Salaried 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 the 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 – Salaried

## Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Gross Amount</th>
<th>Current Period YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personal Deductions</td>
<td>$664.42</td>
<td>$1,264.08</td>
</tr>
<tr>
<td>Net Amount</td>
<td>$536.16</td>
<td>$1,312.54</td>
</tr>
</tbody>
</table>

## Earnings

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Hours or Units</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09999900</td>
<td>Manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09999900</td>
<td>Manual</td>
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<td></td>
</tr>
</tbody>
</table>

## Benefits, Deductions and Taxes

### Benefits and Deductions

- 403(b) Vanguard Voluntary 5
- Dental Delta
- Flexible Spending Plans
- Flexible Spending Medical
- Medical-Mental CHA-HMO
- Vision-Eyemed

### Deductions before Federal Tax

- Federal Tax
- Indiana State Income Tax
- Social Security-FICA
- Social Security-Medicare
- St. Joseph County Income Tax
- Dependent/Life Child
- Life Insurance-Supplemental
- United Way

### Deductions after Federal Tax

- $0.70
- $1.25
- $0.00

### Applicable Gross

- Total: $2,061.32

## Year to date

Earnings and deduction YTD totals for the selected pay period.

## Applicable Gross

Gross taxable income amounts for selected pay period and YTD.

## 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>33333334</td>
<td>Direct Deposit</td>
<td>Wells Fargo</td>
<td>Checking</td>
<td>$836.16</td>
</tr>
</tbody>
</table>

## Filing Status

- **Federal Tax**
  - Number of Allowances: 2
  - NRA Additional Withholding: $0.00

- **Indiana State Income Tax**
  - # Exempt: Additional Withholding: 2

**Net Pay**

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

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