

Step-by-Step Instructions

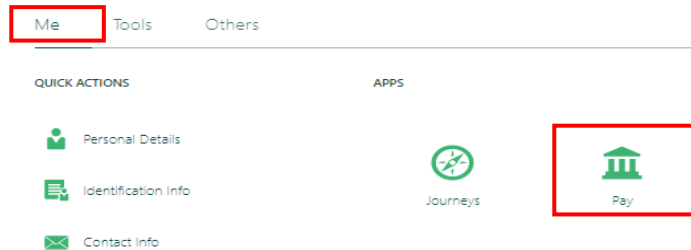
Zachry Business Use Case:

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).

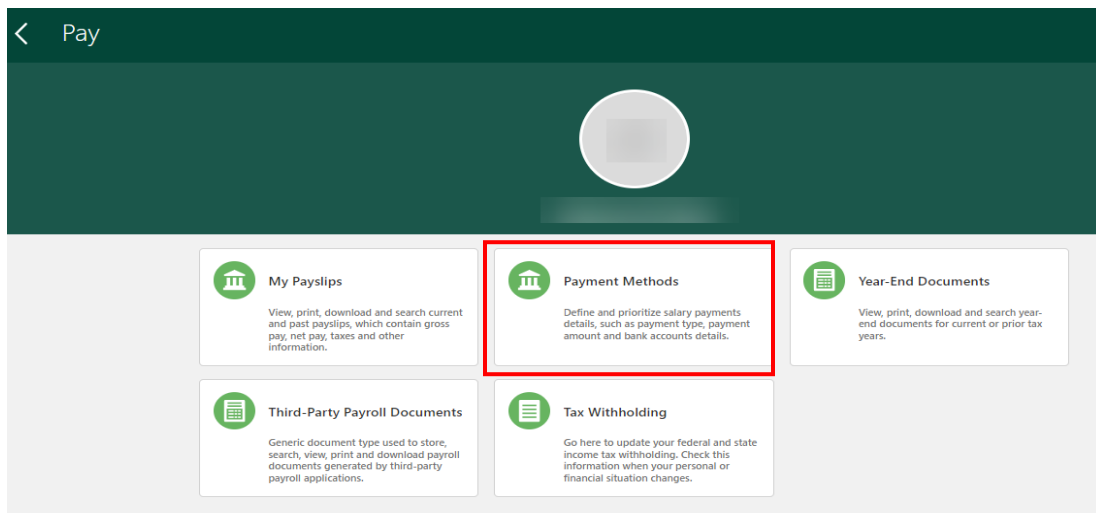
ESS My Payslips

Performed by: Employee

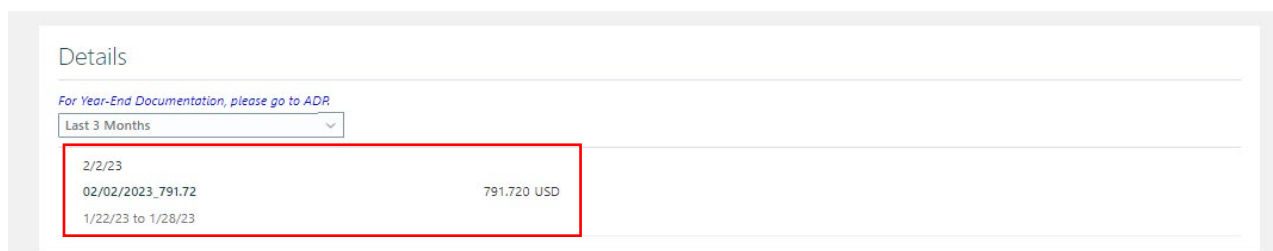
1. Navigate to **Home page**, select the **Me** tab. Now select the **Pay** icon.



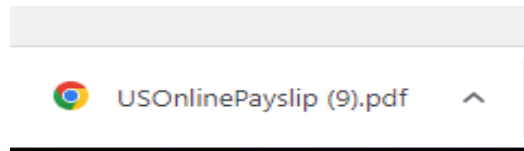
2. Below page appears. Select **My Payslips**.



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



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



- The below page appears.

Pay Details

Page: 1 of 2

****Please go to website TBD to see your time off accruals and balances****

Employee Name	Salary Basis Name	Payroll
	US Hourly	US Weekly Saturday
Person Number	Assignment Number	Hire Date
0031940924		31-Jan-2022
Work Phone	Tax Reporting Unit FEIN	Tax Reporting Unit Name
	74-2887583	Zachry Industrial, Inc.
	Employee Address	Tax Reporting Unit Address
		527 Logwood Ave. San Antonio, TX 78221 US

Period Type	Period Start Date	Period End Date	Payment Date	Hourly Base Rate
Weekly	22-Jan-2023	28-Jan-2023	2-Feb-2023	30.00

Tax Withholding Information			
Type	Marital Status	Total Dependent Amount	Extra Withholding
FEDERAL_2020	Head of household	1,000.00	1.00

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
TX		0	0.00

Summary		
Description	Current	Year to Date
Gross Earnings	1,228.14	1,228.14
Imputed Earnings	28.14	28.14
Pretax Deductions	228.58	228.58
Employee Tax Deductions	172.89	172.89
Voluntary Deductions	6.81	6.81
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

Hours		
Description	Current	Year to Date
Regular Hours Hours Worked	40.00	40.00

Note:

- 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.
- 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)
- 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.