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My Paycheck Data 1



My Paycheck Data

Overview:

Understanding My Paycheck Data

This tutorial outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Estimated Length: 4 Minutes

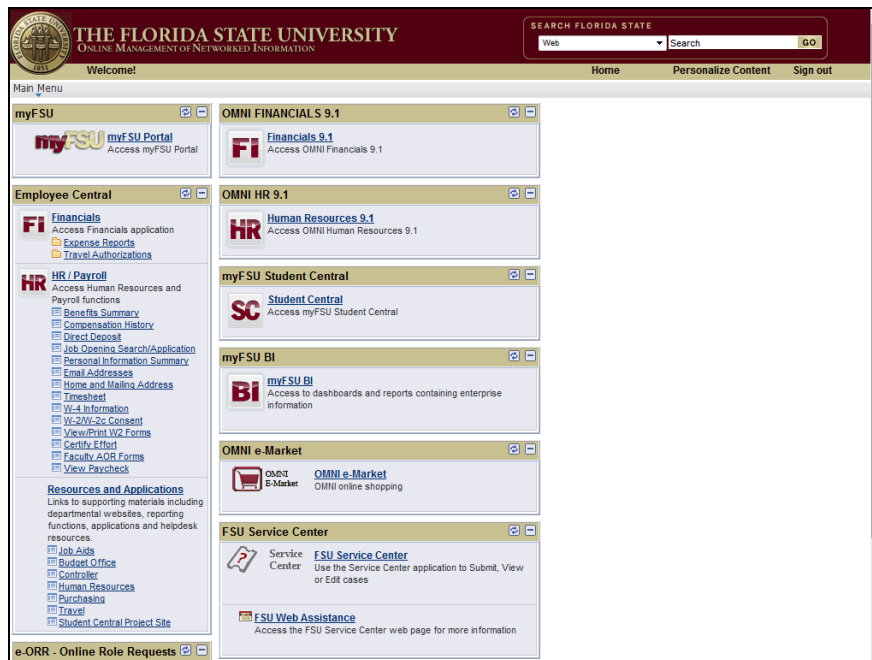
Procedure

Scenario:

This tutorial outlines the basic steps to viewing your paycheck and understanding the data. This data includes your gross wages, deductions and taxes (including the deductions and taxes paid for you by FSU), direct deposit information and leave balances, if applicable.

Key Information:

OMNI Log-in Credentials

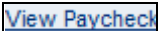


Step	Action
1.	Log in to OMNI (http://omni.fsu.edu/)



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Training Guide

Step	Action
2.	Click the View Paycheck link. 

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2013-05-03	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input checked="" type="checkbox"/>
2013-04-19	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
2013-04-05	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
2013-03-22	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
2013-03-08	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
2013-02-22	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
2013-02-08	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>



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Step	Action
3.	You can use the View 100 link to view the latest 100 paychecks.

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Welcome to FSU!

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu

New Window Help Personalize Page http

View Paycheck

Susie Seminole

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
2013-05-03	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input checked="" type="checkbox"/>
2013-04-19	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
2013-04-05	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
2013-03-22	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
2013-03-08	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
2013-02-22	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
2013-02-08	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
4.	To browse through other paychecks, you can click the next button.



Welcome to FSU!

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OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu

New Window Help Personalize Page http

View Paycheck

Susie Seminole

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

Select Paycheck Personalize Find View 100 First 1-3 of 212 Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2013-05-03	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input type="checkbox"/>
2013-04-19	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
2013-04-05	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
2013-03-22	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
2013-03-08	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
2013-02-22	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
2013-02-08	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
5.	<p>You may also click on the column name headers to sort by that column.</p> <p>NOTE: Paychecks are automatically sorted by most recent check date. To reverse this order to show oldest check dates first, click on the Check Date column name.</p>

Welcome to FSU!

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OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

Favorites Main Menu

New Window Help Personalize Page http

View Paycheck

Susie Seminole

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

Select Paycheck Personalize Find View 100 First 1-3 of 212 Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2013-05-03	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input type="checkbox"/>
2013-04-19	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
2013-04-05	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
2013-03-22	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
2013-03-08	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
2013-02-22	Florida State University	02/01/2013	02/14/2013	\$1131.90	1002369311	<input checked="" type="checkbox"/>
2013-02-08	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>



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Step	Action
6.	Select the paycheck which you would like to view by clicking the Check Date link. lick the 2013-05-03 link. 2013-05-03

Welcome to FSU!

myFSU OMNI Human Resources

Home Worklist Process Monitor Report Manager Add to Favorites Sign out

View Paycheck
Susie Seminole

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
2013-05-03	Florida State University	04/12/2013	04/25/2013	\$1093.84	1002440099	<input checked="" type="checkbox"/>
2013-04-19	Florida State University	03/29/2013	04/11/2013	\$1131.89	1002425840	<input checked="" type="checkbox"/>
2013-04-05	Florida State University	03/15/2013	03/28/2013	\$1131.91	1002411684	<input checked="" type="checkbox"/>
2013-03-22	Florida State University	03/01/2013	03/14/2013	\$1131.90	1002397658	<input checked="" type="checkbox"/>
2013-03-08	Florida State University	02/15/2013	02/28/2013	\$1131.90	1002383450	<input checked="" type="checkbox"/>
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2013-02-08	Florida State University	01/18/2013	01/31/2013	\$1131.90	1002355367	<input checked="" type="checkbox"/>
2013-01-25	Florida State University	01/04/2013	01/17/2013	\$1131.89	1002341865	<input checked="" type="checkbox"/>

Step	Action
7.	NOTE: Pop-up blockers <i>must</i> be disabled to allow your paycheck to appear. If no window appears after clicking this link, go to Tools on your Internet browser menu bar and select "Pop-Up Blocker," then "Turn off Pop-up Blocker" or simply hold down the Ctrl key on your keyboard while clicking this link.




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		FLORIDA STATE UNIVERSITY Payroll Services, A5600 University Center TALLAHASSEE, FL 32306-2392		Net Pay: 1,093.84 Pay Begin Date: 04/12/2013 Pay End Date: 04/25/2013 Advice Date: 05/03/2013				
		Name: Susie Seminole Employee ID: 00001234 Address: 101 Main Street Tallahassee, FL 32306		Business Unit: FSU01 Pay Group: APF-F12 /A&P Regular Service Department: 029000-Controller Location: UNIVERSITY CENTER Job Title: Accounting Specialist Pay Rate: \$1,460.15 Biweekly				
Fed Marital Status: Single Fed Allowance: 1		Fed Addl Percent: Fed Addl Amount:						
Current 13,141.44		Gross Earnings 1,460.16	Fed Taxable Gross 1,398.44	Total Taxes 267.74	Total Deductions 98.58	Net Pay 1,093.84		
YTD 13,141.44		YTD 12,669.31		YTD 2,428.53		YTD 563.87		
HOURS AND EARNINGS				TAXES				
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
8.	<p>The paycheck will open as a PDF file that can either be saved or printed, as needed.</p> <p>Next, we will review the different components of your paycheck.</p>


		FLORIDA STATE UNIVERSITY Payroll Services, A5600 University Center TALLAHASSEE, FL 32306-2392		Net Pay: 1,093.84 Pay Begin Date: 04/12/2013 Pay End Date: 04/25/2013 Advice Date: 05/03/2013				
		Name: Susie Seminole Employee ID: 00001234 Address: 101 Main Street Tallahassee, FL 32306		Business Unit: FSU01 Pay Group: APF-F12 /A&P Regular Service Department: 029000-Controller Location: UNIVERSITY CENTER Job Title: Accounting Specialist Pay Rate: \$1,460.15 Biweekly				
Fed Marital Status: Single Fed Allowance: 1		Fed Addl Percent: Fed Addl Amount:						
Current 13,141.44		Gross Earnings 1,460.16	Fed Taxable Gross 1,398.44	Total Taxes 267.74	Total Deductions 98.58	Net Pay 1,093.84		
YTD 13,141.44		YTD 12,669.31		YTD 2,428.53		YTD 563.87		
HOURS AND EARNINGS				TAXES				
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,569.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	\$09.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			



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Step	Action
9.	Net Pay is the Gross amount less taxes and deductions. Net Pay is the amount deposited into your bank account.



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name: Susie Seminole	Business Unit: FSU01	Pay Rate: \$1,460.15 Biweekly
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service	
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist	

Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS					TAXES			
Description	Rate	Current	Earnings	Hours	Earnings	Description	Current	YTD
		Hours						
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
10.	Pay Begin Date is the first day in the bi-weekly pay period. This is always a Friday.



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Step	Action
12.	Advice Date is the date which the funds will post to your bank account.

FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name: Susie Seminoe Business Unit: FSU01
Employee ID: 00001234 Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306 Department: 029000-Controller Location: UNIVERSITY CENTER
Job Title: Accounting Specialist
Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single Fed Addl Percent: 1
Fed Allowance: 1 Fed Addl Amount:


	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS					TAXES			
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			

Step	Action
13.	<p>Fed Marital Status, Fed Allowance, Fed Addl Percent and Fed Addl Amount are based on your W-4 allowance selection. They determine the amount of federal withholding from biweekly wages.</p> <p>If you need to revise your W-4 tax status, see 'Editing W-4 Tax Information' (http://pbooks.fsu.edu:25170/UPK/HR/ESS/Publishing%20Content/PlayerPackage/pc/11d15b63-e9ad-43c0-aaa6-2ba1bc248bda/topic.html?mode=T&printitname=11d15b63-e9ad-43c0-aaa6-2ba1bc248bda_JOBID.pdf) for more details.</p>



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FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013


Name: Susie Semino	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller
	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist
	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Current		YTD		Earnings	Description	Current	YTD
	Rate	Hours	Hours	Earnings				
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00		8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00		64.00	1,168.13			

Step	Action
14.	Gross Earnings is the amount earned before any deductions.



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name: Susie Semino	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller
	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist
	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Current		YTD		Earnings	Description	Current	YTD
	Rate	Hours	Hours	Earnings				
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00		8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00		64.00	1,168.13			



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Step	Action
15.	Fed Taxable Gross is the total wages reported to the Internal Revenue Service (IRS) to be taxed.

FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: **1,093.84**
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name:	Susie Seminole	Business Unit:	FSU01
Employee ID:	00001234	Pay Group:	APF-F12 /A&P Regular Service
Address:	101 Main Street Tallahassee, FL 32306	Department:	029000-Controller
		Location:	UNIVERSITY CENTER
		Job Title:	Accounting Specialist
		Pay Rate:	\$1,460.15 Biweekly

Fed Marital Status:	Single	Fed Adtl Percent:	
Fed Allowance:	1	Fed Adtl Amount:	

	Gross Earnings:	Fed Taxable Gross:	Total Taxes:	Total Deductions:	Net Pay:
Current	1,460.16	1,398.44	267.74	98.38	1,093.84
YTD	13,141.44	12,669.31	2,428.33	563.87	10,149.04


HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			

Step	Action
16.	Total Taxes contain all payroll taxes added together including Federal Income, Medicare and Social Security Taxes



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Training Guide



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013


Name: Susie Seminole	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller
	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist
	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Adtl Percent:
Fed Allowance: 1	Fed Adtl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
17.	Total Deductions include all your voluntary and involuntary deductions. (insurance, child support, retirement plan).



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name: Susie Seminole	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller
	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist
	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Adtl Percent:
Fed Allowance: 1	Fed Adtl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			



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Step	Action
18.	Net Pay is the amount remaining after taxes and deductions (i.e. 'take home pay').

FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013

Name: Susie Seminoles	Business Unit: FSU01	Pay Group: APF-F12 /A&P Regular Service
Employee ID: 00001234	Department: 029000-Controller	Location: UNIVERSITY CENTER
Address: 101 Main Street Tallahassee, FL 32306	Job Title: Accounting Specialist	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04


HOURS AND EARNINGS					TAXES			
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			

Step	Action
19.	YTD (Year To Date) includes all monies paid or deducted from January 1st to present.



OMNI

Training Guide



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

Net Pay: 1,093.84
Pay Begin Date: 04/12/2013
Pay End Date: 04/25/2013
Advice Date: 05/03/2013


Name: Susie Seminole	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
Address: 101 Main Street Tallahassee, FL 32306	Department: 029000-Controller
	Location: UNIVERSITY CENTER
	Job Title: Accounting Specialist
	Pay Rate: \$1,460.15 Biweekly

Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			

Step	Action
20.	Hours and Earnings breaks down the type of pay: regular pay, leave, other pay. Specifies hourly rate of pay for corresponding hours.



FLORIDA STATE UNIVERSITY
Payroll Services, A5600 University Center
TALLAHASSEE, FL 32306-2392

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Name: Susie Seminole	Business Unit: FSU01
Employee ID: 00001234	Pay Group: APF-F12 /A&P Regular Service
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Fed Marital Status: Single	Fed Addl Percent:
Fed Allowance: 1	Fed Addl Amount:

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,460.16	1,398.44	267.74	98.58	1,093.84
YTD	13,141.44	12,669.31	2,428.53	563.87	10,149.04

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			



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Description	AMT	AMNT	CYAMNT	YAMNT	CYAMNT	Description	CYAMNT	YAMNT
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
TOTAL:	80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53	

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
TOTAL:		1,093.84	Total YTD	844.1	

MESSAGE:

Step	Action
23.	Before-Tax Deductions are voluntary deductions that are subtracted from pay prior to calculating the percentage of taxes withheld from the gross wages.

Description	AMT	AMNT	CYAMNT	YAMNT	CYAMNT	Description	CYAMNT	YAMNT
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
TOTAL:	80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53	

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
TOTAL:		1,093.84	Total YTD	844.1	

MESSAGE:



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Step	Action
24.	After-Tax Deductions are subtracted from pay after taxes are calculated.

DESCRIPTION	DATE	AMOUNT	AMOUNT	AMOUNT	AMOUNT	DESCRIPTION	AMOUNT	AMOUNT
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay		0.00	0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	32.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay		0.00	0.00	64.00	1,168.13			
TOTAL:		80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic S0) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Comptor Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION				LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #0000011002440099	XXXXXXXX1234	250.00	Vacation	355.7	
Checking	XXXXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Camp Req	0.0	
			Camp OVT	0.0	
TOTAL:		1,093.84	Total YTD	844.1	

MESSAGE:

Step	Action
25.	Employer Paid Benefits are items that Florida State University pays on behalf of the employee.



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DESCRIPTION	CURR	ADJST	CUMUL	ADJST	CUMUL	DESCRIPTION	CURR	CUMUL
Regular Pay	18,251.916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18,251.916	8.00	146.02	52.00	949.13	Fed OASD/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
TOTAL:		80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.93	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.94	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION			LEAVE BALANCES	
Account Type	Account Number	Deposit Amount	Description	YTD Hours
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7
	Checking XXXXXX5678	843.84	Sick	488.4
			Personal Holiday	0.0
			Comp Reg	0.0
			Comp OVT	0.0
TOTAL:		1,093.84	Total YTD	844.1

MESSAGE:

Step	Action
26.	<p>Net Pay Distribution</p> <p><i>Advice #</i> system assigned payment number.</p> <p><i>Account Type</i> designates the type of account in which the pay was directly deposited.</p> <p><i>Account Number</i> only shows the last four digits of the account.</p> <p><i>Deposit Amount</i> is the amount deposited in the account.</p>



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DESCRIPTION	DATE	AMT	CUMULATIVE	DATE	CUMULATIVE	DESCRIPTION	CURRENT	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
TOTAL:		80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.99	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
TOTAL:		1,093.84	Total YTD	844.1	

MESSAGE:

Step	Action
27.	Leave Balances display the amount of leave available at the end of the pay period. See 'Pay End Date' at the upper right of statement.

DESCRIPTION	DATE	AMT	CUMULATIVE	DATE	CUMULATIVE	DESCRIPTION	CURRENT	YTD
Regular Pay	18.251916	72.00	1,314.14	595.50	10,869.03	Fed Withholding	157.41	1,429.17
Sick Leave Pay			0.00	8.50	155.15	Fed MED/EE	20.91	189.42
Vacation/Annual Leave Pay	18.251916	8.00	146.02	52.00	949.13	Fed OASDI/EE	89.42	809.94
Holiday Leave Pay			0.00	64.00	1,168.13			
TOTAL:		80.00	1,460.16	720.00	13,141.44	TOTAL:	267.74	2,428.53

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Capital Health Plan PRTX	7.50	67.50	Optional Term Life/AD&D	6.39	17.83	Capital Health Plan PRTX	324.79	2,751.51
United Solstice S700 #4014	5.46	21.84	Gabor Unum LTD 30-day Elim	10.74	26.79	Minnesota Life (Basic Sg) PRTX	2.27	20.43
Vision Before Tax	2.99	11.72	Compter Store Purch 18 mnth	8.65	19.28	Pre-Tax Assessment Savings	0.57	5.13
FRS Investment Regular Class	35.41	360.65	Gabor Life Insurance	11.08	27.84	FRS Investment Regular Class	75.64	680.76
FSU Parking Regular	10.42	10.42						
TOTAL:	61.72	472.13	TOTAL:	36.86	91.74	*TAXABLE		

NET PAY DISTRIBUTION			LEAVE BALANCES		
Account Type	Account Number	Deposit Amount	Description	YTD Hours	
Advice #000001002440099	Checking XXXXXX1234	250.00	Vacation	355.7	
	Checking XXXXXX5678	843.84	Sick	488.4	
			Personal Holiday	0.0	
			Comp Reg	0.0	
			Comp OVT	0.0	
TOTAL:		1,093.84	Total YTD	844.1	

MESSAGE:



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Step	Action
28.	Congratulations! You have completed this topic. End of Procedure.