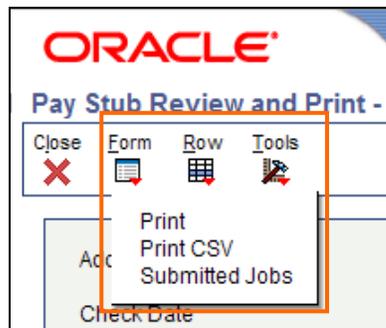
Printing Your Pay Stub

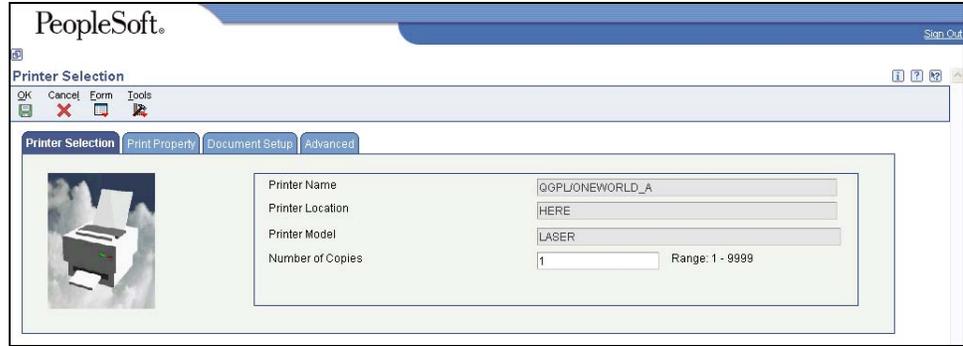
You can print your paystub in two different formats:

- PDF
- CSV

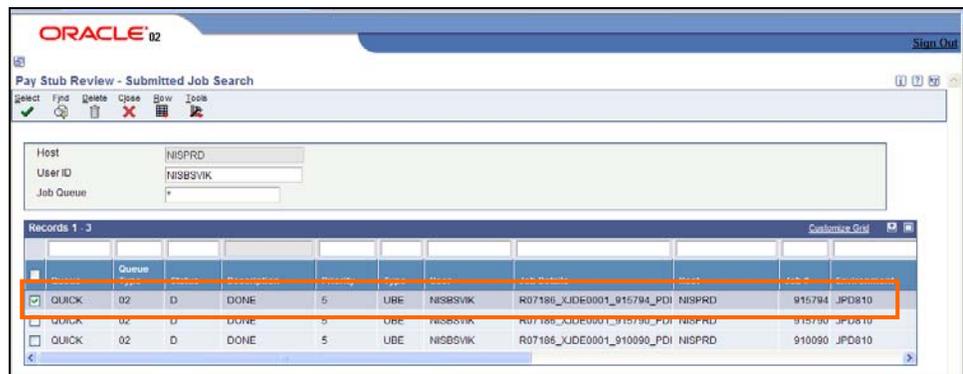
PDF will open with Adobe Acrobat and CSV will open with Microsoft Excel. Another difference is that the PDF document will read horizontally, while the CSV document reads vertically. It is up to your personal preference as to which version you would like to use.

1. To print the information, click **Form, Print** (this prints the PDF version) or **Print CSV**. The Printer Selection window appears.

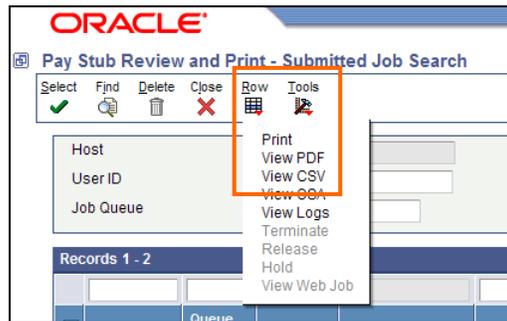




2. Click **OK** to return to the Pay Stub Review – Pay Stub History Information window.
3. Click **Form, Submitted Jobs**. The Submitted Job Search window appears.



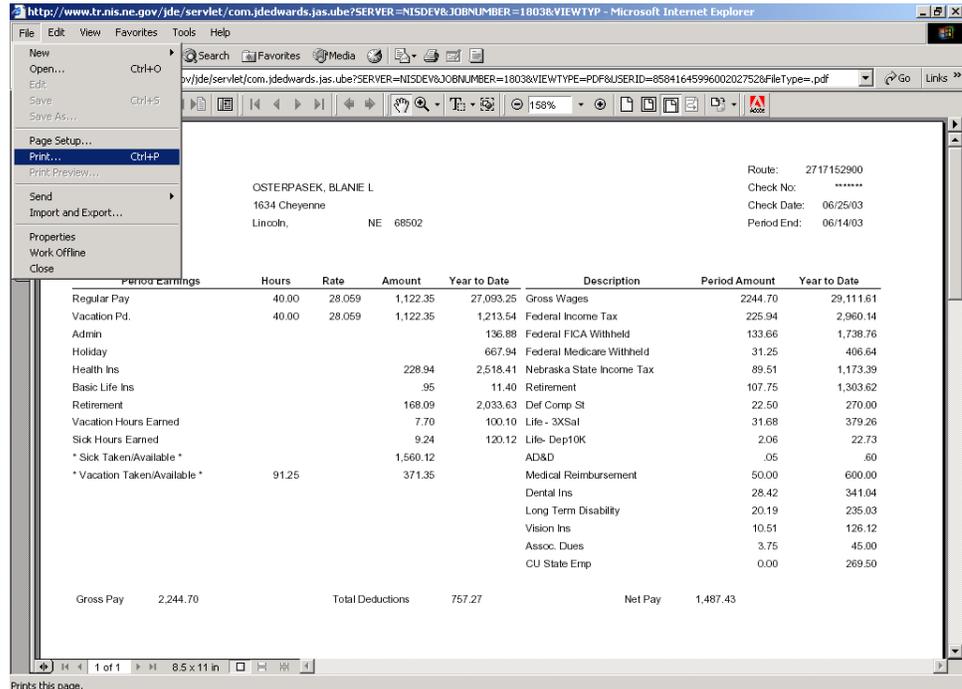
4. Once the **Description** is "**Done**," check the box of the top row.
 - The top row will be the most recent job you just ran.
 - If the **Description** does not say "**Done**" click **Find** to refresh until the Description does say "Done".
5. After clicking the box of the top row click **Row, View PDF** if you ran a PDF job, or click **Row, View CSV** if you ran a CSV job.



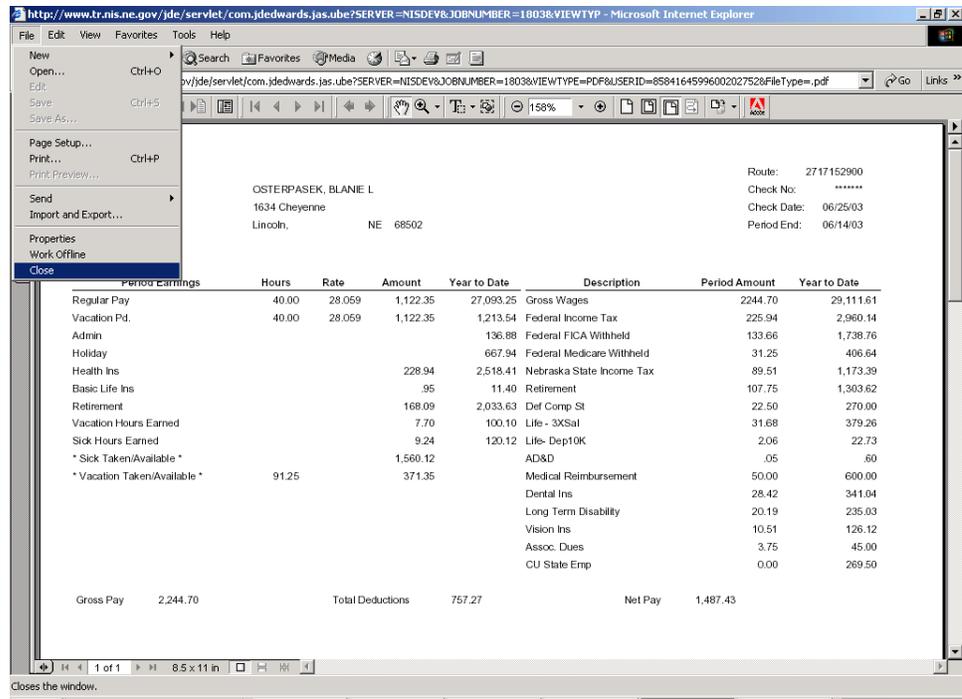
- If you have difficulty viewing the PDF document, make sure your Internet Explorer settings are correct. You can find the settings on the NIS Sign On Screen (<https://nis.ne.gov>) and click on the **Internet Explorer 7.0 Settings** button.
6. Whether you opened a PDF document or a CSV document you will most likely see a pop up window asking you **Open, Save, or Cancel**. Click **Open**.

PDF Document;

1. From the **File** menu on the PDF window, select and click **Print**.



2. Once your pay stub has printed, close out of the PDF document by selecting **Close** from the **File** menu in the PDF window.



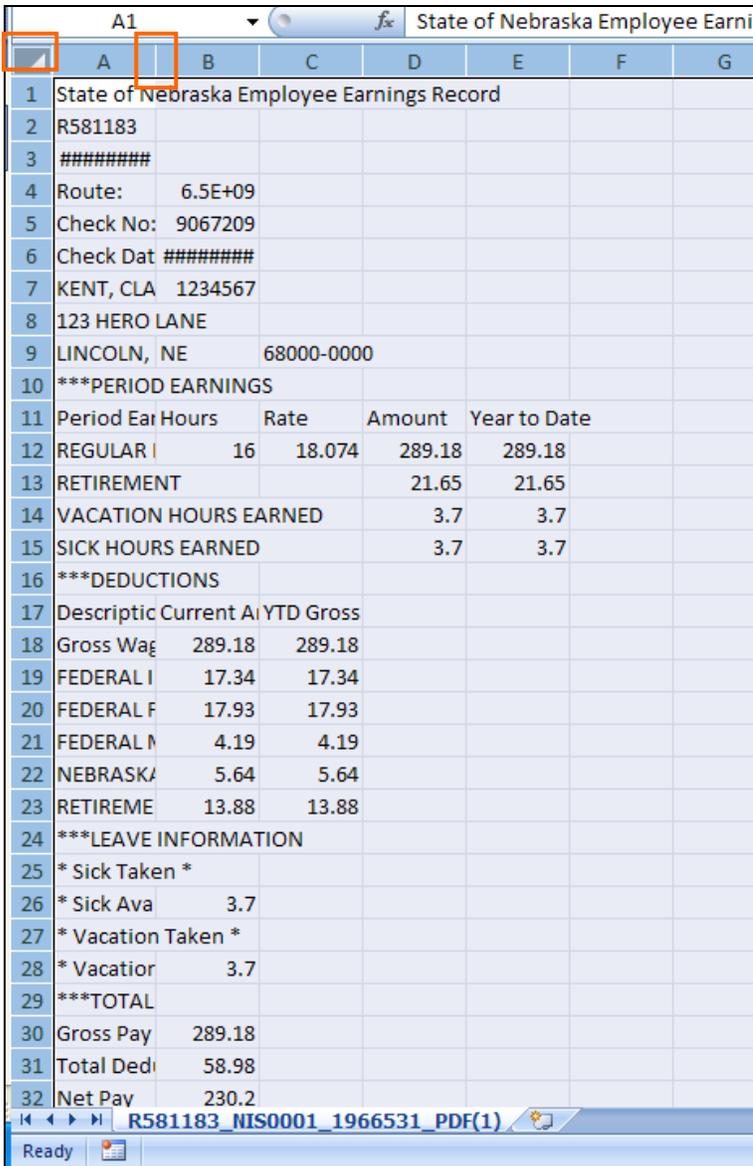
3. Click **Sign Out**.

4. Click **OK** to close all windows.

CSV Document:

 The CSV format looks different than the PDF document. The information provided, however, is the same in both the PDF and the CSV. The primary difference is that CSV is an Excel document, and the fields are listed down the left hand side.

1. The CSV will open in Excel. You may need to expand the fields to display all the information. To do so click on the square in the upper left hand corner and then double click between columns A and B. This will expand out the columns to display all of the information.



	A	B	C	D	E	F	G
1	State of Nebraska Employee Earnings Record						
2	R581183						
3	#####						
4	Route:	6.5E+09					
5	Check No:	9067209					
6	Check Dat	#####					
7	KENT, CLA	1234567					
8	123 HERO LANE						
9	LINCOLN, NE	68000-0000					
10	***PERIOD EARNINGS						
11	Period Ear	Hours	Rate	Amount	Year to Date		
12	REGULAR I	16	18.074	289.18	289.18		
13	RETIREMENT			21.65	21.65		
14	VACATION HOURS EARNED			3.7	3.7		
15	SICK HOURS EARNED			3.7	3.7		
16	***DEDUCTIONS						
17	Descriptic Current A						
18	Gross Wag	289.18	289.18				
19	FEDERAL I	17.34	17.34				
20	FEDERAL F	17.93	17.93				
21	FEDERAL M	4.19	4.19				
22	NEBRASKA	5.64	5.64				
23	RETIREME	13.88	13.88				
24	***LEAVE INFORMATION						
25	* Sick Taken *						
26	* Sick Ava	3.7					
27	* Vacation Taken *						
28	* Vacatior	3.7					
29	***TOTAL						
30	Gross Pay	289.18					
31	Total Ded	58.98					
32	Net Pay	230.2					

2. Depending on the version of Excel you have either click on **File** and then **Print**, or click on the windows icon and then **Print**.

	A	B	C	D	E	F
1	State of Nebraska Employee Earnings Record					
2	R581183					
3	7/29/2008					
4	Route:	6500250100				
5	Check No:	9067209				
6	Check Date:	9/12/2007				
7	KENT, CLARK		1234567			
8	123 HERO LANE					
9	LINCOLN,	NE	68000-0000			
10	***PERIOD EARNINGS					
11	Period Earnings	Hours	Rate	Amount	Year to Date	
12	REGULAR PAY	16	18.074	289.18	289.18	
13	RETIREMENT			21.65	21.65	
14	VACATION HOURS EARNED			3.7	3.7	
15	SICK HOURS EARNED			3.7	3.7	
16	***DEDUCTIONS					
17	Description	Current Amount	YTD Gross			
18	Gross Wages	289.18	289.18			
19	FEDERAL INCOME TAX	17.34	17.34			
20	FEDERAL FICA WITHHELD	17.93	17.93			
21	FEDERAL MEDICARE WITHHELD	4.19	4.19			
22	NEBRASKA STATE INCOME TAX	5.64	5.64			
23	RETIREMENT	13.88	13.88			
24	***LEAVE INFORMATION					
25	* Sick Taken *					
26	* Sick Available *	3.7				
27	* Vacation Taken *					
28	* Vacation Available *	3.7				
29	***TOTAL					
30	Gross Pay	289.18				
31	Total Deductions	58.98				
32	Net Pay	230.2				

Understanding Your Pay Stub

Some of the most common questions Human Resources staff receive are about the employee pay stub. To help you understand the pay stub and encourage you to look at your pay stub, the diagram below has been prepared to explain the information on the pay stub. Please review your own pay stubs and compare them to this diagram.

Common Questions:

Q: What is the difference between gross and net pay?

A: Gross pay is your total pay before any taxes and deductions are taken. Net pay is the remaining pay left over after all taxes and deductions are paid.

Q: My pay stub has several abbreviations in the deduction section. How do I find out what these abbreviations mean?

A: The easiest way to find out what the abbreviation means is to call your Human Resources contact and ask. Some of the most common abbreviations are:

- AD&D**=Accidental death and dismemberment
- Life-Sup5k**=Supplemental life insurance of \$5,000
- Life-Dep5K** or **Life-Dep10K**=Dependent life insurance of \$5,000 or \$10,000
- LTD**=long term disability
- CU**=credit union.

Q: How are leave earnings and usage reflected on pay stubs for monthly paid employees?

A: Monthly paid employees earn their leave in the same month the pay stub is issued (June earnings will show on June pay stub) but their leave usage is one month behind. That means that June leave usage will not be displayed until the July pay stub.

Q: What if something on my pay stub is incorrect?

A: Contact your Human Resources office immediately and report the problem. It is important for you to review your pay stub every pay period.

Q: How do I get more specific answers to my pay stub question?

A: Simply call your local Human Resources office and ASK! They are always happy to answer your questions!!

Your hours for the current pay period, hourly rate of pay, current gross pay and year-to-date (YTD) gross pay

Your current and year-to-date (YTD) total gross pay and taxes

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	Regular Pay	64.00	12.443	796.35	28,242.13		GROSS WAGES	995.43	30,818.48
2	P	Adjst Prior				178.32		FEDERAL INCOME TAX	105.34	3,815.19
3	P	Vacation Pd.				683.14		FEDERAL FICA WITHHELD	58.14	1,828.38
4	P	Sick Paid				156.21		FEDERAL MEDICARE WITHHE	13.60	427.61
5	P	Holiday	16.00	12.443	199.08	1,558.68		NEBRASKA STATE INCOME TA	33.04	1,234.41
6		Health Ins			120.70	2,776.10		RETIREMENT	43.10	793.91
7		Basic Life Ins			0.70	16.10		HEALTH INS	32.08	737.84
8		Retirement			67.24	1,238.50		DENTAL INS	9.98	229.54
9		Vacation Hours Earned			3.70	92.50		VISION INS	3.70	85.10
10		Sick Hours Earned			3.70	92.50		PARKING	12.00	276.00
11		* Sick Taken/Available *	12.75		111.14				0.00	
12		* Vacation Taken/Available *	56.00		82.89				0.00	

The State's portion of your health, life and retirement contributions

Current and YTD leave earnings

Your year-to-date (YTD) vacation and sick leave hours used

Your **CURRENT** vacation and sick leave balances. **Comp time balances do NOT appear on the pay stub.**

Your current and year-to-date (YTD) retirement and optional deductions