



Process Document View/Print Paycheck

Date Modified	4/30/2012 11:13:00 AM
Last Changed by	System Office
Status	FINAL

View/Print Paycheck

Navigation

The screenshot shows the top navigation bar of the Maine Street UMS portal. It includes the University of Maine System logo, a search bar, and links for Home, Add to My Links, and Sign on. Below the navigation bar, there is a 'MaineStreet Menu' on the left with a list of links: University of Maine System, Employee Self-Service, Student Self-Service, Enterprise Applications, Training Tools & Materials, Technical Support, Portal Administration, PeopleTools, Faculty Center, Class Search, Distance Learning Class Search, and Distance Learning Class Search. On the right, there is a 'MaineStreet News' section with the Maine Street logo and a welcome message: 'Welcome to the MaineStreet UMS portal. Information, tools, and resources specific to your role in the University of Maine System as a faculty member, staff member, student or applicant for admission.'

Step	Action
1.	From the MaineStreet Portal menu, click the Employee Self-Service link.
2.	Click the Payroll and Compensation link.
3.	Click the View Paycheck link.

Process Document

View/Print Paycheck



UNIVERSITY OF MAINE SYSTEM

Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

View Paycheck

Susan Employee

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

Select Paycheck						
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2012-02-24	University of Maine System	02/05/2012	02/18/2012	\$1070.60	1257973	<input type="checkbox"/>
2012-02-10	University of Maine System	01/22/2012	02/04/2012	\$872.05	1256275	<input type="checkbox"/>
2012-01-27	University of Maine System	01/08/2012	01/21/2012	\$872.04	1243617	<input type="checkbox"/>
2012-01-13	University of Maine System	12/25/2011	01/07/2012	\$869.20	1240982	<input type="checkbox"/>
2011-12-30	University of Maine System	12/11/2011	12/24/2011	\$945.22	1236931	<input type="checkbox"/>
2011-12-16	University of Maine System	11/27/2011	12/10/2011	\$874.86	1226564	<input type="checkbox"/>
2011-12-02	University of Maine System	11/13/2011	11/26/2011	\$874.85	1221489	<input type="checkbox"/>
2011-11-18	University of Maine System	10/30/2011	11/12/2011	\$874.86	1211148	<input type="checkbox"/>

Step	Action
4.	On the View Paycheck page, links to all paychecks you have received to date are listed. By default, links to the eight most recent paychecks are listed. Click the View All link to expand the listing.



Process Document

View/Print Paycheck



UNIVERSITY OF MAINE SYSTEM
Favorites | Main Menu > Self Service > Time Reporting > Report Time > Timesheet

View Paycheck

Susan Employee

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
2012-02-24	University of Maine System	02/05/2012	02/18/2012	\$1070.60	1257973	<input type="checkbox"/>
2012-02-10	University of Maine System	01/22/2012	02/04/2012	\$872.05	1256275	<input type="checkbox"/>
2012-01-27	University of Maine System	01/08/2012	01/21/2012	\$872.04	1243617	<input type="checkbox"/>
2012-01-13	University of Maine System	12/25/2011	01/07/2012	\$869.20	1240982	<input type="checkbox"/>
2011-12-30	University of Maine System	12/11/2011	12/24/2011	\$945.22	1236931	<input type="checkbox"/>
2011-12-16	University of Maine System	11/27/2011	12/10/2011	\$874.86	1226564	<input type="checkbox"/>
2011-12-02	University of Maine System	11/13/2011	11/26/2011	\$874.85	1221489	<input type="checkbox"/>
2011-11-18	University of Maine System	10/30/2011	11/12/2011	\$874.86	1211148	<input type="checkbox"/>
2011-11-04	University of Maine System	10/16/2011	10/29/2011	\$877.57	1206030	<input type="checkbox"/>
2011-10-21	University of Maine System	10/02/2011	10/15/2011	\$874.87	1195949	<input type="checkbox"/>
2011-10-07	University of Maine System	09/18/2011	10/01/2011	\$874.85	1191285	<input type="checkbox"/>
2011-09-23	University of Maine System	09/04/2011	09/17/2011	\$874.86	1182312	<input type="checkbox"/>
2011-09-09	University of Maine System	08/21/2011	09/03/2011	\$874.86	1179338	<input type="checkbox"/>
2011-08-26	University of Maine System	08/07/2011	08/20/2011	\$969.70	1172295	<input type="checkbox"/>
2011-08-12	University of Maine System	07/24/2011	08/06/2011	\$902.34	1169351	<input type="checkbox"/>

Step	Action
5.	Next, click on the Check Date of the paycheck you wish you open.

Process Document

View/Print Paycheck



[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Timesheet](#)

View Paycheck

Susan Employee

Company
 University of Maine System
Address
 16 Central Street
 Bangor, ME 04401

Net Pay: \$1,070.60
Pay Begin Date: 02/05/2012
Pay End Date: 02/18/2012
Check Date: 02/24/2012

[Print Statement](#)

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General			
Name:	Susan Employee	Business Unit:	UMS08
Employee ID:	9999999	Pay Group:	Biweekly
Address:	123 Street Bangor, ME 04401	Department:	My Department
		Location:	University System Office
		Job Title:	Admin Asst II (Conf)
		Pay Rate:	\$1,234.40 Biweekly

Tax Data			
Fed Marital Status:	Exempt	ME Marital Status:	Exempt
Fed Allowances:	0	ME Allowances:	0
Fed Addl Percent:	0.000	ME Addl Percent:	0.000
Fed Addl Amount:	\$0.00	ME Addl Amount:	\$0.00

Paycheck Summary					
Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,234.40	1,130.31	67.36	96.44	1,070.60
YTD	4,937.61	4,570.61	882.03	371.69	3,683.89

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular	80.00	15.430000	1,234.40	4,420.70
Adm Leave				146.59
Holiday				370.32

Taxes		
Description	Amount	YTD Amount
Fed Withholdng		428.63
Fed MED/EE	17.29	69.14
Fed OASDI/EE	50.07	200.26

Step	Action
6.	Click the Print Statement link to print the paycheck, if you wish.



Check/Advice Print

Welcome

Your check/advice statement is processing and could take a few seconds. Please wait!

Processing your request ...

Step	Action
7.	The Check/Advice Print page will display while your request is processing.



Check/Advice Statement Print

Your request for a check/advice statement is complete. Click on the link below to view your information. If you wish to view/print another statement, select this link below and then select the period.

[Click here to view/print your statement](#)

[View/Print Another Statement](#)

Your request is complete and you will need Adobe Reader to view and print your statement. If you don't have this on your PC, click on the Adobe link below to download.

[Download Adobe Reader](#)

Step	Action
8.	On the Check/Advice Statement Print page, click the Click here to view/print your statement link. You can also download Adobe Reader from this page if it is not already installed on your computer.

Process Document

View/Print Paycheck



Home | Process Monitor | Report Manager

University of Maine System 16 Central Street Bangor, ME 04401		Pay Group: BWK-Biweekly Pay Begin Date: 02/05/2012 Pay End Date: 02/18/2012	Business Unit: UMS08 Advice #: 00000001257973 Advice Date: 02/24/2012																																															
Employee ID: Department: Location: University System Office Job Title: Admin Asst II (Conf) Pay Rate: \$1,234.40 Biweekly	TAX DATA: Federal ME State Marital Status: Exempt Exempt Allowances: Addl. Pct.: Addl. Amt.:																																																	
HOURS AND EARNINGS			TAXES																																															
<table border="1"> <thead> <tr> <th>Description</th> <th>Rate</th> <th>Current Hours</th> <th>Current Earnings</th> <th>YTD Hours</th> <th>YTD Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>15.430000</td> <td>80.00</td> <td>1,234.40</td> <td>286.50</td> <td>4,420.70</td> </tr> <tr> <td>Administrative Leave</td> <td></td> <td></td> <td>0.00</td> <td>9.50</td> <td>146.59</td> </tr> <tr> <td>Holiday</td> <td></td> <td></td> <td>0.00</td> <td>24.00</td> <td>370.32</td> </tr> <tr> <td>Total:</td> <td></td> <td>80.00</td> <td>1,234.40</td> <td>320.00</td> <td>4,937.61</td> </tr> </tbody> </table>	Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Regular	15.430000	80.00	1,234.40	286.50	4,420.70	Administrative Leave			0.00	9.50	146.59	Holiday			0.00	24.00	370.32	Total:		80.00	1,234.40	320.00	4,937.61	<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>0.00</td> <td>428.63</td> </tr> <tr> <td>Fed MED/EE</td> <td>17.29</td> <td>69.14</td> </tr> <tr> <td>Fed OASDI/EE</td> <td>50.07</td> <td>200.26</td> </tr> <tr> <td>ME Withholding</td> <td>0.00</td> <td>184.00</td> </tr> <tr> <td>Total:</td> <td>67.36</td> <td>882.03</td> </tr> </tbody> </table>		Description	Current	YTD	Fed Withholding	0.00	428.63	Fed MED/EE	17.29	69.14	Fed OASDI/EE	50.07	200.26	ME Withholding	0.00	184.00	Total:	67.36	882.03
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings																																													
Regular	15.430000	80.00	1,234.40	286.50	4,420.70																																													
Administrative Leave			0.00	9.50	146.59																																													
Holiday			0.00	24.00	370.32																																													
Total:		80.00	1,234.40	320.00	4,937.61																																													
Description	Current	YTD																																																
Fed Withholding	0.00	428.63																																																
Fed MED/EE	17.29	69.14																																																
Fed OASDI/EE	50.07	200.26																																																
ME Withholding	0.00	184.00																																																
Total:	67.36	882.03																																																
<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Health Insurance</td> <td>30.00</td> <td>120.00</td> </tr> <tr> <td>Vision Insurance</td> <td>4.69</td> <td>18.76</td> </tr> <tr> <td>Basic Retirement - Elective</td> <td>37.03</td> <td>148.12</td> </tr> <tr> <td>Basic Retirement - Nonselective</td> <td>24.68</td> <td>49.36</td> </tr> <tr> <td>Flex Spending-Health</td> <td>7.69</td> <td>30.76</td> </tr> </tbody> </table>	Description	Current	YTD	Health Insurance	30.00	120.00	Vision Insurance	4.69	18.76	Basic Retirement - Elective	37.03	148.12	Basic Retirement - Nonselective	24.68	49.36	Flex Spending-Health	7.69	30.76	<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Vision Insurance</td> <td>4.69</td> <td>4.69</td> </tr> <tr> <td>Basic Retirement - Nonselective</td> <td>12.34</td> <td>0.00</td> </tr> </tbody> </table>	Description	Current	YTD	Vision Insurance	4.69	4.69	Basic Retirement - Nonselective	12.34	0.00	<table border="1"> <thead> <tr> <th>Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Health Insurance</td> <td>236.67</td> <td>946.68</td> </tr> <tr> <td>Dental Insurance</td> <td>20.01</td> <td>80.04</td> </tr> <tr> <td>Life Insurance</td> <td>1.67</td> <td>6.83</td> </tr> <tr> <td>Disability Insurance</td> <td>0.27</td> <td>1.08</td> </tr> <tr> <td>Long-Term Disability</td> <td>4.55</td> <td>18.20</td> </tr> <tr> <td>Basic Retirement - Elective</td> <td>37.03</td> <td>148.12</td> </tr> </tbody> </table>	Description	Current	YTD	Health Insurance	236.67	946.68	Dental Insurance	20.01	80.04	Life Insurance	1.67	6.83	Disability Insurance	0.27	1.08	Long-Term Disability	4.55	18.20	Basic Retirement - Elective	37.03	148.12
Description	Current	YTD																																																
Health Insurance	30.00	120.00																																																
Vision Insurance	4.69	18.76																																																
Basic Retirement - Elective	37.03	148.12																																																
Basic Retirement - Nonselective	24.68	49.36																																																
Flex Spending-Health	7.69	30.76																																																
Description	Current	YTD																																																
Vision Insurance	4.69	4.69																																																
Basic Retirement - Nonselective	12.34	0.00																																																
Description	Current	YTD																																																
Health Insurance	236.67	946.68																																																
Dental Insurance	20.01	80.04																																																
Life Insurance	1.67	6.83																																																
Disability Insurance	0.27	1.08																																																
Long-Term Disability	4.55	18.20																																																
Basic Retirement - Elective	37.03	148.12																																																

Step	Action
9.	After the PDF version of the paycheck opens, click the print icon to print the paycheck.



Process Document View/Print Paycheck



Home | Process Monitor | Report Manager

University of Maine System 16 Central Street Bangor, ME 04401		Pay Group: BWK-Biweekly Pay Begin Date: 02/05/2012 Pay End Date: 02/18/2012	Business Unit: UMS08 Advice #: 00000001257973 Advice Date: 02/24/2012																																																								
Employee ID: Department: Location: University System Office Job Title: Admin Asst II (Cont) Pay Rate: \$1,234.40 Biweekly	Bangor, ME 04401	TAX DATA: Federal ME State Marital Status: Exempt Exempt Allowances: Addl. Pct.: Addl. Amt.:																																																									
HOURS AND EARNINGS		TAXES																																																									
<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Rate</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>15.430000</td> <td>80.00</td> <td>1,234.40</td> <td>286.50</td> <td>4,420.70</td> </tr> <tr> <td>Administrative Leave</td> <td></td> <td></td> <td>0.00</td> <td>9.50</td> <td>146.59</td> </tr> <tr> <td>Holiday</td> <td></td> <td></td> <td>0.00</td> <td>24.00</td> <td>370.32</td> </tr> <tr> <td>Total:</td> <td></td> <td>80.00</td> <td>1,234.40</td> <td>320.00</td> <td>4,937.61</td> </tr> </tbody> </table>	Description	Rate	Current		YTD		Hours	Earnings	Hours	Earnings	Regular	15.430000	80.00	1,234.40	286.50	4,420.70	Administrative Leave			0.00	9.50	146.59	Holiday			0.00	24.00	370.32	Total:		80.00	1,234.40	320.00	4,937.61		<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Current</th> <th rowspan="2">YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Fed Withholding</td> <td>0.00</td> <td>428.63</td> </tr> <tr> <td>Fed MED/EE</td> <td>17.29</td> <td>69.14</td> </tr> <tr> <td>Fed OASDI/EE</td> <td>50.07</td> <td>200.26</td> </tr> <tr> <td>ME Withholding</td> <td>0.00</td> <td>184.00</td> </tr> <tr> <td>Total:</td> <td>67.36</td> <td>882.03</td> </tr> </tbody> </table>	Description	Current	YTD				Fed Withholding	0.00	428.63	Fed MED/EE	17.29	69.14	Fed OASDI/EE	50.07	200.26	ME Withholding	0.00	184.00	Total:	67.36	882.03		
Description			Rate	Current		YTD																																																					
	Hours	Earnings		Hours	Earnings																																																						
Regular	15.430000	80.00	1,234.40	286.50	4,420.70																																																						
Administrative Leave			0.00	9.50	146.59																																																						
Holiday			0.00	24.00	370.32																																																						
Total:		80.00	1,234.40	320.00	4,937.61																																																						
Description	Current	YTD																																																									
Fed Withholding	0.00	428.63																																																									
Fed MED/EE	17.29	69.14																																																									
Fed OASDI/EE	50.07	200.26																																																									
ME Withholding	0.00	184.00																																																									
Total:	67.36	882.03																																																									
<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Current</th> <th rowspan="2">YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Health Insurance</td> <td>30.00</td> <td>120.00</td> </tr> <tr> <td>Vision Insurance</td> <td>4.69</td> <td>18.76</td> </tr> <tr> <td>Basic Retirement - Elective</td> <td>37.03</td> <td>148.12</td> </tr> <tr> <td>Basic Retirement - Nonelective</td> <td>24.68</td> <td>49.36</td> </tr> <tr> <td>Flex Spending-Health</td> <td>7.69</td> <td>30.76</td> </tr> </tbody> </table>	Description	Current	YTD				Health Insurance	30.00	120.00	Vision Insurance	4.69	18.76	Basic Retirement - Elective	37.03	148.12	Basic Retirement - Nonelective	24.68	49.36	Flex Spending-Health	7.69	30.76	<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Current</th> <th rowspan="2">YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Vision Insurance</td> <td>4.69</td> <td>4.69</td> </tr> <tr> <td>Basic Retirement - Nonelective</td> <td>12.34</td> <td>0.00</td> </tr> </tbody> </table>	Description	Current	YTD				Vision Insurance	4.69	4.69	Basic Retirement - Nonelective	12.34	0.00	<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Current</th> <th rowspan="2">YTD</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Health Insurance</td> <td>236.67</td> <td>946.68</td> </tr> <tr> <td>Dental Insurance</td> <td>20.01</td> <td>80.04</td> </tr> <tr> <td>Life Insurance</td> <td>1.67</td> <td>6.83</td> </tr> <tr> <td>Long-Term Disability</td> <td>0.27</td> <td>1.08</td> </tr> <tr> <td>Long-Term Disability</td> <td>4.55</td> <td>18.20</td> </tr> <tr> <td>Basic Retirement - Elective</td> <td>37.03</td> <td>148.12</td> </tr> </tbody> </table>	Description	Current	YTD				Health Insurance	236.67	946.68	Dental Insurance	20.01	80.04	Life Insurance	1.67	6.83	Long-Term Disability	0.27	1.08	Long-Term Disability	4.55	18.20	Basic Retirement - Elective	37.03	148.12
Description				Current	YTD																																																						
Health Insurance	30.00	120.00																																																									
Vision Insurance	4.69	18.76																																																									
Basic Retirement - Elective	37.03	148.12																																																									
Basic Retirement - Nonelective	24.68	49.36																																																									
Flex Spending-Health	7.69	30.76																																																									
Description	Current	YTD																																																									
Vision Insurance	4.69	4.69																																																									
Basic Retirement - Nonelective	12.34	0.00																																																									
Description	Current	YTD																																																									
Health Insurance	236.67	946.68																																																									
Dental Insurance	20.01	80.04																																																									
Life Insurance	1.67	6.83																																																									
Long-Term Disability	0.27	1.08																																																									
Long-Term Disability	4.55	18.20																																																									
Basic Retirement - Elective	37.03	148.12																																																									

Step	Action
10.	Click the save file icon to save a PDF version of the paycheck to your computer.
11.	End of Procedure.