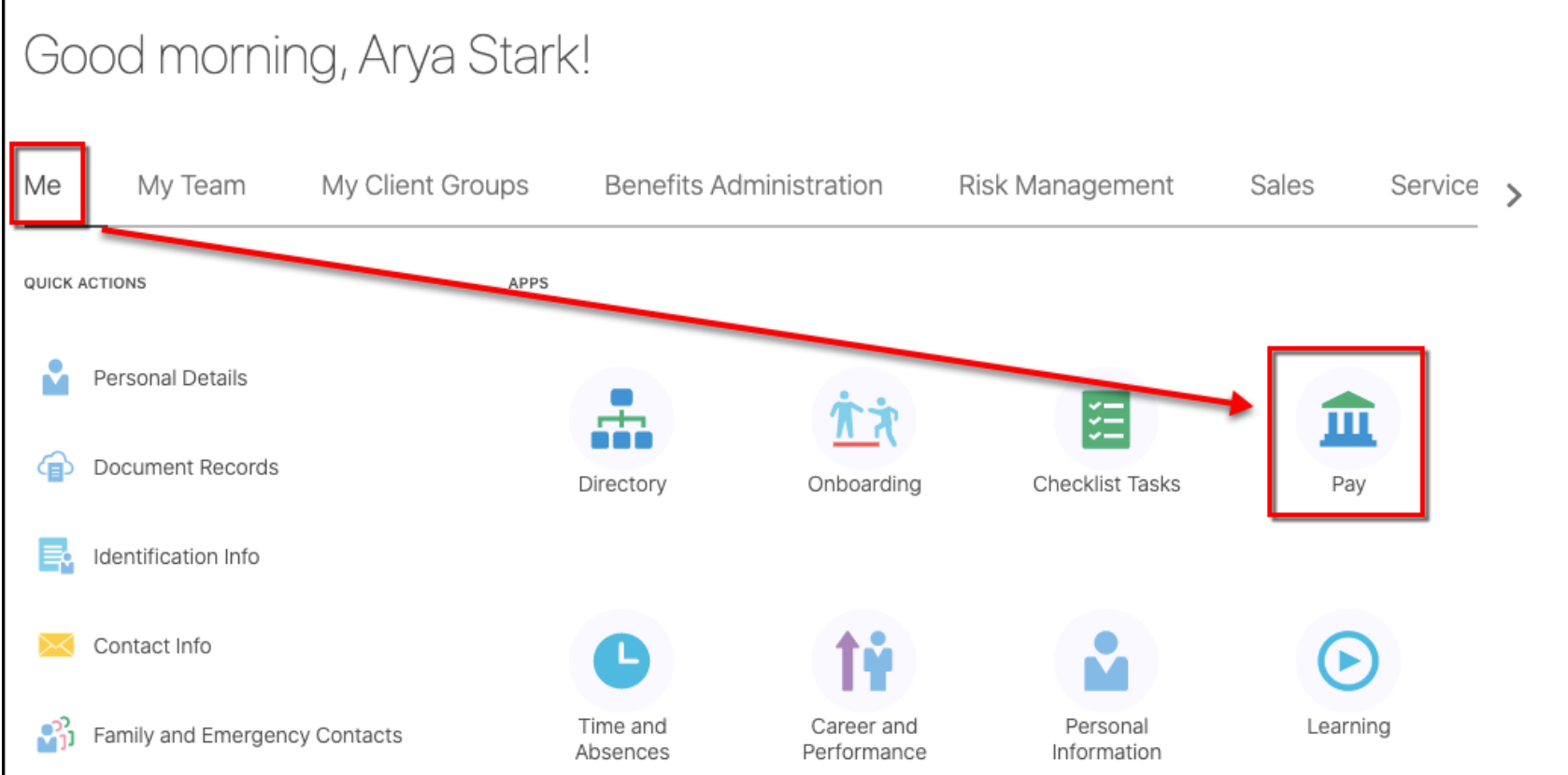
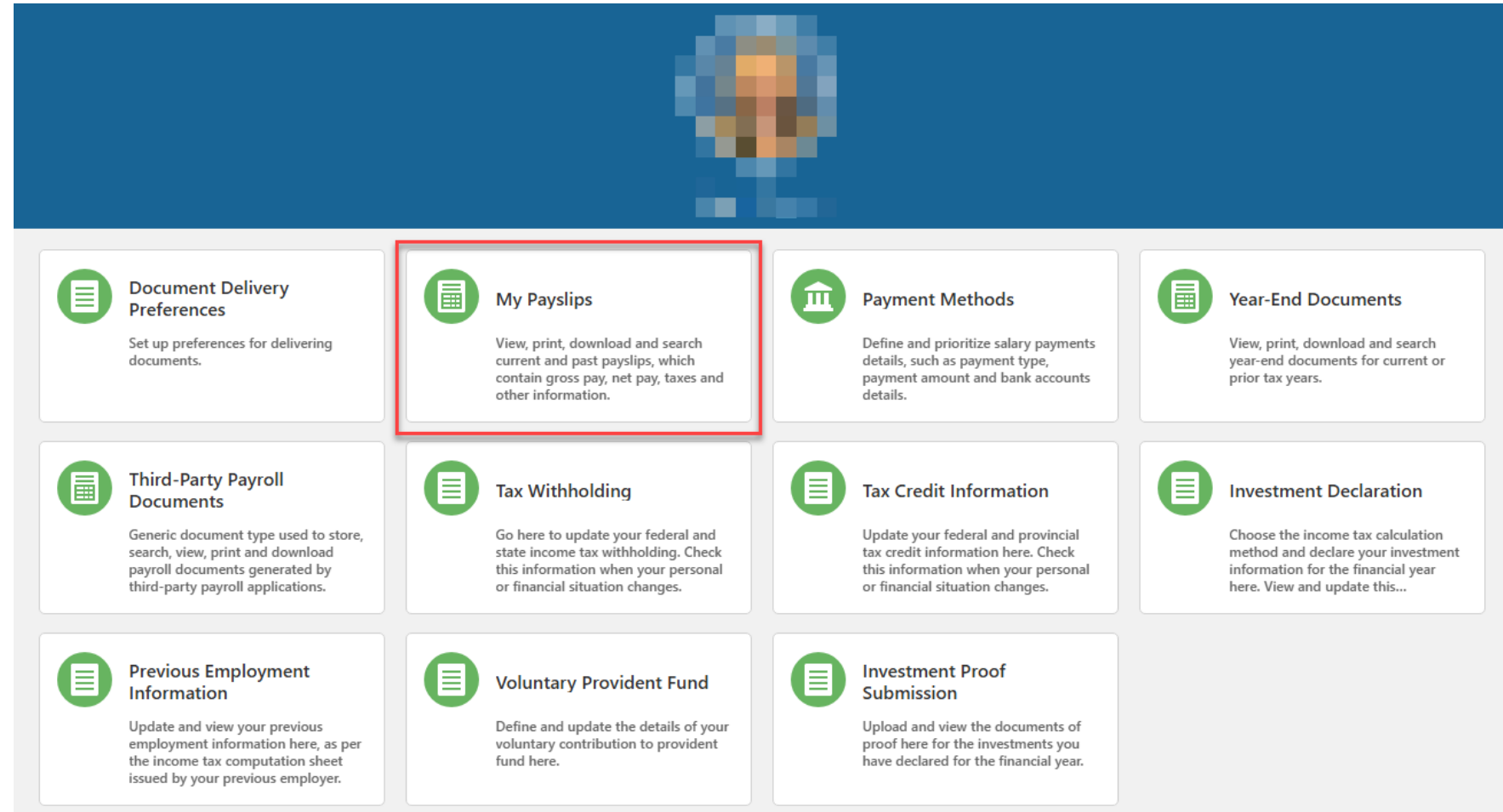


1. Select **Me** to display your employee functions
2. Click **Pay**

The screenshot shows the ESS dashboard for a user named Arya Stark. At the top, a greeting says 'Good morning, Arya Stark!'. Below this is a navigation bar with several tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. A red arrow points from the 'Me' tab to the 'Pay' icon in the 'APPS' section. The 'Pay' icon, which depicts a building with columns, is also highlighted with a red box. The dashboard is organized into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section contains a vertical list of links: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', and 'Family and Emergency Contacts'. The 'APPS' section contains a grid of icons for various functions: 'Directory', 'Onboarding', 'Checklist Tasks', 'Time and Absences', 'Career and Performance', 'Personal Information', and 'Learning'.

3. Click the My Payslips Tile



4. Your complete **Payslips** history is displayed on the left. To download select the payslip you wish to download and click the download icon.

<

Payslips

r

Select payslips below then click here to download

☐ 1 of 120 selected

☒ Friday, 12-20-2024
Net Pay USD 2,100.33

☐ Friday, 12-20-2024
Net Pay USD 2,100.33

☐ Friday, 12-06-2024
Net Pay USD 2,100.33

☐ Friday, 11-22-2024
Net Pay USD 2,100.33

☐ Friday, 11-08-2024
Net Pay USD 2,100.33

☐ Friday, 10-25-2024
Net Pay USD 2,100.33

☐ Friday, 10-11-2024
Net Pay USD 707.39

☐ Friday, 10-11-2024
Net Pay USD 2,100.33

Friday, 12-20-2024

Payroll Period

11-23-2024- 12-06-2024

Net Payment

USD 2,100.33

Absences

USD 0.00

Employee Tax Deductions

USD 0.00

>

quick summary of last pay processed located below

Earnings

Deductions

Net Pay Distribution

Payslip Preview

Amount

6K

5K

4K

3K

2K

1K

0

12-20-2024

12-06-2024

11-22-2024

Process Date

Balance

Personal Leave Entitlement Payment

Vacation Payment Entitlement Pay...

Vacation Payment Discretionary Dis...

Regular Time

Holiday Pay

CMHA Earnings Distribution Element

CMHA Cellphone Reimbursement

CMHA Buyout Medical Employer C...

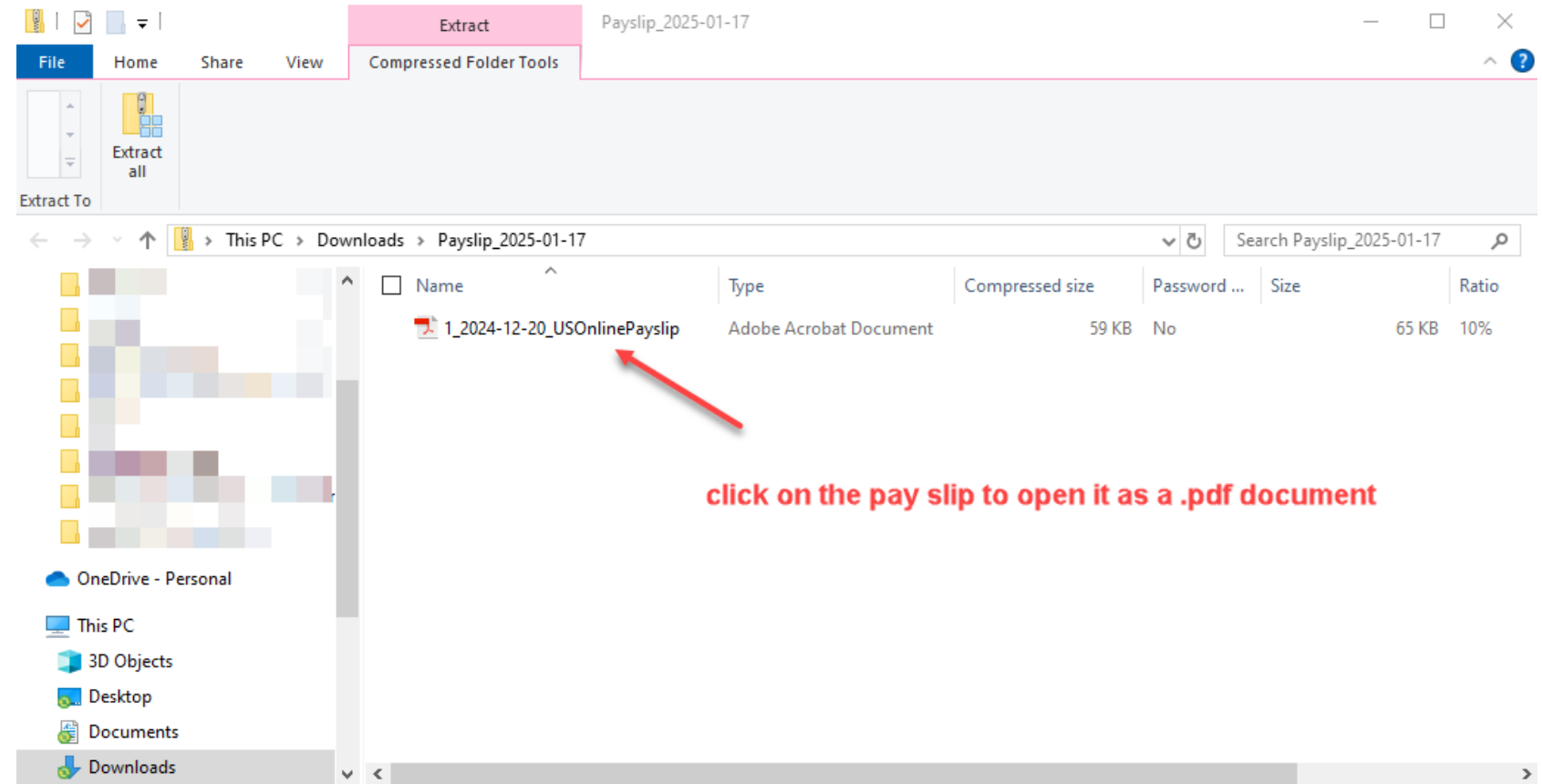
graph displays last three pay periods

Note: The **payslip** will download to a .zip file.

Note: Accessing the pdf might vary depending on the internet browser you are using

5. Click the .zip file to open the downloaded payslips individually as a .pdf.

MM-DD-
YY_USOnlinePayslip.pdf



6. View the Payslip

End of Procedure



Payslip

Page: 1 of 2

Employee Name	Payroll Relationship Number	Payroll
Arya S Stark	10036	CMHA - Biweekly Payroll
Person Number	Assignment Number	Salary Basis Name
10036	E10036	US Hourly
Hire Date	Job Title	Tax Reporting Unit Name
1-Sep-2020	SUPERVISOR 2A	Community Mental Health Authority of Clinton, Eaton, Ingham Counties
Employee Address	Position	Tax Reporting Unit Address
PO Box 1 Lansing, MI 48911 US	Supervisor 2A_Test	812 E Jolly Rd Lansing, MI 48910 US

Period Type	Period Start Date	Period End Date	Payment Date	Base Salary
Biweekly	5-Sep-2020	18-Sep-2020	2-Oct-2020	32.92

Summary		
Description	Current	Year to Date
Gross Earnings	2,633.60	5,267.20
Employee Tax Deductions	652.29	1,304.58
Net Payment	1,981.31	3,962.62

Earnings		
Description	Current	Year to Date
Base Hourly Rate	2,633.60	5,267.20

Description	Start Date	End Date	Quantity	Type	Rate	Multiple	Amount
Base Hourly Rate			80.00	Hours	32.92	1.00	2,633.60

Hours		
Description	Current	Year to Date
Base Hourly Rate Hours Worked	80.00	160.00

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	312.55	625.10
Social Security Employee Withheld	163.29	326.57
Medicare Employee Withheld	38.18	76.37
SIT Withheld (MI)	111.93	223.86
City Withheld (MI, Ingham, Lansing)	26.34	52.68

Absence Accruals		
Description	Unit of Measure	Inception to Date
Personal Leave Accrual Hours	Hours	24.00
Sick Accrual Hours	Hours	48.00

Net Pay Distribution					
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount
810				USD	1,981.31

Tax Withholding Information			
Type	Marital Status	Total Dependent Amount	Extra Withholding
FEDERAL_2020	Single or Married filing separately	0.00	0.00

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount