

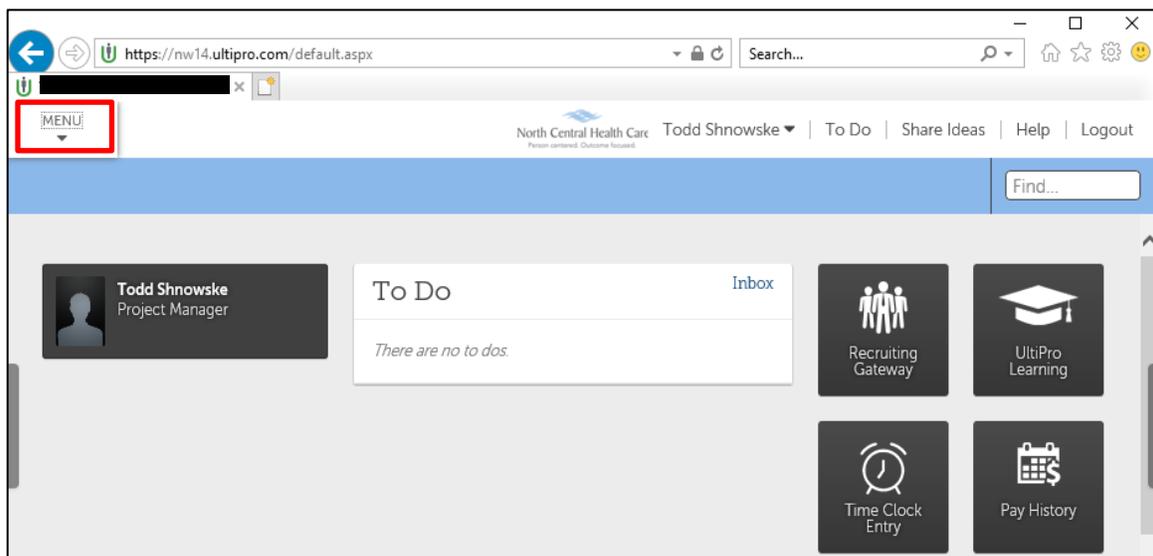
## UltiPro Job Aid – View/Print Current Pay Statement

View and print a copy of your pay statement from Current Pay Statement page in UltiPro. From this page, view detailed information about your pay statements, including earnings, deductions, tax amounts, and net pay.

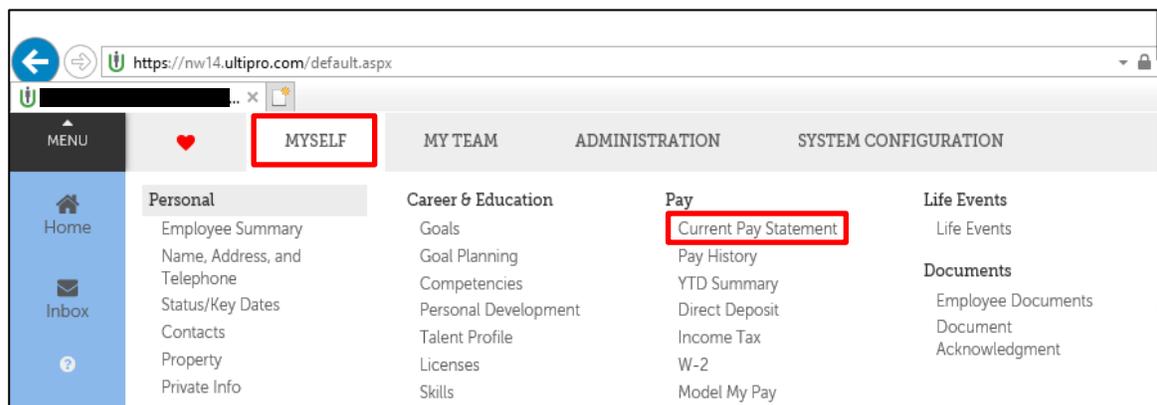
### View Current Pay Statement

1. **Log In** to UltiPro.
2. UltiPro Dashboard displays, click **MENU**.

**Note:** UltiPro menu options are security driven and individuals may configure dashboards by preference; **your UltiPro view may be different from screen shots in this document and other users.**



3. Click **MYSELF** tab.
4. Click **Current Pay Statement**.



Most current pay statement displays for viewing.

MENU ▼

Myself  
Pay



North Central Health Care  
Person centered. Outcome focused.

Current Pay Statement
Pay History
YTD Summary
Direct Deposit
Income Tax
W-2
Model My Pay

## Pay Statement




download print help

This is a statement of earnings and deductions. This pay statement is non-negotiable.



Max Entertainment Inc  
5207 Interboro Ave  
Pittsburgh, PA 15207

**Pay Statement**

Period Start Date 12/04/2017

Period End Date 12/17/2017

Pay Date 12/28/2017

Document 125816

Net Pay \$976.95

**Pay Details**

<p><b>Marge A Borgert</b> 2307 Meadowview Dr Gwynn Oak, MD 21207 USA</p>	<p>Employee Number 100100011 SSN XXX-XX-XXXX Job Customer Support Rep Pay Rate \$19.5000 Pay Frequency Biweekly</p>	<p>Pay Group Electronics BiWkly DDAs Location Pittsburgh, Pennsylvania Region CEN - Central Division MNFT - Manufacturing Establishmnt NONE - No Establishment Department CUST - Customer Relations</p>	<p>Federal Income Tax \$ 0 MD State Income Tax (Residence) M 3 PA State Income Tax (Work) M 3</p>
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**Earnings**

Pay Type	Hours	Pay Rate	Current	YTD
Hourly Pay	80.0000	\$0.0000	\$1,580.00	\$56,880.00

Total Hours 80.0000

**Deductions**

	Employee	Employer

## Pay Statement Breakdown

There are seven main sections on your Pay Statement.

**Note:** Details within each section of the Pay Statement vary from employee to employee and even from pay period to pay period for the same employee based on many factors dictated by NCHC policies regarding employee specific roles/positions (e.g. hours worked, days worked, time of day worked, deductions, paid leave time, earnings eligibility).

**Pay Details** – Contains your name and address information. It is important to confirm *Pay Details* accuracy, as this information displays on your W-2. Rate of pay, department, and other items may also show in *Pay Details* section.

**Earnings** – Presents the Current and Year-to-Date (YTD) wages you earned as an employee of NCHC. You are able to see the itemized Pay Type, Hours, and Pay Rate:

- **Regular Pay** – A *Regular Pay* line displays for each pay week worked in the pay period. Multiple lines of *Regular Pay* may display on your Pay Statement. Each *Regular Pay* line lists total Hours worked, straight hourly Pay Rate, and Current earnings amount for the pay week.

- **Holiday** – A *Holiday* line displays for each pay week with an NCHC observed holiday. Multiple lines of *Holiday* may display on your Pay Statement. For eligible employees, each *Holiday* line lists eligible holiday Hours, straight hourly Pay Rate, and Current earnings amount for the pay week.
- **Holiday Worked** – A *Holiday Worked* line displays for each pay week worked where you have recorded hours eligible for holiday worked pay. Multiple lines of *Holiday Worked* may display on your Pay Statement. Each *Holiday Worked* line lists the Hours worked eligible for holiday worked pay, straight hourly Pay Rate, and Current earnings amount for the pay week.

*Tip: Holiday Worked is paid at “time and a half.” Add together amounts in the corresponding Coefficient Overtime and Holiday Worked **Current** columns to total your Holiday Worked pay for a pay week or pay period.*

- **Overtime** – An *Overtime* line displays for each pay week worked where you have recorded hours eligible for overtime pay. Multiple lines of *Overtime* may display on your Pay Statement. Each *Overtime* line lists the Hours worked eligible for overtime pay, straight hourly Pay Rate, and Current earnings amount for the pay week.
- **COT Overtime** – A *Coefficient Overtime* line displays for each pay week worked with eligible overtime recorded and any holiday worked in the pay period. Multiple lines of *Coefficient Overtime* may display on your Pay Statement. Each *Coefficient Overtime* line lists the Hours worked eligible for coefficient overtime pay, Pay Rate of approximately half of your COT Overtime rate, and Current earnings amount for the pay week.

*Tip: Adding together amounts in the Overtime, Coefficient Overtime, and Holiday Worked **Current** columns equal your total “time and a half” overtime pay for a pay week or pay period.*

- **On Call** – An *On Call* line displays for each pay week worked where eligible employees have recorded hours eligible for on call pay. Multiple lines of *On Call* may display on your Pay Statement. Each *On Call* line lists the Hours worked eligible for on call pay, the established on call Pay Rate, and Current earnings amount for the pay week.
- **Call Time** – A *Call Time* line displays each time an eligible employee records hours eligible for call time pay. Multiple lines of *Call Time* may display on your Pay Statement. Each *Call Time* line lists awarded call time Hours based on NCHC policy, Pay Rate, and Current earnings amount for each day paid.
- **Shift Differential** – A *Shift Differential* line displays each time an eligible employee records hours eligible for the respective shift differential pay. Multiple lines of Shift Differential may display on your Pay Statement. Each Shift Differential line lists earned shift differential Hours based on NCHC policy, the established shift differential Pay Rate, and Current earnings amount for each day paid.

**Tip:** There are several Shift Differential codes to accommodate NCHC policies, but they serve the same purpose on your Pay Statement. The following are Shift Differential code examples:

- Weekend Shift
- PM Shift Dif
- Night Shift Dif
- PM Shift Pro
- Night Shift Pro

**Deductions** – Shows current and Year-to-Date (YTD) deduction information for both employee and employer paid deductions such:

- Insurance Premiums
- Health Savings Account (HSA)
- Wisconsin Retirement System (WRS)
- Uniform
- United Way
- Quick Charge

**Taxes** – Presents your current and Year-to-Date (YTD) tax information by tax code.

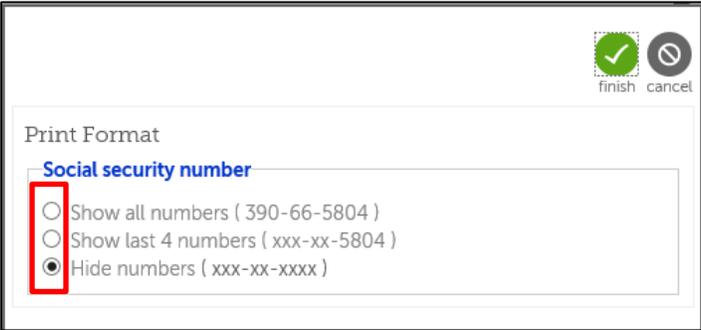
**Paid Time Off** – Shows your accrued PLT (Paid Leave Time) for that specific pay period, total available PLT balance, and total PLT taken.

**Net Pay Distribution** – Lists how the Net Pay was distributed among your direct deposit accounts.

**Pay Summary** – Presents a summary of your Net Pay calculated for the current payroll, and for the year.

## Print Current Pay Statement

1. While viewing current pay statement, click **print** .
2. Click radio button next to Social security number format to print (or hide) on current pay statement.



3. Click **finish** . Printer friendly version of current Pay Statement displays.

4. Click **Print**.

Pay Statement

Print
Close

Max Entertainment Inc  
 5207 Interboro Ave  
 Pittsburgh, PA 15207

Pay Statement  
 Period Start Date 12/04/2017  
 Period End Date 12/17/2017  
 Pay Date 12/28/2017  
 Document 125816  
 Net Pay \$976.95

Pay Details					
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**Earnings**

5. Click **Print**.

Print
✕

General Options

Select Printer

- SecurePrint03 on CCDDPrt03
- Send To OneNote 2010

Status: Ready  Print to file Preferences

Location: Find Printer...

Comment:

Page Range

All  
 Selection  Current Page

Pages:

Enter either a single page number or a single page range. For example, 5-12

Number of copies:

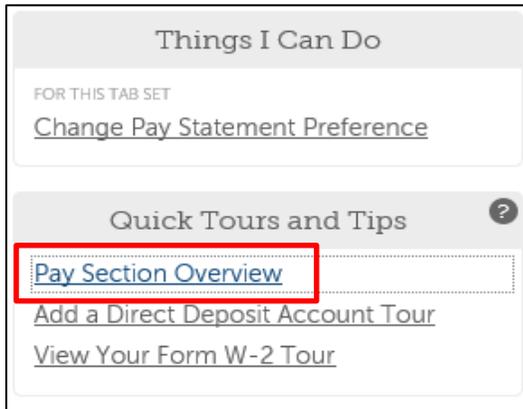
Collate

Print
Cancel
Apply

6. Click **Close**.

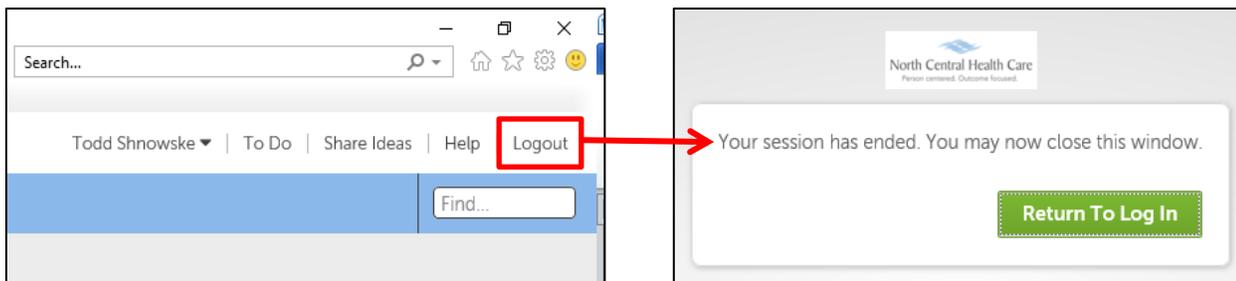
## View Pay Section Overview Quick Tour

To learn more about the UltiPro Pay Section, click **Pay Section Overview** link in Quick Tours and Tips.



## Log Out of UltiPro

1. Click **Logout**.



2. Click **X** in upper right corner of window to close web browser.

## **Get Help**

- **View Help Documentation**
  - » Available from **Help** link when signed into UltiPro
- **View Quick Tours and Tips**
  - » Available in Quick Tours and Tips links section of application tab set when signed into UltiPro
- **Send e-mail to NCHC - Human Resources**
  - » [HResources@norcen.org](mailto:HResources@norcen.org)
- **Speak with Human Resources Staff**
  - » 715-848-4419 or ext. 4419