

The University of New Orleans

Web-STAR (Peoplesoft Campus Solutions v 9.0):

View Paycheck & Leave Balance



THE UNIVERSITY *of*
NEW ORLEANS



View Paycheck & Leave Balance

This document contains the information and tools needed to view paycheck and leave balances.

Goal To have the skills and knowledge to View Paycheck and leave balances.

Participate Objectives at the end of this module, you will be able to.....

1. View Paycheck
2. View Leave Balance
3. Print Paycheck

If you have any questions about this document please contact the Training group at 504-280-5645 or visit us at UCC-101Q.

View Paycheck/Leave Balances

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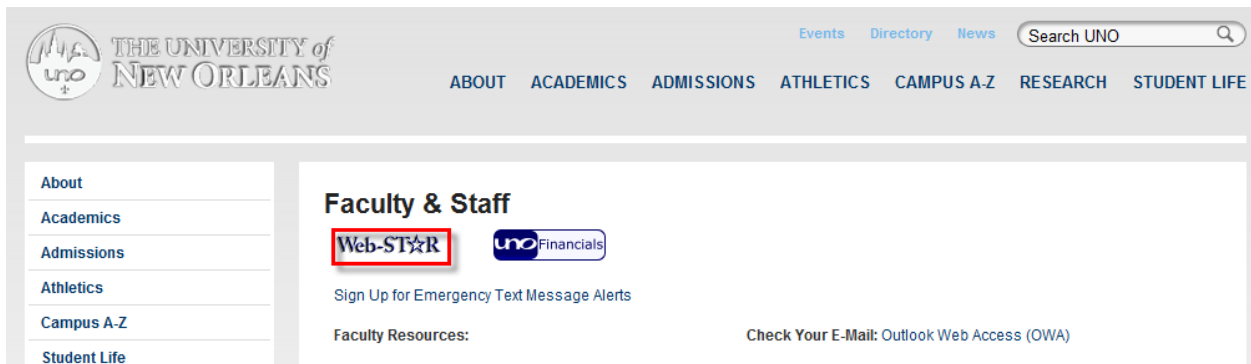
View Paycheck/Leave Balances

Navigation to Web-STAR

| | |
|---------|--|
| Step 1. | Navigate to the UNO Home Page: http://www.uno.edu/ |
| Step 2. | Select the Faculty & Staff link. |



| | |
|---------|----------------------------------|
| Step 3. | Select the Web-STAR logo. |
|---------|----------------------------------|



View Paycheck/Leave Balances

Step 4. Select the **Faculty/Staff** link.



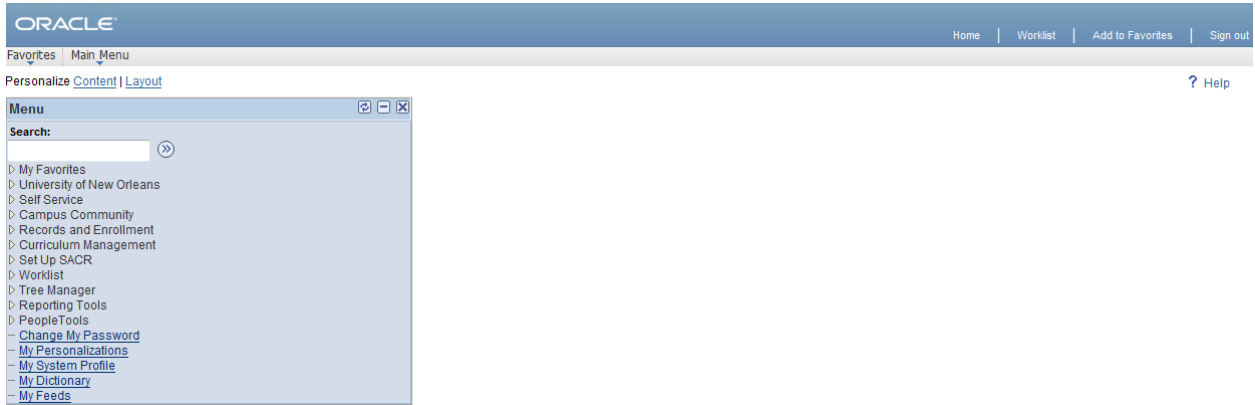
Step 5. Enter your UNO username and password. **Note:** Your user name is the same password used to login to your email, computer or blackboard course.

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| <p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p> <p style="text-align: center;">Set Trace Flags</p> | <p>Select a Language:</p> <table border="0"> <tr> <td>English</td> <td>Español</td> </tr> <tr> <td>Dansk</td> <td>Deutsch</td> </tr> <tr> <td>Français</td> <td>Français du Canada</td> </tr> <tr> <td>Italiano</td> <td>Magyar</td> </tr> <tr> <td>Nederlands</td> <td>Norsk</td> </tr> <tr> <td>Polski</td> <td>Português</td> </tr> <tr> <td>Suomi</td> <td>Svenska</td> </tr> <tr> <td>Čeština</td> <td>日本語</td> </tr> <tr> <td>한국어</td> <td>Русский</td> </tr> <tr> <td>ไทย</td> <td>简体中文</td> </tr> <tr> <td>繁體中文</td> <td>العربية</td> </tr> <tr> <td>UK English</td> <td></td> </tr> </table> | English | Español | Dansk | Deutsch | Français | Français du Canada | Italiano | Magyar | Nederlands | Norsk | Polski | Português | Suomi | Svenska | Čeština | 日本語 | 한국어 | Русский | ไทย | 简体中文 | 繁體中文 | العربية | UK English | |
| English | Español | | | | | | | | | | | | | | | | | | | | | | | | |
| Dansk | Deutsch | | | | | | | | | | | | | | | | | | | | | | | | |
| Français | Français du Canada | | | | | | | | | | | | | | | | | | | | | | | | |
| Italiano | Magyar | | | | | | | | | | | | | | | | | | | | | | | | |
| Nederlands | Norsk | | | | | | | | | | | | | | | | | | | | | | | | |
| Polski | Português | | | | | | | | | | | | | | | | | | | | | | | | |
| Suomi | Svenska | | | | | | | | | | | | | | | | | | | | | | | | |
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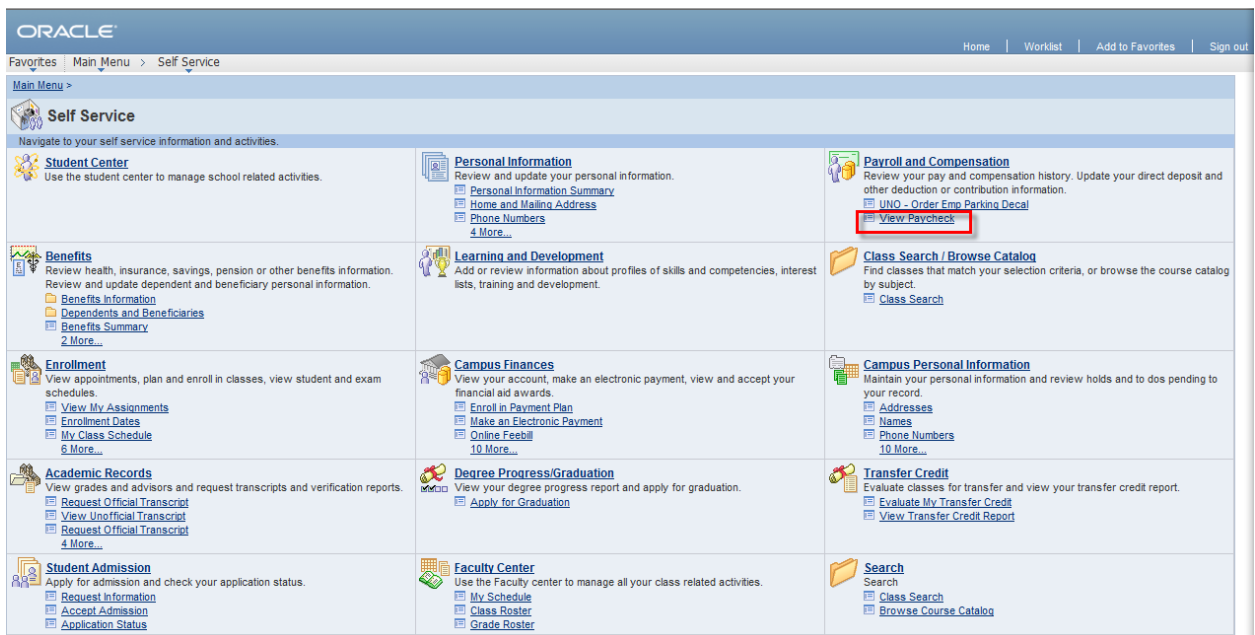
View Paycheck/Leave Balances

Step 6. Welcome to the Web-STAR Home Page. The home page is your starting point.



View Paycheck

Step 1. From the menu on the left side of the screen, navigate to Self Service, Payroll and Compensation, View Paycheck.



View Paycheck/Leave Balances

Step 2. Select the check date you desire to view. **Note:** You must current paycheck will appear first.

ORACLE
Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

| Check Date | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
|----------------------------|---------------------------|----------------|--------------|---------|-----------------|-------------------------------------|
| 2010-05-31 | University of New Orleans | 05/16/2010 | 05/31/2010 | \$0.00 | | <input type="checkbox"/> |
| 2010-05-14 | University of New Orleans | 05/01/2010 | 05/15/2010 | | | <input checked="" type="checkbox"/> |
| 2010-04-30 | University of New Orleans | 04/16/2010 | 04/30/2010 | | | <input type="checkbox"/> |
| 2010-04-15 | University of New Orleans | 04/01/2010 | 04/15/2010 | | | <input type="checkbox"/> |
| 2010-03-31 | University of New Orleans | 03/16/2010 | 03/31/2010 | | | <input type="checkbox"/> |
| 2010-03-15 | University of New Orleans | 03/01/2010 | 03/15/2010 | | | <input type="checkbox"/> |
| 2010-02-26 | University of New Orleans | 02/16/2010 | 02/28/2010 | | | <input type="checkbox"/> |
| 2010-02-15 | University of New Orleans | 02/01/2010 | 02/15/2010 | | | <input type="checkbox"/> |

View Paycheck/Leave Balances

Step 3. The View Paycheck page will display. To view historical paychecks select the “View a Different Paycheck” link.

ORACLE

Favorites Main Menu > Self Service > Payroll and Compensation > View Paycheck

View Paycheck

Company:
University of New Orleans

Address:
2000 Lakeshore Dr
New Orleans, LA 70148

Net Pay: \$0.00

Pay Begin Date: 05/16/2010
Pay End Date: 05/31/2010
Check Date: 05/31/2010

[View Leave Balances](#)

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name: Business Unit: UNOLA
Employee ID: Pay Group:
Address: Department:
Location: University of New Orleans
Job Title:
Pay Rate:

Tax Data

Fed Marital Status: Single **LA Marital Status:** Louisiana Form L-4 Line 6 = 1
Fed Allowances: 1 **LA Allowances:** 0
Fed Addl Percent: 0.000 **LA Addl Percent:** 0.000
Fed Addl Amount: \$9.60 **LA Addl Amount:** \$0.00

Paycheck Summary

| Period | Gross Earnings | Fed Taxable Gross | Total Taxes | Total Deductions | Net Pay |
|---------|----------------|-------------------|-------------|------------------|-----------|
| Current | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| YTD | | | 2,412.00 | | 12,478.03 |

| Earnings | | | | | Taxes | | |
|-------------|-------|------|--------|------------|-----------------|--------|------------|
| Description | Hours | Rate | Amount | YTD Amount | Description | Amount | YTD Amount |
| Regular | | | | | Fed Withholding | | 1,904.04 |
| Holiday | | | | | LA Withholding | | 507.96 |

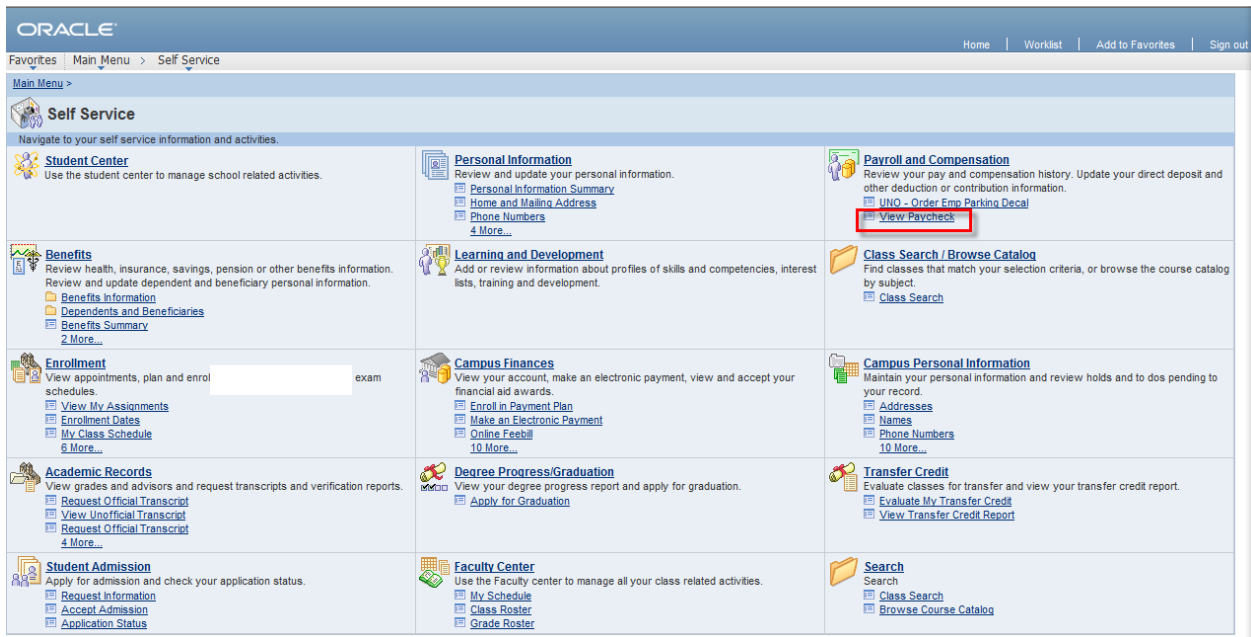
View Paycheck/Leave Balances

Print Paycheck

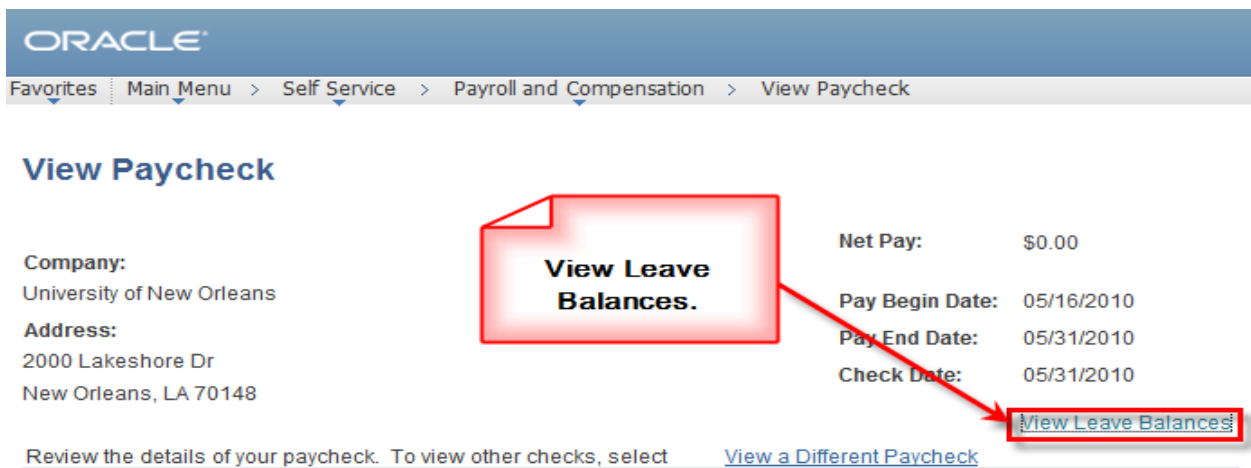
| | |
|----------------|---|
| Step 1. | See Printing Active Screen Section in the Basic Navigation Training Manual at http://pstrain.uno.edu/docs/introref.pdf |
|----------------|---|

View Leave Balances

| | |
|----------------|--|
| Step 1. | Navigate to Self Service, Payroll and Compensation, View Paycheck. |
|----------------|--|



| | |
|----------------|--|
| Step 2. | Select the “View Leave Balances” link. |
|----------------|--|



Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

View Paycheck/Leave Balances

Step 3. The leave balances page will display sick, vacation and comp leave balances.

ORACLE

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

Leave Balances

Select Plan Year

Your may review your Leave Balance status and activity for any date on or after 12/30/1999.

To view past leave balances, enter the date and click the Go button.

As Of Date:

Leave Plans

For the specified date, you are enrolled in the Leave Plan(s) listed below.

| Leave Balances | | | | | | | | |
|----------------|----------------------|---------------|----------|-----------|--------------|----------------|---------------|----------------|
| Plan Type | Accrual Process Date | Leave Balance | Accrual | Hrs Taken | Escrow Hours | Hrs Earned YTD | Hrs Taken YTD | Hrs Adjust YTD |
| Sick | 05/07/2010 | 1521.774000 | 7.384000 | | 0.000000 | 391.352000 | 103.000 | 1233.422 |
| Vacation | 05/07/2010 | 349.490000 | 7.384000 | | 0.000000 | 391.352000 | 225.000 | 183.138 |
| Comp Leave | 02/12/2010 | | | 0.500 | 0.000000 | 3.500000 | 3.500 | 0.000 |