



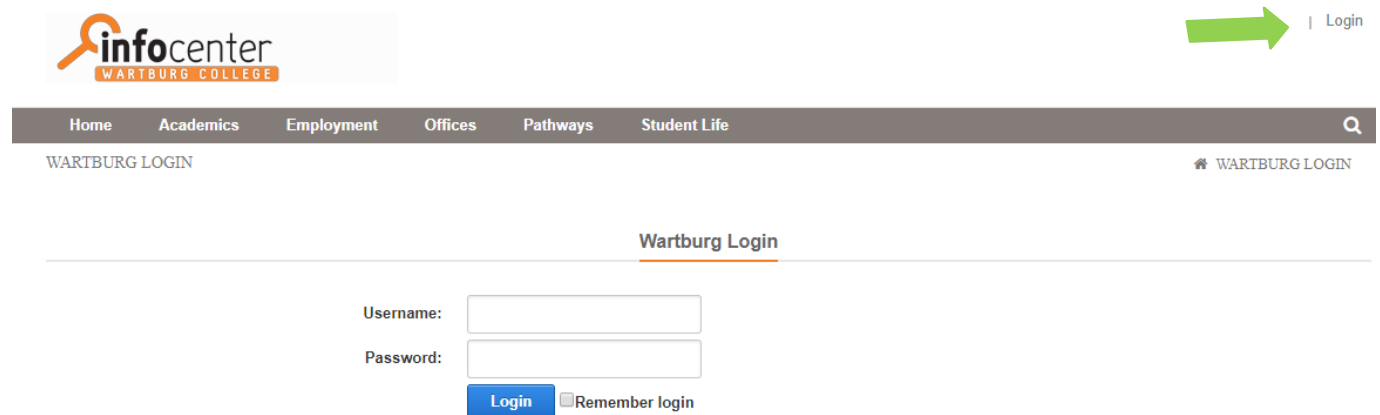
KNIGHTtime

Accessing Pay Stub on InfoCenter

Student employees are paid on a monthly basis. Student payday is the 15th of each month. For example, student work hours incurred from September 1st through September 30th will be paid on October 15th. If the 15th of the month falls on a Saturday, Sunday, or a holiday, the student payday will be moved up to the preceding business day.

Wartburg College offers students two different options for receiving their compensation: direct deposit and/or student payroll deduction agreement. Student employees may access their paystubs on the Student Employment website.

1. To view your paystub, log in to InfoCenter with your Wartburg credentials.



The screenshot shows the InfoCenter Wartburg College website. At the top left is the InfoCenter logo. To the right, a green arrow points to a 'Login' link. Below the logo is a navigation bar with links: Home, Academics, Employment, Offices, Pathways, and Student Life. Below the navigation bar is a 'WARTBURG LOGIN' section. Inside this section, there is a 'Wartburg Login' heading, followed by 'Username:' and 'Password:' labels, each with a corresponding input field. Below the input fields is a blue 'Login' button and a checkbox labeled 'Remember login'.

2. The KnightTime Timecard Application is located on InfoCenter and, specifically, the Student Employment page.



3. On the Student Employment page, the Pay Stub Application can be found under the Important Links section on the left side of the page.

Important Links

- [KnightTime Timecard Application](#)
- [Supervisor Transfer Set Application](#)
- [Pay Stub](#)
- [U.S. Student Resources](#)
- [International Student Resources](#)
- [Supervisor Resources](#)

4. Select the year and specific paystub in which you would like to view.

Name: XXXXXXXXXX
Employee ID: XXXXXXXXXX

Select Year: 2018
Paystub: Apr 13 2018 - XXXXXXXXXX

Your paystub will then display below.

Hourly/Salary	Hourly Rate	Hours Worked	Pay/Salary	OT Rate	OT Hours	OT Pay/Salary	Department	YTD Pay/Salary
Hourly	7.25	5.00	\$36.25			\$0.00	ADM-OFFICE FWS 05/18	\$186.69
Hourly	7.25	11.75	\$85.19			\$0.00	STORE-CLERK FWS 05/18	\$458.57
Hourly	7.25	14.50	\$105.13			\$0.00	PATH-WRSL FWS 05/18	\$424.13
Total			\$226.57			\$0.00		\$1,069.39

Pay Stub	Fica Wages	Medicare Wages	Taxable Wages	Direct Deposit
Description	Amount	YTD Amount		
Federal Income Tax	\$0.00	\$0.00		
FICA Medicare	\$0.00	\$0.00		
FICA Old Age Disability	\$0.00	\$0.00		
Iowa State Tax	\$0.00	\$0.00		
25% Payroll to Student Acct	(\$56.64)	(\$227.47)		
75% Payroll to Student Acct	\$0.00	(\$119.63)		
Total Deductions:	(\$56.64)	(\$347.10)		

Gross Pay:	\$226.57	YTD Gross Pay:	\$1,069.39
Deductions:	(\$56.64)	YTD Deductions:	(\$347.10)
Net Pay:	\$169.93	YTD Net Pay:	\$722.29

In the top portion of the paystub, students can observe their standard pay rates (if applicable), hours worked during the pay period, gross pay calculated, overtime pay rates (if applicable), overtime work hours (if applicable), gross overtime pay calculated, department and position worked, and year-to-date (YTD) gross pay.

Hourly/Salary	Hourly Rate	Hours Worked	Pay/Salary	OT Rate	OT Hours	OT Pay/Salary	Department	YTD Pay/Salary
Hourly	7.25	5.00	\$36.25			\$0.00	ADM-OFFICE FWS 05/18	\$186.69
Hourly	7.25	11.75	\$85.19			\$0.00	STORE- CLERK FWS 05/18	\$458.57
Hourly	7.25	14.50	\$105.13			\$0.00	PATH-WRSL FWS 05/18	\$424.13
Total			\$226.57			\$0.00		\$1,069.39

The second section of the paystub includes five tabs that provide information on tax withholdings, deductions, and taxable fringes and/or prizes.

The Pay Stub tab is a good place to review Federal tax withholdings, State tax withholdings, FICA, and payroll deductions in which wages are applied towards a student's tuition account. Net pay calculations for the current pay period as well as the year-to-date (YTD) will display too.

<u>Pay Stub</u>	Fica Wages	Medicare Wages	Taxable Wages	Direct Deposit
Description	Amount	YTD Amount		
Federal Income Tax	\$0.00	\$0.00		
FICA Medicare	\$0.00	\$0.00		
FICA Old Age Disability	\$0.00	\$0.00		
Iowa State Tax	\$0.00	\$0.00		
25% Payroll to Student Acct	(\$56.64)	(\$227.47)		
75% Payroll to Student Acct	\$0.00	(\$119.63)		
Total Deductions:	(\$56.64)	(\$347.10)		

Gross Pay:	\$226.57	YTD Gross Pay:	\$1,069.39
Deductions:	<u>(\$56.64)</u>	YTD Deductions:	<u>(\$347.10)</u>
Net Pay:	\$169.93	YTD Net Pay:	\$722.29

The Taxable Wages tab will display taxable fringes and/or prizes.

Pay Stub	Fica Wages	Medicare Wages	<u>Taxable Wages</u>	Direct Deposit
Description	Amount		YTD Amount	
Prizes and Awards	\$0.00		\$5.00	
Total Deductions:	\$0.00		\$5.00	

The Direct Deposit tab will display information related to your wages deposited into your bank account.

Pay Stub	Fica Wages	Medicare Wages	Taxable Wages	<u>Direct Deposit</u>
Account	BANK ID	Account Number	Amount	YTD Amount
CHK- [REDACTED] BK [REDACTED]	[REDACTED]	[REDACTED]	\$169.93	\$722.29
Total Deposits:			\$169.93	\$722.29

5. At the very bottom of the pay stub, a link is displayed in which you can easily view the various elements of your pay stub on one page.

Gross Pay: \$226.57
Deductions: (\$56.64)
Net Pay: \$169.93

YTD Gross Pay: \$1,069.39
YTD Deductions: (\$347.10)
YTD Net Pay: \$722.29



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6. A new window will open to display your pay stub in the new format. At the top of the page, another link will appear. This link will allow you to easily print your pay stub.



100 Wartburg Blvd.
Waverly, IA 50677



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