

## ESS My Paychecks

APTAWEB-9590

### Introduction

The pay stub provided in ESS now matches the check stub from the Paycheck Stub Report, including leave balances, leave accruals and leave taken amounts.

### Sample Pay Stub

<b>Somewhere School District</b> 1776 Washington Ave. Somewhere, NM 98765-4321		<b>4th Bank of Somewhere</b> 00-0000/0000		<b>REGISTER</b> 20.16	<b>DATE</b> 02/25/20	<b>AMOUNT</b> **\$2,953.86**
<b>PAY:</b> <u>Two thousand nine hundred fifty-three and 86/100 *****</u> DOLLARS						
<b>TO THE ORDER OF:</b> Joey Stevenson 900 Alabama Street Somewhere, NM 98765-4321						
						<u>non-negotiable</u>
<b>Somewhere School District</b>						<b>4493</b>
<b>Site</b>	<b>Employee Number</b>	<b>Employee Name</b>				
10007		Stevenson, Joey E				
<b>Payroll Period Name</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Pay Date</b>	<b>Federal Filing Status</b>	<b>State Filing Status</b>	
Period 16	02/11/20	02/25/20	02/25/20	M-4	M-4	
<b>Earnings</b>	<b>Time</b>	<b>Rate</b>	<b>Comments / Deductions</b>	<b>Amount</b>	<b>YTD</b>	<b>Employer Contribution</b>
Executive Director				4,369.83	17,479.32	
NBCT Stipend				285.34	1,141.36	
			NMEFCU - Checking	-2,953.86		
			Federal Withholding	-290.46	-1,161.84	
			FICA	-264.63	-1,058.52	264.63
			Medicare	-61.89	-247.56	61.89
			State Withholding - NM	-142.42	-569.68	
			Basic Life	0.00	0.00	2.35
			BCBS Cafeteria Plan	-366.99	-1,467.96	550.49
			Davis Vision Cafeteria Plan	-2.83	-11.32	4.24
			Dental Cafeteria Plan	-17.11	-68.44	25.66
			Educational Retirement	-498.10	-1,992.40	658.71
			Retiree Healthcare	-46.55	-186.20	93.10
			State Unemployment	0.00	0.00	15.36
			United Way Contribution	-10.00	-40.00	
			Workers Comp Fee	-0.33	-1.32	0.38
			Net Pay	0.00	11,815.44	
			YTD Taxable Income		15,080.56	
<b>Accrual Description</b>	<b>Actual Rate</b>	<b>Period Earned</b>	<b>Period Used</b>	<b>Available Balance</b>		
PTO				82.0000		

Figure 1: Sample ESS Pay Stub



## Additional instructions for viewing ESS pay stub

There have been a few changes to viewing pay stubs in ESS.

1. There is no longer a **hyperlink** on the check/direct deposit number.

My Paychecks (most recent)				
Pay Date ↓	Check Number	Net Pay	Check Type	
02/25/2020	4493	\$2,953.86	Direct Deposit	▲
02/10/2020	4449	\$2,953.86	Direct Deposit	
01/24/2020	4364	\$2,953.86	Direct Deposit	
01/10/2020	4321	\$2,953.86	Direct Deposit	
12/24/2019	4281	\$2,974.75	Direct Deposit	▼

Figure 2: Opening Page ESS My AptaFund

2. You need to click on the quick link **My Paychecks** or go to the **My AptaFund Menu** on the Dashboard to see your paychecks.

Home -> Employee Self-Service -> My Paychecks							Print
View List For: <b>Past 3 Months</b>   Past 6 Months   Past 12 Months   View All Paychecks							
Search							
Drag a column header and drop it here to group by that column							
<input type="checkbox"/>	Pay Date ↓	Check Number	Net Pay	Gross Pay	Check Type		
<input type="checkbox"/>	02/25/2020	4493	\$2,953.86	\$4,655.17	Direct Deposit	▲	
<input type="checkbox"/>	02/10/2020	4449	\$2,953.86	\$4,655.17	Direct Deposit		

Figure 3: View of My Paychecks

3. Check the box for the paycheck you want to print and click the **Print** button at the top right of the page.
4. You can either **Print** or **View** the **Paycheck PDF**.