

Step-by-Step Instructions

Zachry Business Use Case:

Online pay slips are posted to employee's profiles immediately after payroll is complete (Tuesdays). Employees can review their pay on Tuesdays, but their direct deposit will not be received by their bank until pay day (Thursday).

ESS My Payslips

Performed by: Employee

1. Navigate to **Home page**, select the **Me** tab. Now select the **Pay** icon.



2. Below page appears. Select My Payslips.

<	Рау				
		My Payslips View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.	Payment Methods Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.	Year-End Documents View, print, download and search year- end documents for current or prior tax years.	
		Third-Party Payroll Documents Generic document type used to store, search, view, print and download payroll documents generated by third-party payroll applications.	Tax Withholding Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.		

3. Below page appears and select the dates for the Payslip you wish to view.

etails		
Year-End Documentation, please st 3 Months	go to ADR.	
2/2/23 02/02/2023_791.72		791.720 USD



4. A PDF will download to your computer, from your browser or downloads folder on your computer select the pay slip file.



5. The below page appears.

	Page: 1 of 2								
	Please go to website TRI) to see your time off accrus	is and balances						
Final Salary Rasis Name Sala									
	US Hourly	i danio	US Weekly Saturday	US Weekly Saturday					
Person Number	Assignment	Number	Hire Date	Hire Date					
0031940924			31-Jan-2022	31-Jan-2022					
Work Phone	Tax Reportin	g Unit FEIN	Tax Reporting Unit	Tax Reporting Unit Name					
	74-2887583		Zachry Industrial, In	Zachry Industrial, Inc.					
	Employee Ac	idress	Tax Reporting Unit	Tax Reporting Unit Address					
		527 Logwood A San Antonio, T) US		ve. (78221					
Period Type	Period Start Date	Period End Date	Payment Date	Hourly Base					
Weekly	22- Jan-2023	28- Jan-2023	2-Eeb-2023	30.00					
reckly	22-0411-2020	20-0411-2020	2-100-2020	50.00					
Tax Withholding Info Type FEDERAL_2020	Marital Status Head of household	Total	Total Dependent Amount Extra Withhold 1,000.00						
Tax Withholding Info	ormation								
Туре	Marital Status		Exemptions	Additional Amount					
TX			0	0.00					
Summary			Current	Veer to Date					
Description			4 000 44	1 222 44					
Gross Earnings		1,220.14	1,220.14						
Imputed Earnings		20.14	20.14						
Employee Tex De	S	172.80	172.89						
Employee Tax De	auctions		6.94	6.91					
Voluntary Deducu	ions		791 72	701 72					
Net Payment			791.72	791.72					
Earnings									
Description			Current	Year to Date					
Group Term Life			28.14	28.14					
Regular Hours		1,200.00	1,200.00						

<u>Note:</u>

• If the employee chooses not to set up direct deposit or add a bank account, the default in Oracle will be to deposit to a pay card.

40.00

40.00

- Due to more accurate employee location tracking, taxes in Oracle are likely to change for some employees.
- Overtime will be shown differently than it is today (i.e. 50 hours x 1 and 10 hours x.5)

Regular Hours Hours Worked

- Payslips will not show ER contributions/ER liabilities (e.g., ER Match, ER HSA contribution). Employees are encouraged to visit Fidelity site to view contributions.
- Non-taxable per diem will now be included in the employee's paycheck as a single payment method.
- Employees will only receive their off-cycle at the designated time, unless their check falls into the threshold outlined in the new policy.