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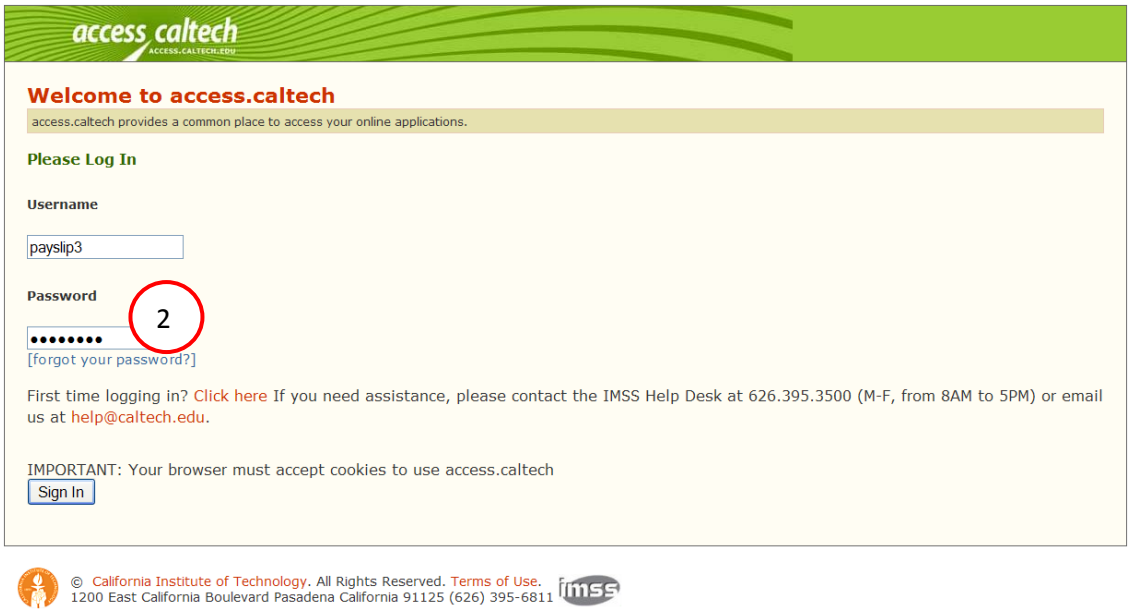
Viewing and Printing the Online Payslip

1) Navigate to the following website: http://access.caltech.edu

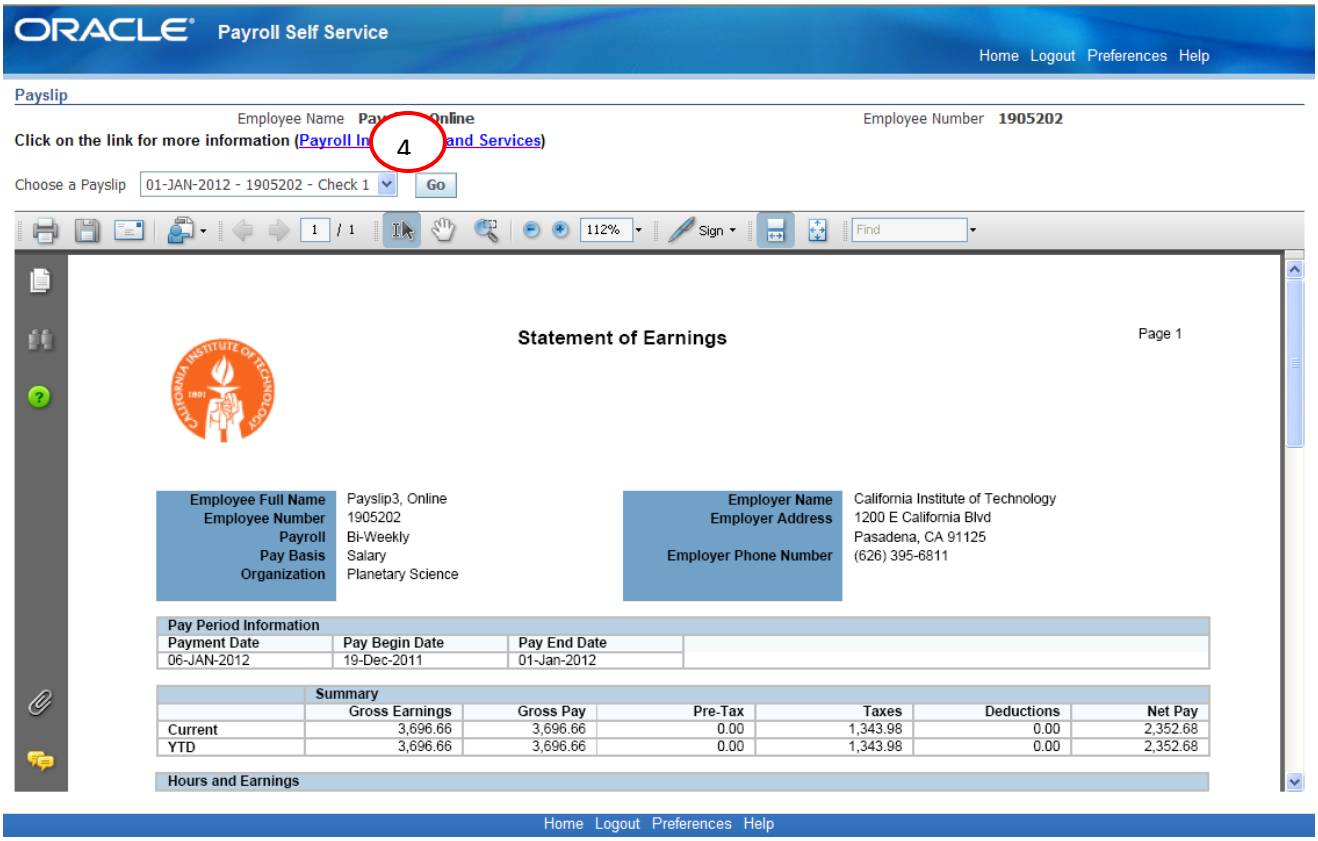


2) Enter your **Username and Password** (this is the same as your IMSS/Kronos login credentials) and click the **Sign In** button.

3) Click on the **Online Payslip** link.

The Online Payslip window will open

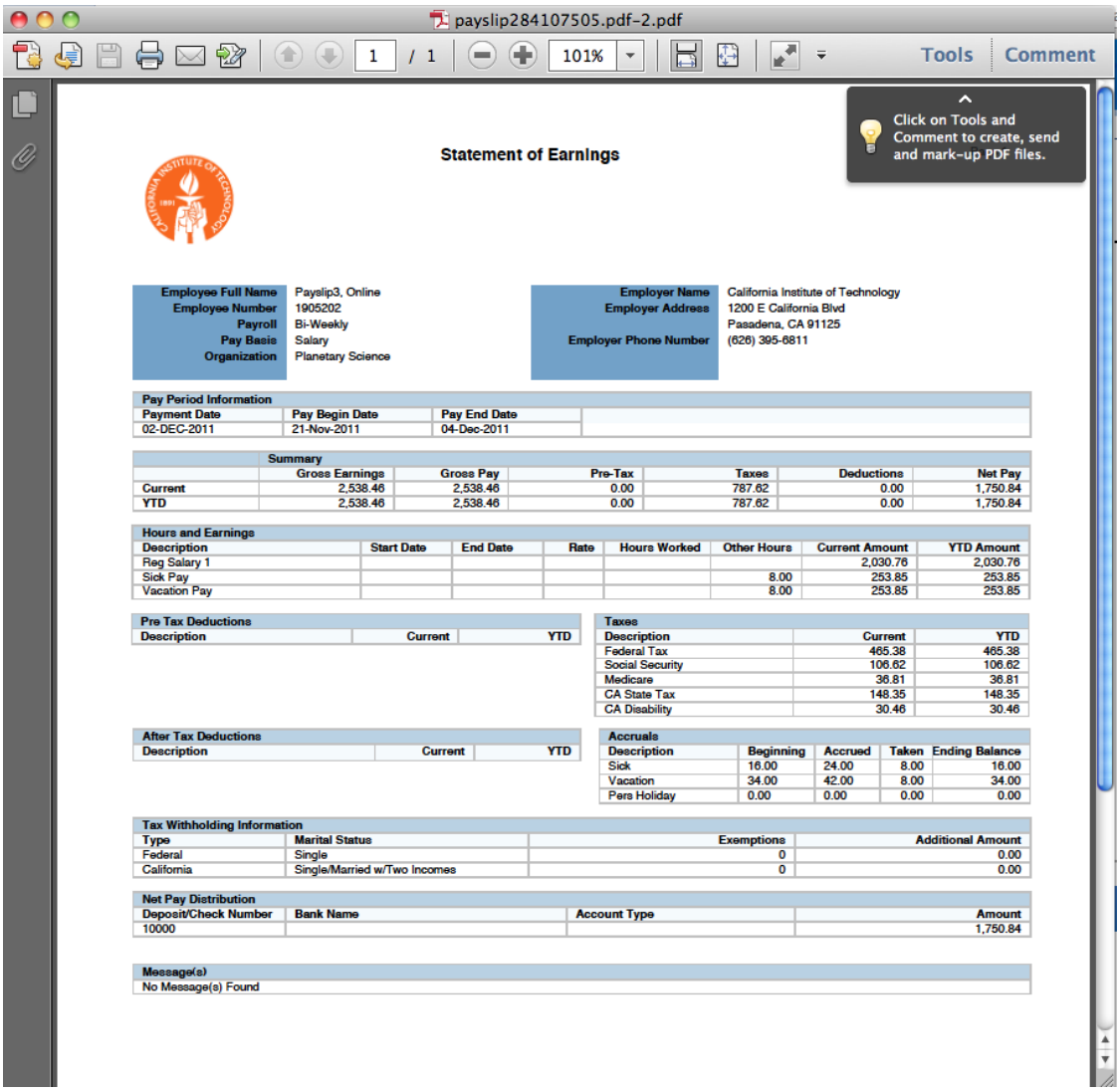
The most recent payslip will appear in the window.



4) Click on the **Choose a Payslip** drop-down menu and click on the **Go** button to select a different payslip.

NOTE: Beginning with the fist pay period of January 2012, we will keep a history of three years online.

Viewing the Online Payslip


payslip284107505.pdf-2.pdf

1 / 1 101% Tools Comment

Click on Tools and Comment to create, send and mark-up PDF files.

Statement of Earnings

Employee Full Name	Payslip3, Online	Employer Name	California Institute of Technology
Employee Number	1905202	Employer Address	1200 E California Blvd
Payroll	Bi-Weekly		Pasadena, CA 91125
Pay Basis	Salary	Employer Phone Number	(626) 395-6811
Organization	Planetary Science		

Pay Period Information

Payment Date	Pay Begin Date	Pay End Date
02-DEC-2011	21-Nov-2011	04-Dec-2011

Summary

	Gross Earnings	Gross Pay	Pre-Tax	Taxes	Deductions	Net Pay
Current	2,538.46	2,538.46	0.00	787.62	0.00	1,750.84
YTD	2,538.46	2,538.46	0.00	787.62	0.00	1,750.84

Hours and Earnings

Description	Start Date	End Date	Rate	Hours Worked	Other Hours	Current Amount	YTD Amount
Reg Salary 1						2,030.76	2,030.76
Sick Pay					8.00	253.85	253.85
Vacation Pay					8.00	253.85	253.85

Pre Tax Deductions

Description	Current	YTD

Taxes

Description	Current	YTD
Federal Tax	465.38	465.38
Social Security	106.62	106.62
Medicare	36.81	36.81
CA State Tax	148.35	148.35
CA Disability	30.46	30.46

After Tax Deductions

Description	Current	YTD

Accruals

Description	Beginning	Accrued	Taken	Ending Balance
Sick	16.00	24.00	8.00	16.00
Vacation	34.00	42.00	8.00	34.00
Pers Holiday	0.00	0.00	0.00	0.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount
Federal	Single	0	0.00
California	Single/Married w/Two Incomes	0	0.00

Net Pay Distribution

Deposit/Check Number	Bank Name	Account Type	Amount
10000			1,750.84

Message(s)

No Message(s) Found

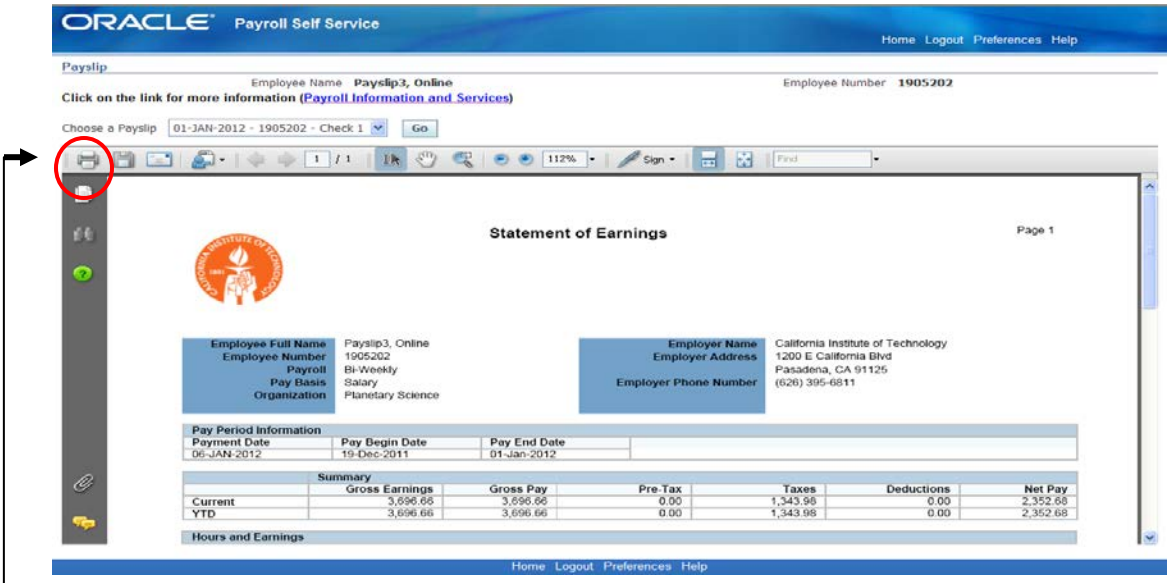
There are various sections of the online payslip. The upper portion displays information such as the Employee's Name and UID number. The Pay Period information section lists the applicable Payment dates. The Summary area displays information such as Gross Earnings and Gross Pay. The Hours and Earnings section lists Hours Worked as well as the Current and YTD Amounts. There are also sections listing Pre Tax Deductions, Taxes, After Tax Deductions and Tax Withholding information. Accrual balances are also displayed as well as Net Pay Distribution information. The last section, Messages, is what the Payroll department will use if they need to convey information to the employees.

As a reminder, beginning with the first payroll of January 2012, going forward, we will maintain a three year history online.

Printing on a PC

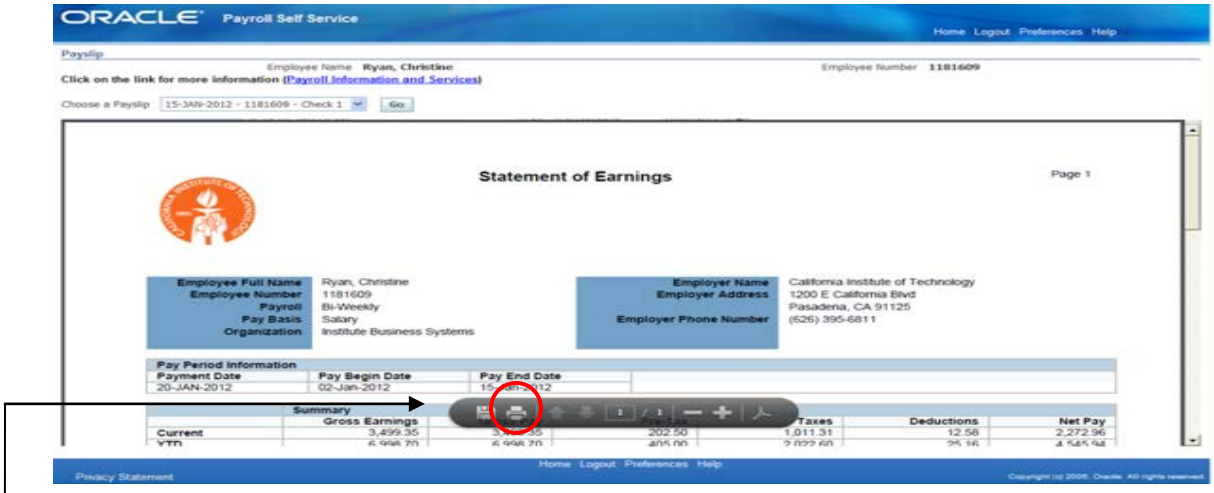
The version of Adobe Acrobat that is installed on your computer will dictate where the print icons are located on the payslip window. For all versions, if you select depress the **Ctrl** and **P** keys at the same time the print window will appear.

Adobe Acrobat 8



The **Print** icon is in the upper left hand corner of the window.

Adobe Acrobat 10

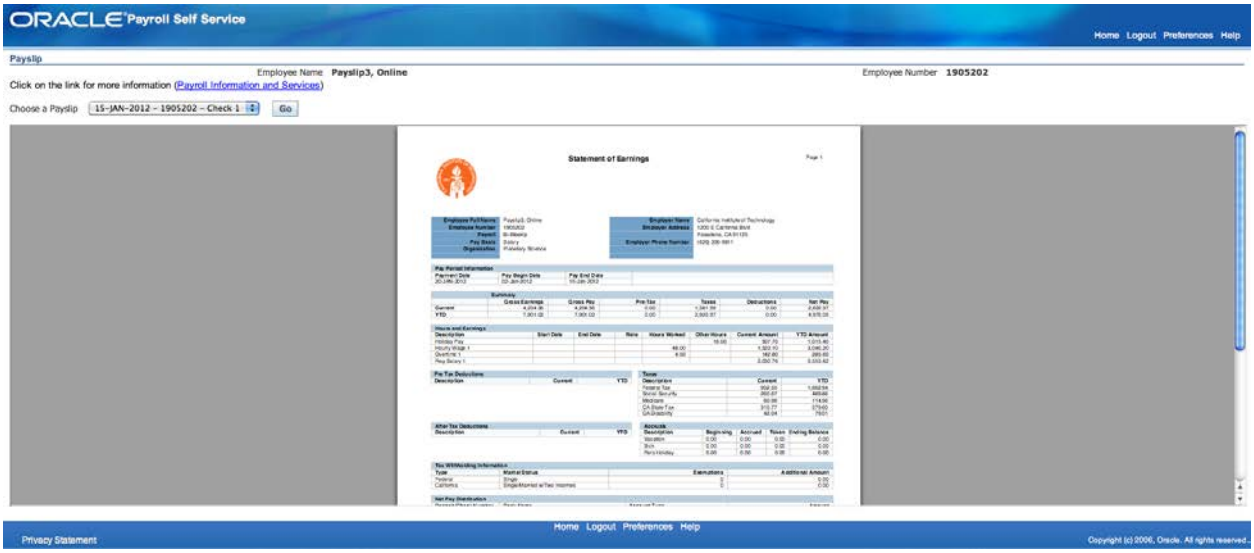


The **Print** icon is available in the bottom of the window when you hover the cursor over that area.

Printing on a MAC

Safari is the preferred browser for use with a MAC. We recommend that you use the latest version of the browser as some of the earlier versions cause the payslip to open in a download window. If this is the case, double-click on the download to view the pdf.

Using Safari



1) Print the payslip

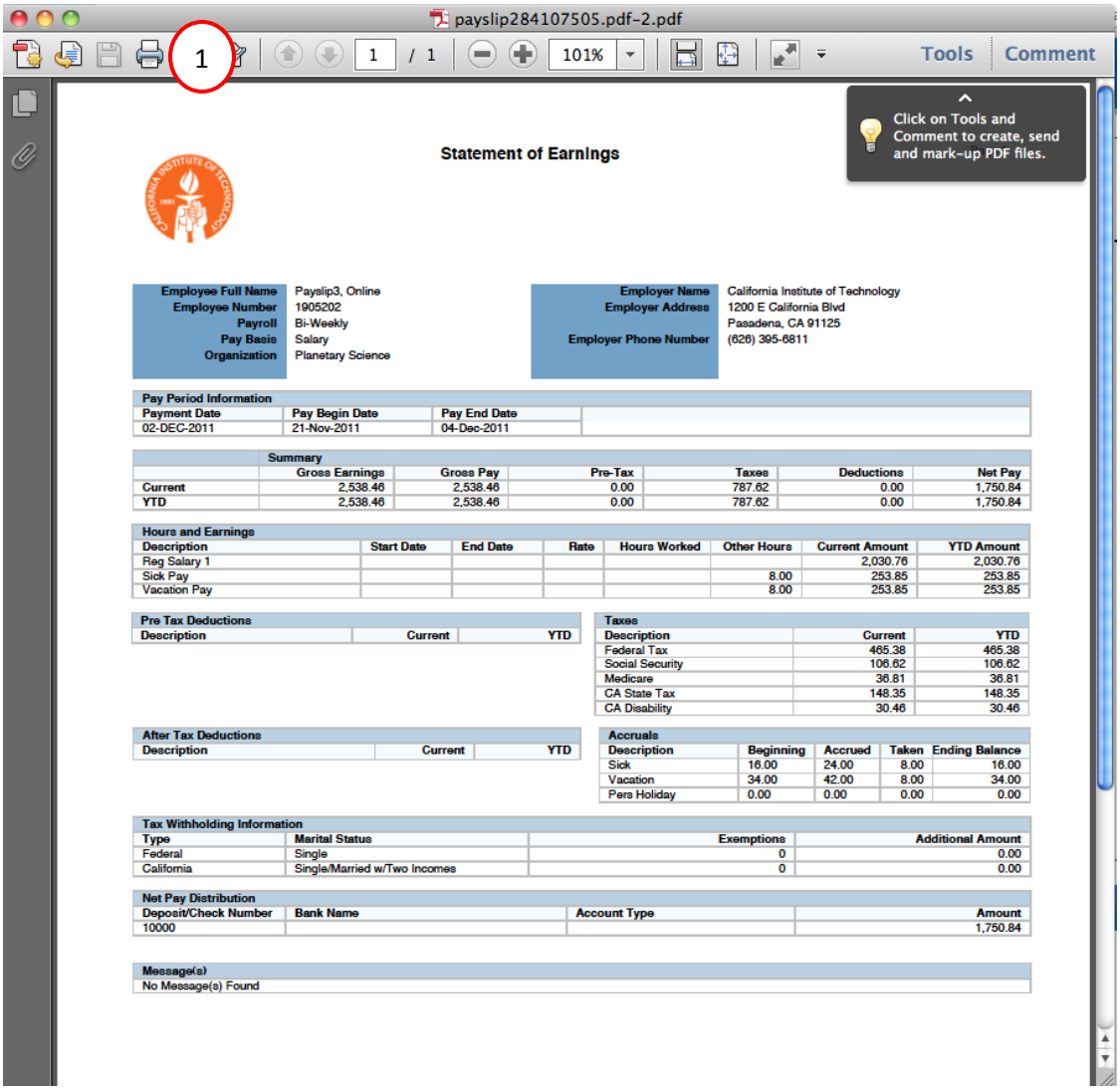
- Depress the **Control** key on your keyboard and click in the center of the window
- Select **Save PDF As…** from the menu option
- **Print** the full downloaded pdf

NOTE: Rather than the "**Save PDF As….**" some menu options have the option to "**Open Pdf in Preview**".

Printing on a MAC or Linux

Using Firefox

The pdf automatically opens when using Firefox on a mac.

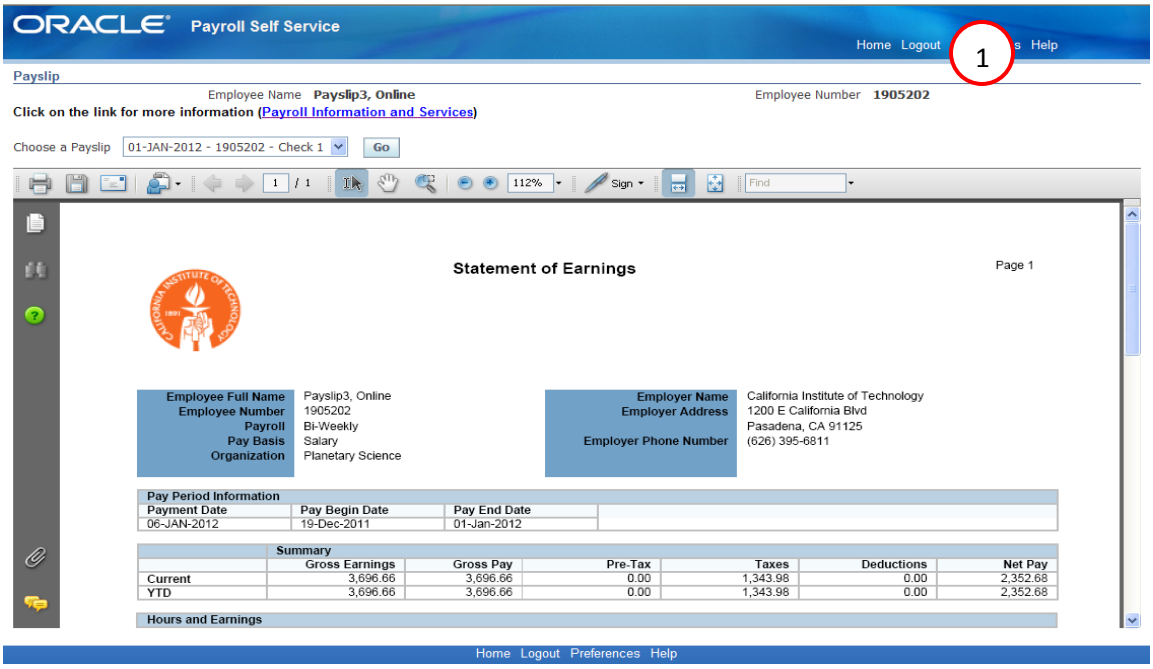


1) Click on the **Print** icon to print.

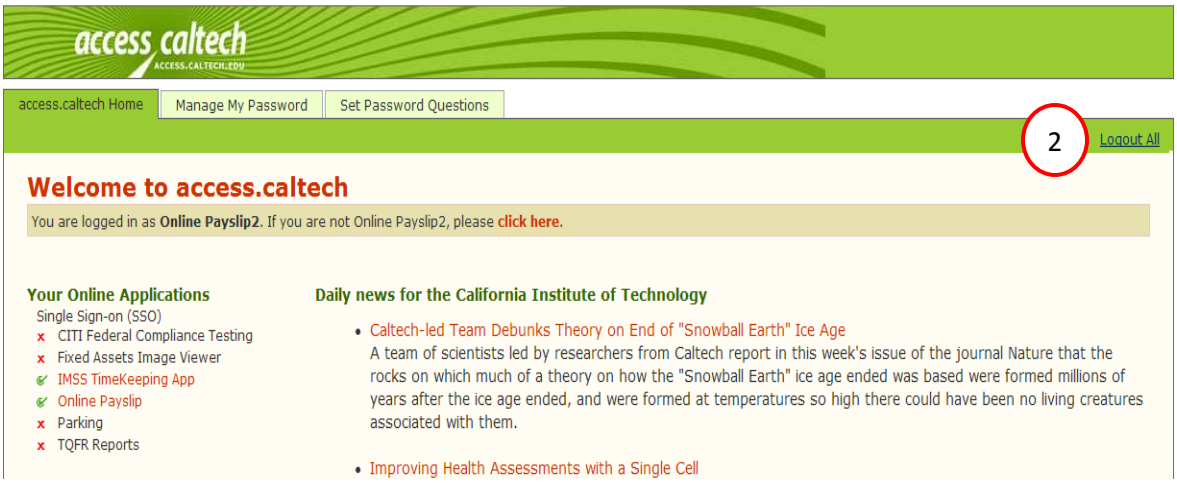
NOTE: To view a payslip from a different pay period close this window, click on the **Choose a Payslip** drop-down menu and click on the **Go** button.

Logging out of the Online Payslip Application

In order to completely protect your privacy we strongly suggest you log out of the Online Payslip application and access.caltech first and then close all instances of your web browser.



1) Click on the **Logout** link.



2) Click on the **Logout All** link.

3) **Close** your browsers.