
View Paycheck & Leave Balances

View Paycheck

Your paycheck, or earnings statement, will not be delivered to you in hard copy; instead you can view your paycheck online, through myUFL. This guide gives instructions on the navigation, and explains how to read the paycheck. **An example is shown on pages 2-3 of this guide.**

Notification that your paycheck is ready for view, will be sent electronically each payday. Please be sure to read the email as sometimes other messages, relevant to your paycheck, will be included.

Navigation

1. Log in to myUFL (<http://my.ufl.edu>)
2. Click **My Self Service > Payroll and Compensation > View Paycheck**
3. This screen shows your paycheck for the current pay period
4. To print a copy of your paycheck, click **Printer Friendly Version**
5. Your paycheck will show in the **Printable Pay Advice** screen
6. Click **File**
7. Click **Print** menu
8. Select the **Printer** from the printer menu

View Leave Balances

All employees can view their leave balances through myUFL. Although your leave balances will be shown on your paycheck, to see the current and earlier pay periods, please use the navigation below.

Navigation

1. Log in to myUFL (<http://my.ufl.edu>)
2. Click **My Self Service > Payroll and Compensation > View Leave History**
3. This screen shows your sick and vacation leave balances for the current pay period. To view balances for an earlier pay period, click **Pay Period End Date**
4. Select an **alternative date** from the list of Pay Period End Dates for the current pay period

Questions?

If you have any questions or need further help please contact your department in the first instance. Additional help can be obtained from:

Leave Administration:	392-2477
UF Help Desk:	392-HELP

Further resources are available at <http://www.hr.ufl.edu/training/myUFL/toolkits/TimeLabor.asp>

See below for example paycheck.

Example Paycheck

View Paycheck

Justin Time

Company:
University of Florida

Address:
33 Tigert Hall
P.O. Box 113201
GAINESVILLE, FL 32611

Net Pay: \$780.33

Pay Begin Date: 08/05/2011

Pay End Date: 08/18/2011

Check Date: 08/26/2011

[View a Different Payment](#)

[Printer Friendly Version](#)

General			
Name:	Justin Time	Business Unit:	UFLOR
Employee ID:	12345678	Pay Group:	Hourly - 12 Mo.
Address:	1 ANYWHERE STREET GAINESVILLE, FL 32611	Department:	62010000 - HR SERVICES
		Location:	MAIN CAMPUS
		Job Title:	HUMAN RESOURCES REP
		Pay Rate:	\$14.85 Hourly

Tax Data			
Fed Marital Status:	Exempt	FL Marital Status:	Not applicable
Fed Allowances:	0	FL Allowances:	0
Fed Addl Percent:	0.000	FL Addl Percent:	0.000
Fed Addl Amount:	\$0.00	FL Addl Amount:	\$0.00

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,188.00	1,062.36	62.03	345.60	780.33
YTD	20,196.01	18,613.45	1,059.71	5,202.56	13,933.74

Earnings				
Description	Hours	Rate	Amount	YTD Amount
RegTEAMS-H	68.00	14.850000	1,009.80	17,998.20
Sick Used	9.00	14.850000	133.65	645.98
Vac Used	3.00	14.850000	44.55	452.93
Holiday				594.00
SpecCompUs				29.70
DecPersLv				475.20
Total:	80.00		1,188.00	20,196.01

Taxes		
Description	Amount	YTD Amount
Fed MED/EE	15.92	271.96
Fed OASDI/EE	46.11	787.75
Total:	62.03	1,059.71

Before-Tax Deductions		
Description	Amount	YTD Amount
United BT	90.00	1,440.00
FRS IP	35.64	142.56
Total:	125.64	1,582.56

After Tax Deductions		
Description	Amount	YTD Amount
Baby Gator	220.00	3,620.00
Total:	220.00	3,620.00

Employer Paid Benefits		
Description	Amount	YTD Amount
DSGI ETS	6.90	110.30
United BT	531.67	8,506.72
St Life BT	2.27	36.32
FRS IP	58.33	1,896.67
* Taxable		
Total:	599.17	10,550.01

Net Pay Distribution			
Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit	4472327	Checking	780.33

Leave Balances				
Description	Beg Bal	Additions	Deductions	End Bal
Sick	83.100	4.000	9.000	78.100
Vacation	130.317	6.769	3.000	134.086
TMSFac Per				
Spec Comp				
OTC				

How to read your paycheck

- 1 **Pay Information:** This is the pay period, check date, who the check was issued from, and the amount of the check. Note also the links you can use to [View a Different Payment](#) and [See Previous Paychecks](#).
- 2 **Employee Information:** This is the employee name, address, UFID number (Employee ID), employee's job title, department, and salary.
- 3 **Tax Data:** Shows marital status for federal tax withholding purposes, allowances, and additional federal tax withholding information.
- 4 **Paycheck Summary:** This is an at-a-glance overview of your gross earnings including federal taxable gross, deductions, taxes, and net pay for the current pay period and year-to-date.
- 5 **Earnings:** Shows the earnings for this pay period and year-to-date including regular pay, overtime pay, and additional compensation (if applicable).
- 6 **Taxes:** Federal taxes withheld in this pay period and for the year.
- 7 **Before-tax (pre-tax) and Deferred Tax Deductions:** Amounts taken out of pay before taxes such as UF parking, or payments for medical and dental plans, or amounts processed for retirement plans or on a deferred basis (e.g., VALIC). For further information on the the UF retirement plans and employee deductions please see the Retirement Plan Contributions Paycheck Deductions instruction guide at http://www.hr.ufl.edu/retirement/forms/contributions_pay_deductions.pdf
- 8 **After-tax Deductions:** Shows amounts taken out of pay after taxes for example, UF Community Campaign and optional life insurance deductions.
- 9 **Employer Paid Benefits:** Contributions that the University of Florida makes on behalf of the employee including employer-paid health insurance, life insurance, and retirement contributions. For further information on the the UF retirement plans and employer paid contributions, please see the Retirement Plan Contributions Paycheck Deductions instruction guide at http://www.hr.ufl.edu/retirement/forms/contributions_pay_deductions.pdf
- 10 **Net Pay Distribution:** Shows the payment type, paycheck number, back account type and net pay details.
- 11 **Leave Balances:** Shows a summary of the leave balances at the beginning of the pay period, leave used/accrued during the current period, and the leave balances at the end of the pay period. All accrued leave balances are shown including sick, vacation, overtime compensation, and special compensation, if applicable. Leave balances for the current pay period, and earlier pay periods, can also be viewed through myUFL > My Self Service > Payroll and Compensation > View Leave History.