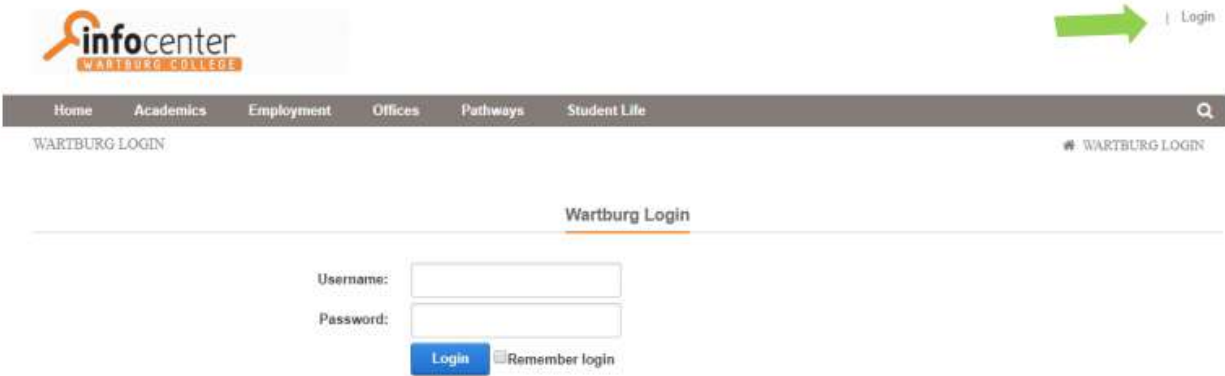


# Wartburg College

## Pay Stub Access Instructions

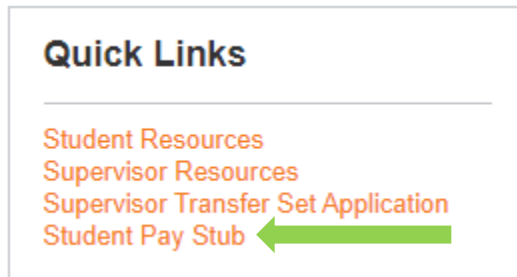
1. Login to InfoCenter (info.wartburg.edu) with your Wartburg login credentials.



2. Once logged in, hover 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.”



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

Name: [REDACTED]  
 Select Year: 2018

Employee ID: [REDACTED]  
 Paystub: Apr 13 2018 - [REDACTED]

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, 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).

<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)		
<b>Total Deductions:</b>	<b>(\$56.64)</b>	<b>(\$347.10)</b>		

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

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

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

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

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

- 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.

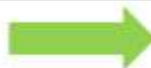
Gross Pay:	\$226.57	YTD Gross Pay:	\$1,069.39
Deductions:	(\$56.64)	YTD Deductions:	(\$347.10)
Net Pay:	\$169.93	YTD Net Pay:	\$722.29



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



[Click to Print This Page](#)

---