

## **Employee Self Service Pay Information**

Payroll Department, St. Thomas, Room 108

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### **How to Access Employee Self Service:**

Go to my.scranton.edu web page

Enter your Royal ID

Enter your Password

Click on Sign In

Click on Home Tab

Click on Self Service

Click on Employee Menu Tab or the Employee Menu link

## **Employee Self Service Earnings History**

### Earnings History Criteria

The Earnings History Criteria page is displayed when the employee selects the Earnings History link from the Pay Information menu. This page allows employees to specify the information in terms of the time range for which the earnings history is to be displayed.

To access the Earnings History for a specific time period:

1. Choose the beginning month and year from the corresponding drop-down lists in the From Date field.
2. Similarly, choose the ending month and year from the corresponding drop-down lists in the To Date field.
3. Select the Display button.

### Earnings History Page

The Earnings History option allows employees to access their earnings data that is associated with each leave/non-working code. (Vacation Pay will show total gross pay and hours for the particular period that you have selected)

The system will display the Earnings Detail page.

- Earnings Type – Displays the Earn Code (leave/non-working codes) under which the gross pay has been paid to the employee.
- Total Gross Pay – Displays the total gross pay accumulated under each Earning type for the selected time period.
- Total Hours – Displays the total hours worked in the selected time period, for which the gross pay has been paid.

To access a detailed breakdown for a leave/non-working code, select the earnings type name link.

To access a new range of dates, select the New Date Range link.

## Earnings Detail

The Earnings Detail page lists the gross pay and hours for each month in the selected period, for a selected earn code. Total gross pay and hours for the period appear at the end of the listing.

The following information is displayed on this page for a specific earn code:

- Year – Displays the year for which the gross pay and hours associated with the Earning code are being displayed.
- Month – Displays each month in the displayed year.
- Gross Pay – Displays the monthly gross pay associated with the Earning Code.
- Hours – Displays the hours worked associated with the Earning Code.

Employees can choose to view the gross pay and hours associated with an Earning Code for a different date range as follows:

1. Choose the beginning month and year from the pull-down menus in the From Date field.
2. Choose the ending month and year from the pull-down menus in the To Date field.
3. Select the Display button.

To return to the Earnings History page, select the Earnings History link.

## **Employee Self Service Deductions History**

### Deductions History Criteria

The Deductions History Criteria page is displayed when the employee selects the Deductions History link from the Pay Information menu. This page allows employees to specify the information in terms of the time range for which the deductions history is to be displayed.

To access the Deductions History for a specific time period:

1. Choose the beginning month and year from the corresponding drop-down lists in the From Date field.
2. Similarly, choose the ending month and year from the corresponding drop-down lists in the To Date field.
3. Select the Display button.

### Deductions Summary Page

The Deductions History option allows employees to access their deduction data by type. The following information will be displayed:

- Deduction Type
- Employee Deduction Amount
- Employer Deduction Amount

The following are a few examples of deduction types:

- Access Care
- Fica Medicare
- Fica Old Age
- Federal Tax
- Local Income Tax
- Local Services Tax
- PA State Income Tax
- Parking Fee (Pre Tax if chosen)
- Unemployment Compensation