



## Electronic Check Stubs: Website User Guide for Employees

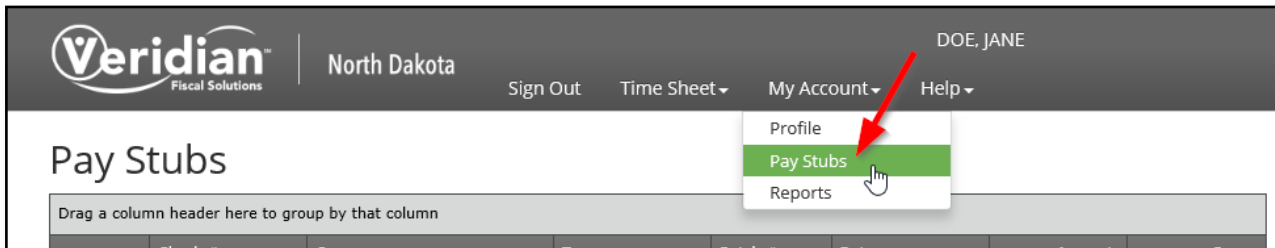
Viewing your pay stubs online is convenient and secure. Simply log onto your online account and click on “Pay Stubs” under “My Account”. This User Guide will help you get started!

### Sign In

You must register before you can sign in. A guide to registering is located under the Help tab.

### My Account

- After Veridian Fiscal Solutions issues payroll, your pay stub will be viewable under My Account → Pay Stubs.



- The Pay Stubs page lists all current and historical payments. By clicking on “View Details”, you can view the information about that specific payment.

Drag a column header here to group by that column							
View	Check #	Consumer	Type	Batch #	Date	Amount	Gross
<a href="#">View Details</a>	03001018	Test, John	Direct Deposit	19	11/15/2016	339.90	377.99
<a href="#">View Details</a>	03001022	Test, John	Direct Deposit	21	11/15/2016	114.39	125.75
<a href="#">View Details</a>	03001016	Test, John	Direct Deposit	18	10/31/2016	193.22	221.40
<a href="#">View Details</a>	03001117	Test, John	Check	17	10/15/2016	114.34	125.70
<a href="#">View Details</a>	03001011	Test, John	Direct Deposit	16	9/30/2016	220.96	247.15
<a href="#">View Details</a>	03001007	Test, John	Direct Deposit	13	8/31/2016	233.65	257.86
<a href="#">View Details</a>	03001004	Test, John	Direct Deposit	11	12/15/2015	66.11	71.45
						1282.57	1427.30

- The grey header allows searching and sorting capabilities.

Drag a column header here to group by that column							
View	Check #	Consumer	Type	Batch #	Date	Amount	Gross
<a href="#">View Details</a>	03001016	Test, John	Direct Deposit	18	10/31/2016	193.22	221.40
						193.22	221.40

## Viewing Details

The View Details page will list all of the specific information related to the payment including earnings, deductions, and hours and services paid.

Pay Stub Detail			
Check # - 03001016 Jane Doe 123 Gravel Rd Waterloo, IA, 50701-			
Employee #:	1023	Fed Dep:	0
For:	Test, John	Fed Extra:	\$0.00
Check #:	03001016	State Status:	Single
Check Date:	10/31/2016	State Dep:	0
Net Pay:	\$193.22	State Extra:	\$0.00
Type:	Direct Deposit	Period Start:	10/01/2016
Fed Status:	Single	Period End:	10/15/2016

Earnings	Deductions	YTD Info
Reg Wages: \$210.00	FICA: \$13.02	FICA: \$44.64
OT Wages: \$0.00	Medicare: \$3.05	Medicare: \$10.45
Mile Wages: \$11.40	Federal: \$11.00	Federal: \$32.00
Reg HRS: 21.00	State: \$1.11	State: \$2.85
OT HRS: 0.00	Garnish: \$0.00	Garnish: \$0.00

- If printing Pay Stub Detail, use your internet options to navigate to file, print.

## Sign Out

- Please click "Sign Out" to leave the website.

## Other helpful information

If you have questions about using the website, send us a message using the online form located under the "Help" and "Contact Us" tab. You can also contact us in any of these other ways:

Email: [northdakota@veridiancu.org](mailto:northdakota@veridiancu.org)

Phone: 855-828-0775