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 askpayroll@nd.edu or call 631-7575
Example of Statement of Pay Online – Hourly

**Banner ID:** 901649452  
**Employee:** Joe Paul DMaggio  
**Address:** 1240 South Main St.  
South Bend, Indiana 46601  
**Pay Date:** Feb 17, 2012  
**Pay Number:** Bi-Weekly 4  
**Pay Period:** Jan 28, 2012-Feb 10, 2012

### Summary
- **Gross Amount:** $1,349.50  
- **Current Period YTD Amount:** $2,662.00  
- **Net Amount:** $1,151.50

### Earnings

<table>
<thead>
<tr>
<th>Job</th>
<th>Earnings</th>
<th>Hours or Units</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00472-00</td>
<td>Overtime Pay - FLSA-generated</td>
<td>5.00</td>
<td>$8.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td></td>
<td>Regular Pay - Hourly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sick - Hourly</td>
<td>8.00</td>
<td>$7.00</td>
<td>$56.00</td>
<td>$56.00</td>
</tr>
<tr>
<td></td>
<td>Vacation - Hourly</td>
<td>8.00</td>
<td>$7.00</td>
<td>$56.00</td>
<td>$56.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td>$134.80</td>
<td>$269.60</td>
</tr>
</tbody>
</table>

### Benefits, Deductions and Taxes

#### Deductions before Federal Tax
- Dental Benefits: $20.00
- Medical-Merit (CHI HMO): $70.00
- Vision-Care: $32.00

#### Taxes
- Federal Tax: $255.50
- Indiana State Income Tax: $1,255.50
- Social Security-FICA: $1,255.50
- Social Security Medicare: $1,255.50
- St. Joseph County Income Tax: $1,255.50

#### Deductions after Federal Tax
- Dependent Life Child: $1.52
- Life Insurance-Supplemental: $3.20

**Total:** $265.96

### Check or Direct Deposit

<table>
<thead>
<tr>
<th>Number</th>
<th>Document Type</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3333333</td>
<td>Direct Deposit</td>
<td>ChaseNY</td>
<td>Checking</td>
<td>$1,151.50</td>
</tr>
</tbody>
</table>

### Filing Status

- **Federal Tax**
  - Filing Status Number of Allowances MRA Additional Withholding:
    - Single: 1 $0.00
  - Indiana State Income Tax # Exemp: Additional Withholding:
    - 1 $0.00

**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](mailto: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**

**NOT A CHECK** **DIRECT DEPOSIT ADVICE**

**TO THE ACCOUNT OF**

Cressey Name
1111 North Main St.
Mishawaka IN 46545-6517

**VOID**

**DIRECT DEPOSIT ADVICE**

**NON-NEGOTIABLE**

<table>
<thead>
<tr>
<th>Name, Cressey</th>
<th>Pay #</th>
<th>Pay Period</th>
<th>Deposit #</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18</td>
<td>08/15/09</td>
<td>08/28/09</td>
<td>22222222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Type</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
<th>Deductions</th>
<th>Current Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg Pay</td>
<td>80.00</td>
<td>14.78</td>
<td>1,182.40</td>
<td>Dental-Delta Preferred 18.76</td>
<td>243.88</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dependent Life Spouse 1.60</td>
<td>21.84</td>
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<tr>
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<td></td>
<td>Federal Tax 95.69</td>
<td>1,589.08</td>
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<tr>
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<td></td>
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<td></td>
<td>Indiana State Income Tax 35.55</td>
<td>532.66</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Life Insurance - Supplemental 3.43</td>
<td>31.59</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Medical-Meritain Select 900 60.00</td>
<td>780.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Social Security - FICA 67.94</td>
<td>1,104.69</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Social Security - Medicare 15.69</td>
<td>234.97</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>St. Joseph County Income Tax 8.46</td>
<td>152.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Vision-Eyemed 7.86</td>
<td>102.18</td>
</tr>
</tbody>
</table>

|             | Cash Earnings Totals: | 1,182.40 |
|             | *Non-Cash Earnings Totals: |
|             | Deduction Totals: | 314.66 |

## Direct Deposit Summary

**Checking**: $867.74

**YTD Gross**: $17,330.70

**Deposit Date**: 09/04/09

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

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

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