



My Pay

ESS WALKTHROUGH

Display Pay Statement

Trigger:

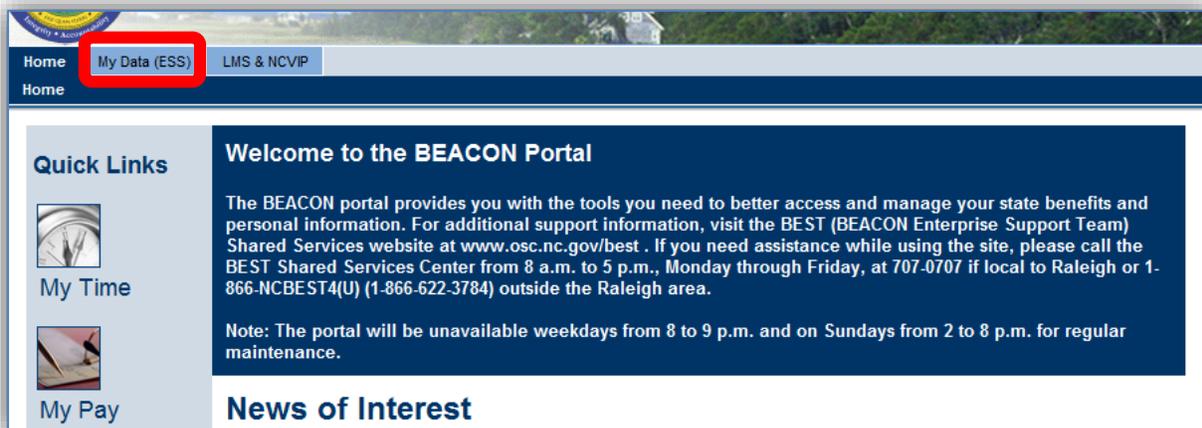
Use this Document to view and print your Pay Statement in ESS.

Business Process Procedure Overview:

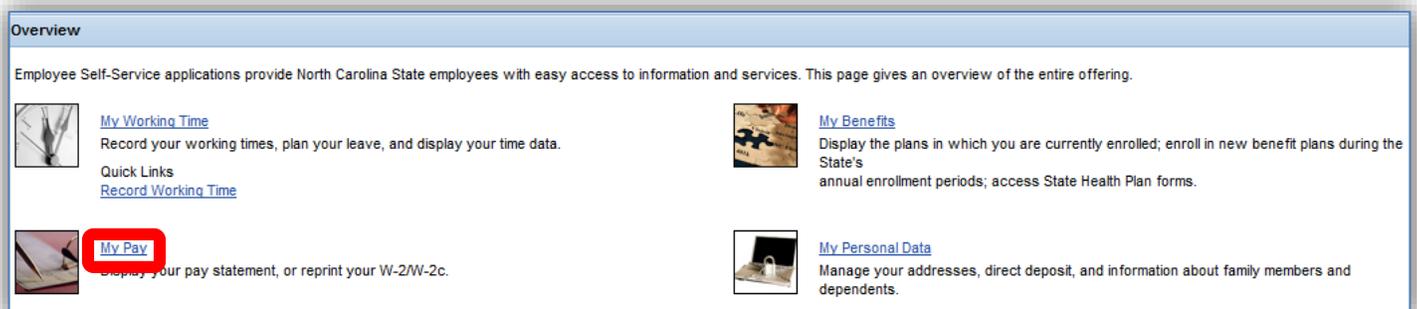
The **Pay Statement** service is located in the My Pay section of ESS. Employees can use this service to view and print their Remuneration Statements for each Pay Period.

VIEW YOUR PAY STATEMENT

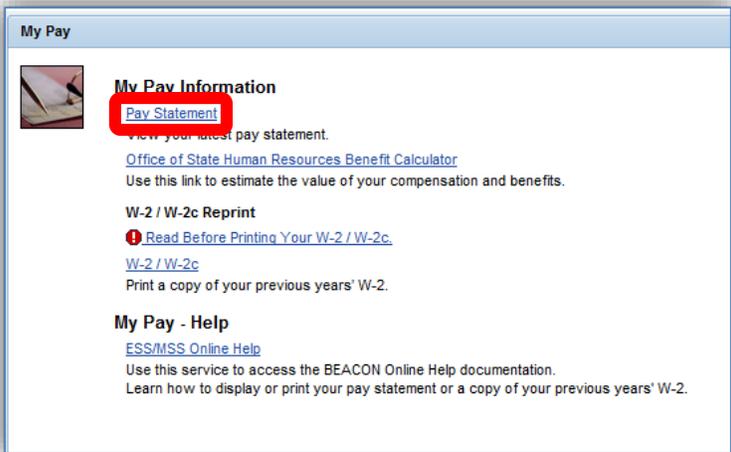
- From the BEACON Home Page, Click the **My Data (ESS)** tab.



- Click **My Pay**.



3. The My Pay Information screen will be displayed. Click Pay Statement.



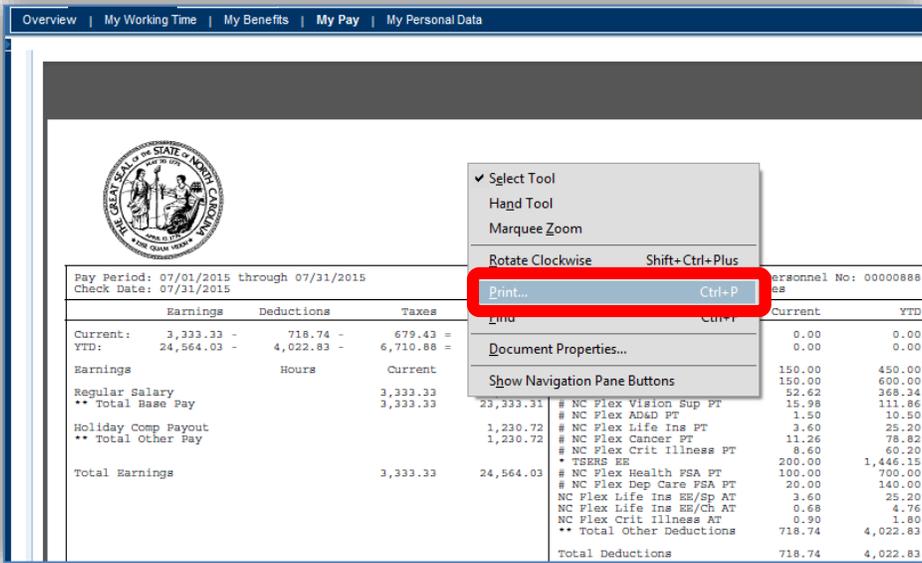
4. Your Pay Statement will be displayed. You can use the **Previous Salary Statement** and **Next Salary Statement** buttons to navigate to the statement for another Pay Period.

Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 3,333.33	- 718.74	- 679.43	= 1,935.16	# BASE 70/30 PT	0.00	0.00
YTD: 24,564.03	- 4,022.83	- 6,710.88	= 13,830.32	** Total Health Insurance	0.00	0.00
Earnings	Hours	Current	YTD	* 401k Savings Plan EE	150.00	450.00
Regular Salary		3,333.33	23,333.31	* 457 Savings Plan EE	150.00	600.00
** Total Base Pay		3,333.33	23,333.31	# NC Flex Dental-PT	52.62	369.34
Holiday Comp Payout			1,230.72	# NC Flex Vision Sup PT	15.98	111.86
** Total Other Pay			1,230.72	# NC Flex Ad&d PT	1.50	10.50
Total Earnings		3,333.33	24,564.03	# NC Flex Life Ins PT	3.60	25.20
				# NC Flex Cancer PT	11.26	78.82
				# NC Flex Crit Illness PT	8.60	60.20
				* TSERS EE	200.00	1,446.15
				# NC Flex Health PSA PT	100.00	700.00
				# NC Flex Dep Care PSA PT	20.00	140.00
				NC Flex Life Ins EE/Sp AT	3.60	25.20
				NC Flex Life Ins EE/CH AT	0.68	4.76
				NC Flex Crit Illness AT	0.90	1.80
				** Total Other Deductions	718.74	4,022.83
				Total Deductions	718.74	4,022.83

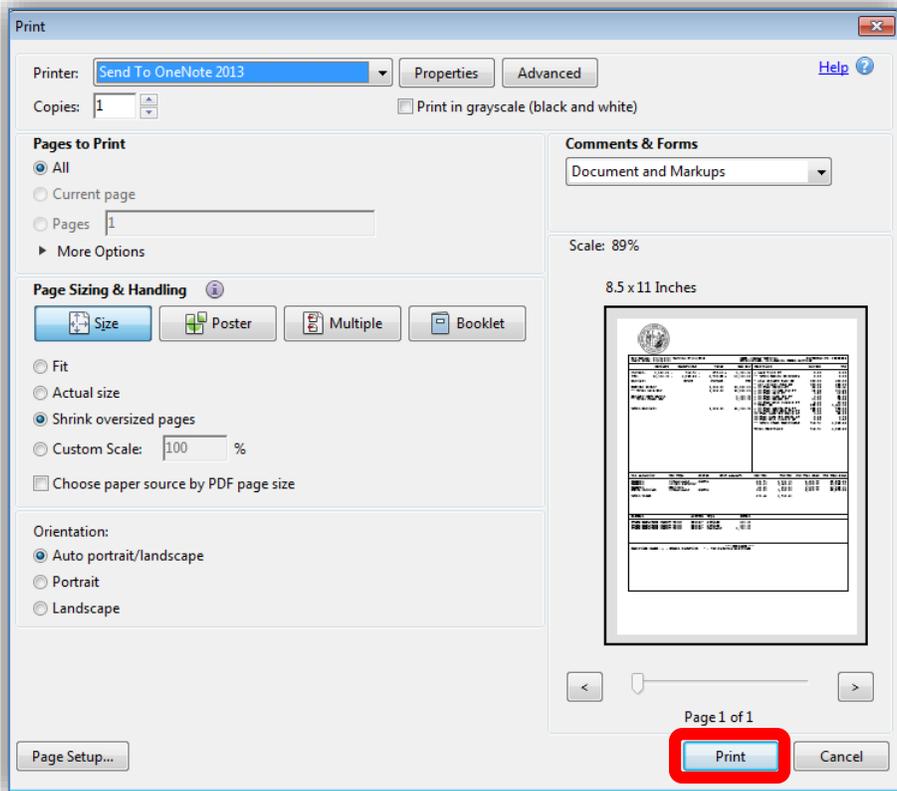
NOTE: the **Show Overview** button will display a list of available Pay Statements from which you can choose the Pay Period you wish to view.

PRINT YOUR PAY STATEMENT

1. Right Click on the Pay Statement itself and select **Print**.



2. A print Screen Menu Will be displayed. Select the desired Printer and click **Print**.



ADDITIONAL RESOURCES

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area) (919) 707-0707
Phone (Toll Free): (866) 622-3784
Email: BEST@osc.nc.gov

Training HELP website:

<http://www.osc.nc.gov/training/osctd/help/>

Additional Walkthroughs:

[Reading Your Pay Statement](#)

CHANGE RECORD

Change Date: 9/28/2015	Changed by: David Lassiter
Changes:	<ol style="list-style-type: none">1. Updated Format2. Updated Screenshots3. Updated language and layout