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

**Summary**

- **Gross Amount:** $1,348.80
- **YTD Total:** $2,652.30
- **Net Pay:** $1,219.84

**Earnings**

<table>
<thead>
<tr>
<th>Hours or Units</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00</td>
<td>$10.00</td>
<td>$50.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>8.00</td>
<td>$10.00</td>
<td>$80.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>8.00</td>
<td>$10.00</td>
<td>$80.00</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Benefits, Deductions and Taxes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Employee</th>
<th>Employee YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions before Federal Tax</td>
<td>$10.34</td>
<td>$51.66</td>
</tr>
<tr>
<td>Medical-Merit (CHI HMO)</td>
<td>$35.90</td>
<td>$71.80</td>
</tr>
<tr>
<td>Vision-Eyemed</td>
<td>$4.15</td>
<td>$9.30</td>
</tr>
<tr>
<td>Federal Tax</td>
<td>$143.27</td>
<td>$300.63</td>
</tr>
<tr>
<td>Indiana State Income Tax</td>
<td>$42.74</td>
<td>$85.48</td>
</tr>
<tr>
<td>Social Security-FICA</td>
<td>$34.41</td>
<td>$68.82</td>
</tr>
<tr>
<td>Social Security-Medicare</td>
<td>$10.78</td>
<td>$21.56</td>
</tr>
<tr>
<td>St. Joseph County Income Tax</td>
<td>$22.00</td>
<td>$44.00</td>
</tr>
<tr>
<td>Deductions after Federal Tax</td>
<td>$33.96</td>
<td>$67.92</td>
</tr>
</tbody>
</table>

**Check or Direct Deposit**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Bank Name</th>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit</td>
<td>Chase/NY</td>
<td>Checking</td>
<td>$1,011.34</td>
</tr>
</tbody>
</table>

**Filing Status**

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

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

**Deposit Date**
09/04/09

**UNIVERSITY OF NOTRE DAME**
Notre Dame, Indiana

**DEPOSITED AT:** Notre Dame Credit Union
**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**

---

## University of Notre Dame - Payroll Account

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

### Pay Type
- **Reg Pay**
  - Units: 80.00
  - Rate: 14.78
  - Amount: 1,182.40
  - Deductions:
    - Dental-Delta Preferred: 18.76
    - Dependent Life Spouse: 1.60
    - Federal Tax: 95.69
    - Indiana State Income Tax: 35.55
    - Life Insurance-Supplemental: 4.43
    - Local: 31.59
    - Medical-Meritain Select 980: 60.00
    - Social Security-PICA: 67.94
    - Social Security-Medicare: 15.69
    - St. Joseph County Income Tax: 8.46
    - Vision-Eyemed: 7.86

### Cash Earnings Totals:
1,182.40

### 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.

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

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