Hourly Employee – Statement of Pay Online

1. Log on to – inside.nd.edu

2. Search for the Pay Check task in the search field
3. Click on Pay Check task to access your pay statement. Note: You may be required to CAS authenticate in order to access certain tasks.

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 128 DeBartolo Hall or contact them at 631-8111. (When visiting the OIT Help Desk, a photo ID will be required to access your NetID information.)

Payroll questions: email payroll@nd.edu or call 631-7575
Example of Statement of Pay Online – Hourly

**Net Pay**
Amount of your direct deposit into your bank account for the selected pay period.

**Year to date**
Earnings and deduction YTD totals for the selected pay period.

**Applicable Gross**
Gross taxable income amounts for the selected pay period and YTD.

**Filing Status**
Federal and State tax filing status information for the selected pay period.

Payroll questions: email askpayroll@nd.edu or 631-7575
### Example of Paper Pay Statement

**Deposit Date**
09/04/09

**UNIVERSITY OF NOTRE DAME**

**DEPOSITED AT:** Notre Dame Credit Union  
**DIRECT DEPOSIT ADVICE** **NOT A CHECK** **DIRECT DEPOSIT ADVICE** **NOT A CHECK** **DIRECT DEPOSIT ADVICE** **NOT A CHECK** **DIRECT DEPOSIT ADVICE** **NOT A CHECK**

**TO THE ACCOUNT OF**

Cressey Name  
1111 North Main St  
Mishawaka IN 46545-6517

**DIRECT DEPOSIT ADVICE** **VOID** **NON-NEGOTIABLE**

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

### Year to Date Totals
Earnings and benefit totals for current year.

### Accrued Hours
Vacation and sick hours earned and taken will be displayed by pay period.

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