## **Pay Stub Access Instructions**

1. Login to InfoCenter (info.wartburg.edu) with your Wartburg login credentials.



2. Once logged in, hoover over the word "Employment" in the grey bar at the top of the page and select "Student Employment" from the drop-down menu.



3. You will be routed to the Student Employment webpage. On the left side of the page, there will be a section titled "Quick Links." Select "Student Pay Stub."

Qu	ick Link	s	
Stud Supe	ent Resour ervisor Res	rces ources	
Supe Stud	ervisor Trar ent Pay St	Isfer Set Application	

4. Select the specific year and monthly paystub you would like to view. The paystub will then display.

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			122225		
			3660.37			\$0.00		\$1,069.39
Pay Stub Description	Fica W	ages 🔪	Medicare Wa	iges	Taxai	so.oo ble Wages Amount	Direct Depo	s1,069.39 sit
Pay Stub Description Federal Income	Fica W	lages 🔪	Medicare Wa	iges	Taxal	s0.00 ble Wages Amount \$0.00	Direct Depo	st,069.39 psit /TD Amount \$0.00
Pay Stub Description Federal Income FICA Medicare	Fica W	ages	Medicare Wa	iges	Taxal	\$0.00 ble Wages Amount \$0.00 \$0.00	Direct Depo	\$1,069.39 psit YTD Amount \$0.00 \$0.00
Pay Stub Description Federal Income FICA Medicare FICA Old Age I	Fica W e Tax Disability	lages	Medicare Wa	iges	Taxai	\$0.00 ble Wages Amount \$0.00 \$0.00 \$0.00	Direct Depc	51,069.39 VTD Amount \$0.00 \$0.00 \$0.00
Pay Stub Description Federal Incom FICA Medicare FICA Old Age I Iowa State Tax	Fica W e Tax Disability	'ages	Medicare Wa	iges	Taxat	50.00 ble Wages Amount 50.00 50.00 50.00 50.00	Direct Depo	st,069.39 nsit YTD Amount \$0.00 \$0.00 \$0.00 \$0.00
Pay Stub Description Federal Income FICA Medicare FICA Old Age I Iowa State Tax 25% Payroll to	Fica W e Tax Disability Student A	lages 🔪	Medicare Wa	iges	Taxal	\$0.00 ble Wages Amount \$0.00 \$0.00 \$0.00 \$0.00 (\$56.64)	Direct Depo	\$1,069.39 psit YTD Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
Pay Stub Description Federal Income FICA Medicare FICA Old Age I Iowa State Tax 25% Payroll to 75% Payroll to	Fica W e Tax Disability Student A Student A	lages Acct	Medicare Wa	iges	Taxat	50.00 ble Wages Amount \$0.00 \$0.00 \$0.00 \$0.00 \$56.64) \$0.00	Direct Depo	\$1,069.39 vrD Amount \$0.00

In the top portion of the paystub, hourly pay rate(s) (if applicable), hours worked during the pay period, gross pay calculated, overtime pay rate(s) (if applicable), overtime work hours (if applicable), and gross overtime pay calculated (if applicable) will display per department/position worked. Year-to-date (YTD) gross pay per department/position will also be noted.

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, taxable fringes/prizes, and direct deposit.

The Pay Stub tab provides a breakdown of Federal tax withholdings, State tax withholdings, FICA, and payroll deductions in which wages were applied toward a student's student account per pay period as well as year-to-date (YTD).

Pay Stub	Fica Wages	Medicare Wages	Taxable Wages Direc	t Deposit
Description			Amount	YTD Amount
Federal Incom	e Tax		\$0.00	\$0.00
FICA Medicare	6		\$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 Deductio	ons:		(\$56.64)	(\$347.10)
G De	Bross Pay: eductions: Net Pay:	\$226.57 (\$ <u>56.64)</u> \$169.93	YTD Gross Pay: YTD Deductions: YTD Net Pay:	\$1,069.39 ( <u>\$347.10</u> ) \$722.29

The Taxable Wages tab will display taxable fringes/prizes per pay period as well as year-to-date (YTD).

Pay Stub	Fica Wages	Medicare Wages	Taxable Wages	Direct Deposit
Description			Amount	YTD Amount
Prizes and Aw	ards		\$0.00	\$5.00
Total Deductio	ons:		\$0.00	\$5.00

The Direct Deposit tab will display amount of student wages per pay period and year-to-date (YTD) deposited into your bank account.

Pay Stub	Fica Wages	Medicare Wages	Taxable Wages	Direct	Deposit
Account	BAN	CID Account N	lumber	Amount	YTD Amount
CHK-	BK			\$169.93	\$722,29
Total Deposits	1			\$169.93	\$722.29

5. To print a pay stub, scroll to the bottom of the page and click on "Printer Friendly Version on the right side of the screen.

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



6. A new window will open to display your pay stub in a new view. At the top of the page on the right side of the screen, select "Click to Print This Page."



100 Wartburg Blvd. Waverly, IA 50677

