

## 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 locating your paycheck and explains how to read the paycheck. **An example is shown on pages 2-3 of this guide.**

Notification that your paycheck is ready to 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.

### VIEW PAYCHECK

1. Log on to myUFL (<http://my.ufl.edu>) using your GatorLink username and password
2. Navigate to **NavBar > Main Menu > My Self Service > Payroll and Compensation > View Paycheck**
3. Click the **Check Date** to open a PDF copy of your paycheck
4. Click **Open**
5. To print a copy of your paycheck, click **Print** from the File menu

### FOR ADDITIONAL ASSISTANCE

#### Payroll and Tax Services

352-392-1231

[Payroll-Services@ufl.edu](mailto:Payroll-Services@ufl.edu)

<http://www.fa.ufl.edu/departments/payroll-tax-services/>

#### HRS Benefits

352-392-2477

[central-leave@ufl.edu](mailto:central-leave@ufl.edu) – for leave inquiries

<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)

Example Paycheck



1

University of Florida  
33 Tigert Hall, P.O. Box 113201  
GAINESVILLE, FL 32611

Pay Group: E12-Exempt - 12 mo. appointment  
Pay Begin Date: 06/22/2012  
Pay End Date: 07/05/2012

Business Unit: UFLO  
Advice #: 000000004994563  
Advice Date: 07/13/2012

Justin Time  
42066 NW TIME ROAD  
GAINESVILLE, FL 32611

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Employee ID: 41830000  
Department: 62010700-HR-TRAINING-DEVELOPMENT  
Location: MAIN CAMPUS  
Job Title: HUMAN RESOURCES, CRD 2  
Pay Rate:

TAX DATA: Federal FL State  
Marital Status: Married n/a  
Allowances: 1 0  
Add. Percent: 3  
Add. Amount:

3

HOURS AND EARNINGS

TAXES

Description	Rate	Current		YTD	
		Hours	Earnings	Hours	Earnings
Holiday	24.881509	8.00	199.05	40.00	989.34
115-Regular TEAMS (S)	24.881509	56.00	1,393.36	922.00	22,800.32
185-Vacation Used	24.881509	16.00	398.10	56.00	1,385.47
270-December Personal Leave			0.00	64.00	1,576.64
195-Sick Leave Used			0.00	30.00	739.05
<b>TOTAL:</b>		<b>80.00</b>	<b>1,990.51</b>	<b>1,112.00</b>	<b>27,490.82</b>

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Description	Current		YTD	
	Current	YTD	Current	YTD
Fed Withholding	164.60	2,261.35		
Fed MED/EE	26.65	368.75		
Fed OASD/EE	77.19	1,068.11		
<b>TOTAL:</b>	<b>268.44</b>	<b>3,698.21</b>		

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BEFORE-TAX DEDUCTIONS

AFTER-TAX DEDUCTIONS

EMPLOYER PAID BENEFITS

Description	Current	YTD
Av/Med Health Plan Before Tax	90.00	1,170.00
United Dental HMO	20.99	272.87
Medical Reimbursement Account	41.67	541.69
FRS Pension Plan	59.72	824.70
Parking UF Pretax	0.00	75.00
<b>TOTAL:</b>	<b>212.38</b>	<b>2,884.26</b>

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Description	Current	YTD
	0.00	0.00
<b>TOTAL:</b>	<b>0.00</b>	<b>0.00</b>

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Description	Current	YTD
Av/Med Health Plan Before Tax	531.67	6,911.71
State Life Plan Before Tax	2.27	29.51
FRS Pension Plan	97.73	1,349.81
Employer Tax Savings to DSGI	11.67	151.86
<b>*TAXABLE</b>		

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TOTAL GROSS

FED TAXABLE GROSS

TOTAL TAXES

TOTAL DEDUCTIONS

NET PAY

Current	1,990.51	1,778.13	268.44	212.38	1,509.69
YTD	27,490.82	24,606.56	3,698.21	2,884.26	20,908.35

LEAVE	Beg Balance	Additions	Deductions	End Balance
Vacation	306.128	13.538	24.000	295.666
Sick Leave	198.950	8.000	0.000	206.950

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NET PAY DISTRIBUTION		
Account Type	Deposit Amount	
Advice #000000004994563 Checking	1,509.69	
<b>TOTAL:</b>	<b>1,509.69</b>	

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MESSAGE:|

## How to read your paycheck

1

**Pay Information:** This is the pay period, advice (check) date and who the check was issued from. 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 pay rate.

3

**Tax Data:** Shows marital status for federal tax withholding purposes, allowances, and additional federal tax withholding information.

4

**Hours and Earnings:** Shows the earnings for this pay period and year-to-date including regular pay, overtime pay, and additional compensation (if applicable).

5

**Taxes:** Federal taxes withheld in this pay period and for the year.

6

**Before-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).

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**After-tax Deductions:** Shows amounts taken out of pay after taxes for example, UF Community Campaign and optional life insurance deductions.

8

**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.

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**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.

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**Net Pay Distribution:** Shows the payment type, paycheck number, bank account type and net pay details.

## About Your Paycheck

- Your paycheck (also known as an earnings statement) is only delivered to you online.
- You can view or print out your paycheck by clicking on **View Paycheck** after navigating through My Self Service > Payroll and Compensation in myUFL.
- You can use the Check Date links to view previous paychecks.

## Need Help?

For more information about changes to your paycheck or other payroll issues, please visit: <http://hr.ufl.edu/working-at-uf/time-and-pay/your-paycheck/>