

Viewing Paycheck on a Mobile Device

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Viewing Paycheck

View Employee Paycheck

Procedure

In this topic you will learn how to View Employee Paycheck on a Mobile Device.



Step	Action
1.	Click the Internet Browser on your remote device.
	Type in: https://remote.lsuhsc.edu
	NOTE: Please be aware that depending on the mobile device that you are using, your screen may appear slightly different than the ones you will see in this documentation. There may also be a difference when holding your device landscape versus portrait mode. With this in mind, please note that your selection choices are the same.



Step	Action
2.	Enter the desired information into the Username field. Enter " Your Network User ID ".
	Enter the desired information into the Password field. Enter " Your Network Password ".
	NOTE: The User ID and Password are the same as you use at work.

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We	elcome to	the	
	SU Hea	lth Remo	te
A	ccess P	ortal	
•	Username		
	Username		
	Password	•••••	
•			
	Method	Web Connect	
Sign	In		
Pleas	se sign in to be	egin your secure sess	ion
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Step	Action
3.	Make sure that the Method is Web Connect.
	Click the Sign In button.
	<u>Sign In</u>



Step	Action
4.	Click the Web Bookmarks option.
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HRPAT		
Standard Book	marks	B
Juniper Help		
Webmail		
Help Desk Support	Services	
Employee Self Servi	ce	
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Step	Action
5.	The Remote Access Portal Bookmarks are displayed. <u>The menu options you see</u> will depend on your network access. Click the Employee Self Service link. Employee Self Service

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■ remote.lsuhsc.edu C
PeopleSoft HRSA - PS9HRPAT 1
User ID
19000000
Password
Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. We recommend against using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Step	Action
6.	The PeopleSoft sign on screen will appear.
	NOTE: Your User ID should default into the User ID field. If it does not, enter it. The User ID is the same as the ID you used to logon to the Remote Access Portal. The User ID is not case sensitive and the system automatically converts it to Uper Case. Passwords <u>are</u> case sensitive.

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User ID		
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Password		
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PeopleSoft sess browser's Interne using and may also use this com using public or PeopleSoft. To information, dele closing the brows session.	t cache on the co be viewed by co puter. We recon shared compu protect the so te your Internet	omputer you are others who may mmend against aters to access security of this t cache prior to
	Sign In	
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Step	Action
7.	Enter the desired information into the Password field. Enter "Your Password".
	Click the Sign In button.
	Sign In

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Step	Action
8.	Click the Pay tile.
	Pay

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\$40 + 1* - 1		
T		11
Check Date	Net Pay	
08/31/2017	19970.0	>
07/31/2017	1977-1	>
06/30/2017	10000011100	>
05/31/2017	100011-0	>

Step	Action
9.	Once you select the Pay tile, a list of your Paychecks will be displayed.
	By clicking the Funnel/Filter icon on the left, above Check Date , you may select a different date range of paychecks; as shown below.
	By clicking the Double Arrows on the right, you may perform a Grid Sort by Check Date and Net Pay , as shown below.

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5	w · [*]		Filter			Done	
	F	om 05/31/2017					
		To 08/31/2017	fiii				

Step	Action
10.	You may click the Calendar Page to change your From and To Dates for the paycheck you wish to display.

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VA	an (Grid Sort	×	
	Paychec	(Check Date		
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	Check Da	te	Net Pay	-2	
	08/31/201	7	\$	>	
	07/31/201	7	\$	>	
	06/30/201	7	\$	>	
	05/31/201	7	\$	>	
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Step	Action
11.	You may resort the grid by either Check Date or Net Pay.

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us • 1* 1 LSUHSC-New Orleans	Paycheck Summary	×
Pay	Earnings Taxes Beductons Net Poy Symmit Date 00312017 \$eigin Date 00312017	
Paycheck Messages		>
Earnings		>
Taxes		>
Before-Tax Deductions		>
After-Tax Deductions		>
Leave Balances		>
Net Pay Distribution Paycheck Analytics		>
Рауспеск Алаузов		>

Step	Action
12.	Once you select the specific Paycheck, the Paycheck Summary will display.
	To view the details of the Selected Check , click on the desired item listed.

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ces refer to em	qiiyae sef si	Payment Date 08/31 Pay End Date 08/31	2017	,
cos refer to em	piyyee self of	Pay End Date 06/31	807	
ces refer to em	piyyee self of	nne		

Step	Action
13.	Any Paycheck Messages will display.

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2 au + 11* 11	Earnings	lines in Berr	×	
	Selected Check Gross Earnings	Year-to-Date		
	Net Pay			
	Payment Date 05/31/20 Pay Begin Date 05/01/20	017		
	Pay End Date 08/31/20	017		
Details			1 rows	
			15	
Type / Rate		Hours / Units	Amount	
REGULAR MONTH	ILY.		10000	

Step	Action
14.	Earnings for the Selected Check will be displayed.



Step	Action
15.	Earnings for Year-To-Date will be displayed, as of the Payment Date.

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5 un + 📭	8	Taxes	×	
	Selected Check		Year-to-Date	
	Tot	al Taxes ent Date 08/31/2017		
Personal	Tax information		>	
Details			3 rows	
Descripti			Amount \diamond	
Fed With	holding		1000	
Fed MED	EE		1000	
LA Withh	oldng		11.16	

Step	Action
16.	Taxes withheld for the Selected Check.

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Sau It I Personal Tax Info	×	
Federal Tax Status Married Allowances 1 Additional Percent 0.000		
Additional Amount \$0.00 State		
State LA Tax Status No Exempt Adlowances 0 Additional Percent 0000		
Additional Amount \$0.00		

Step	Action
17.	Your Personal Tax Information displays.

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\$100 + 👔 📓	Taxes		×	
Selected Check		Year-to-Date		
	Total Taxes Payment Date 08/31/2017			
Details				
Description ◇			3 rows Amount ○	
Fed Withholding			17940	
Fed MEDIEE			10111	
LA Withholding			100010	

Step	Action
18.	Taxes withheld Year-To-Date will display.

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3	w • 📪 📓	Before-Tax Deduction	-	×	
Þ		Selected Check	Year-to-Date		
		Total Deductions			
	Details	Payment Date 08/31/2017		5 rows	
	Description 0			Amount O	
	LSU First OPTION1 8-T/	AX		(0110)	
	DENTAL BASIC BTAX			1000	
	VISION B-TAX			1.00	
	VALIC MUTUAL FUND			100.00	
	ORP VALIC			1919	

Step	Action
19.	Before-Tax Deductions for the Selected Check will be displayed.

Image: Control of the control of t	Selectes CR40X Year-to-Data Total Conductions Payment Data Colductions Payment Data Colductions Detail			
Selected Check Vear-to-Data Total Deductions Payment Data (Data) Details Description © LSU Pitt OPTION1 8-TAX OENTAL BASIC BTAX VISION 8-TAX VISION 8-TAX VISION 8-TAX VISION 8-TAX	Selected Check Vear-to-Data Total Conductions Payment Data ColdsColons Payment Data ColdsColons Details Conscription 0 Amount 0 LSU Paix OPTION's FTAX OB/TAX_BARIC STAX VISION 5-TAX VISION 5-TAX VISION 5-TAX VISION 5-TAX	f	Defees Tex Deductions	~
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VALIC MUTUAL PUND	VALIC MUTUAL FUND	VISION B-TAX		10.00
ORP VALIC	Ore VALIC	VALIC MUTUAL FUND		17818
		ORRIVALIC		10010

Step	Action
20.	Year-To-Date Before-Tax Deductions are displayed.

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3 m + 1. M	Selected Check	After-Tax Deductions	Year-to-Date	
	Tota	I Deductions ayment Date 08/31/2017		
Details Description O		ayment bate deronzonn	6 rows Amount 0	
LSU SYSTEMS LIF	E - SPOUSE		18	
LSU SYSTEMS LIF	E - CHILD 20K		1.00	
LSU SYSTEMS AD	&D - EE		100	
LSU SYSTEMS AD	åD - SP		100	
LSU SYSTEMS LIF	E - EMPLOYEE		10	
LONG-TERM DISA	BILITY 60 PCT		847	

Step	Action
21.	After-Tax Deductions for the Selected Check will be displayed.

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	Selected Check		Year-to-Date		
		Total Deductions Payment Date 08/31/2017			
	Details	Payment Date Guionzonn		6 rows	
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	LSU SYSTEMS LIFE - SPOUSE			1948	
	LSU SYSTEMS LIFE - CHILD 20K				
	LSU SYSTEMS AD&D - EE			1110	
	LSU SYSTEMS AD&D - SP			100	
	LSU SYSTEMS LIFE - EMPLOYEE			10.10	
	LONG-TERM DISABILITY 60 PCT			10.00	

Step	Action
22.	Year-To-Date After-Tax Deductions are displayed.

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5 m + 🗜 🔳	Leave Balances Payment Data 08/31/2017	×	
Paid Time Off Sick	Pay End Date 08/31/2017		
Balance Detalls		Hours	
Start Balance		164.00	
Plus Earned		84.00	
Plus Bought		0.00	
Less Taken		84.00	
Less Sold		0.00	
Plus Adjustments		0.00	
End Balance		164.00	

Step	Action
23.	Leave Balance for your Paid Time Off displays.

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Şuu + 👔 📓	Leave Balances Payment Date 08/31/2017	×	
Paid Time Off Sick Leave	Pay End Date 00/31/2017		
Balance Detalls Start Balance		Hours 379.00	
Plus Earned		70.00	
Plus Bought		0.00	
Less Taken		0.00	
Less Sold		0.00	
Plus Adjustments		0.00	
End Balance		449.00	

Step	Action
24.	Leave Balance for your Sick Leave displays.

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5 un + 📑 🔛		Net Pay Distribution			×		
	L	Net Pay \$3,675.18					
	Pa	yment Date 08/31/2017					
Direct Deposits							
Advice Number Account Type							
	sampe						
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Account Type	Checking						
Advice Number							
Account Type							

Amount							
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Account Type	Unecking						
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Step	Action
25.	On the Net Pay Distribution screen, all Direct Deposits that are currently set up will be displayed.

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т	Taxes					100117	>		
8	Before-Tax C	Deductions				0.10010	>		
	After-Tax De	eductions				10010	>		

Step	Action
26.	Paycheck Analytics displays a pie chart of the distribution ratios for the selected check, as well as lists the dollar amounts.

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∫uu + 1 * 📓	Paycheck Analytics		×	
Ratio	Payment Date 08/31/2017 "View Paycheck • Gross Earnings Deduction	s		
19 19 10 10 10 10 10 10 10 10 10 10 10 10 10	Earnings Paycheck			
Segment		Amount		
Net Pay		810010	>	
Taxes		10000-014	>	
Before-Tax Deductions		0.0010	>	
After-Tax Deductions		100010	>	

Step	Action
27.	The Paycheck Analytics may be view by Deductions, Earnings, or Paycheck.

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	Payment Date 08/31/2017 "View Paycheck •		
Ratio	Gross Earnings		
19 20 20 20 40 40 40 40 40 40 40 40 40 40 40 40 40	are, action 114-es		
Segment		Amount	
Net Pay		10000000000	>
Taxes		100117	>
Before-Tax Deductions		10.10010	>
After-Tax Deductions		1000	>

Step	Action
28.	Click the Close button.
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Step	Action
29.	To Sign Out, click the Actions List (the three dots) in the upper right corner.

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Step	Action
30.	Click the Sign Out link.
	Sign Out

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LSU Health	
PeopleSoft HRSA - PS9HRPAT 1	
User ID	
Password	
Select a Language	
English	
Sign In	
Enable Accessibility Mode	

Step	Action
31.	Click the Log Off button to exit the Remote Access Portal.
32.	This completes View Employee Paycheck on a Mobile Device.
	End of Procedure.