

# Payroll Information and Employee Self-Service

## Salaried Employees and ND Students

### Payroll Information

- The University requires direct deposit for employees hired on or after July 1, 1997. If you have not elected direct deposit by your first pay date, a check will be printed for you and held in Payroll Services, 734 Grace Hall. New employees are expected to elect direct deposit at the time they pick up the check.
- You will be accessing your pay statement information online at insideND (<http://inside.nd.edu>). You can print your pay statements from insideND for your records.

### Online Payroll and Employee Information

Payroll and employee information are available online to all University employees at <http://inside.nd.edu> (see page 2 of this notice for log on instructions). This online information, available using your NetID and password, includes:

- **Current and past pay statements** provided online each pay day (see example enclosed). Those few individuals who still receive paper checks can view pay information online as well, and should note that checks will be mailed to their home on pay day.
- **Benefit information** such as health insurance elections, flexible spending account information, and current beneficiaries and dependents. Benefits Open Enrollment will continue to be available online.
- **W-4** Employee's Tax Withholding Allowance election currently on file with Payroll Services.
- **W-2** Annual Wage and Tax Statement information. Note: This will first be available in late January 2007 when 2006 W2s are generated.
- **Sick and/or vacation information**, including beginning balance, amount accrued, amount taken, and current balance.

### Don't know your NetID and password?

In order to view the information at <http://inside.nd.edu>, you need your University NetID and password. If you do not know your NetID and password, please visit the OIT Help Desk in Room 111 IT Center or contact them at 631-8111. (When visiting the OIT Help Desk, a photo ID will be required to access your NetID information.)

# Salaried Employee – Statement of Pay Online

1. Using your NetID and password, log on to - <http://inside.nd.edu>

Welcome to insideND!

What's inside? Channels Frequently Asked Questions

Welcome to insideND!

insideND provides convenient access to Notre Dame Web services for students, faculty, and staff. With more than 100 content channels, the information you need is at your fingertips. Log in with your NetID to get started. If you are unable to log in, please contact the OIT Help Desk at 574-631-8111 for assistance.

share. customize. connections.

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Notre Dame, Indiana 46556 Phone: 574-631-5000

2. Click on the **My Resources** tab.



3. In the Employment Details channel - Click on **Current Pay Stubs** to access your pay statement

Employment Details

**Current Pay Stubs**

Direct Deposit Elections

Payroll Calendar

Faculty

Staff

Salaried

Hourly

2005 Total Compensation Information

Current Benefit Elections

Open Enrollment (available November 2006)

Flex Spending Account

Sick and Vacation Balances

Beneficiary/Dependent Information

Tax Forms

W-4 Information

W-2 Information (available January 2007)

Deduction History (available January 2007)

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**Payroll questions: email [askpayroll@nd.edu](mailto:askpayroll@nd.edu) or call 631-7575**

# Example of Statement of Pay Online - Salaried

**Exemptions/Allowances:**

Federal: Married, 00  
 State: 00  
 Local: 00

**Exemption/Allowances**  
 Current exemption elections for federal, state and local taxes.

Williams, Ted Samuel  
 1234 Main Street  
 Osceola, IN 46561

**Check or Direct Deposit**

Number	Document Type	Bank Name	Account Type	Amount
20001616	Direct Deposit	Teachers Credit Union	Checking	1,366.42

Earnings	Hours	Rate	This Period	Year to Date as of 12-JUN-2006
Regular Pay-Nonexempt Salaried			1,949.41	++
Sick - Salaried	16.00			++
Vacation - Salaried	8.00			++
			<b>Gross Pay : 1,949.41</b>	<b>++</b>

Benefits or Deductions	This Period	Year to Date as of 12-JUN-2006
Dental-Delta Premier	29.72	++
Dependent Life Insurance	2.06	++
Federal Tax	188.17	1,921.25
Indiana State Income Tax	61.02	619.17
Life Insurance-Supplemental	20.96	++
Medical-Advantage	58.50	++
SRA-Fidelity	58.48	++
Social Security-FICA	114.90	1,165.36
Social Security-Medicare	26.88	272.54
St. Joseph County Income Tax	14.36	145.71
Vision-EyeMed	7.94	++

**Net Pay**  
 Amount of your check or direct deposit into your bank account.

**Year to Date Totals**  
 Earnings and benefit categories indicated "++" will not reflect YTD totals for 2006. In 2007, YTD totals will be shown.

**Gross Taxable Income**  
 Gross taxable income amounts for current period and YTD calendar 2006.

**Other Information**

	This Period	Year to Date as of 12-JUN-2006
Federal Taxable Wages	1,794.77	18,211.30
Gross FICA	1,853.25	18,796.10
Gross Medicare	1,853.25	18,796.10

++ These YTD totals are not available for 2006

Pay Stubs

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