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Viewing and Printing the Online Payslip

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

access caltech
ACCESS.CALTECH.EDU

Welcome to access.caltech
access.caltech provides a common place to access your online applications.

Please Log In

Username
payslip3

Password
..... 2
[forgot your password?]

First time logging in? [Click here](#) If you need assistance, please contact the IMSS Help Desk at 626.395.3500 (M-F, from 8AM to 5PM) or email us at help@caltech.edu.

IMPORTANT: Your browser must accept cookies to use access.caltech
[Sign In](#)

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1200 East California Boulevard Pasadena California 91125 (626) 395-6811

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

access caltech
ACCESS.CALTECH.EDU

access.caltech Home Manage My Password Set Password Questions [Help](#) [Logout All](#)

Welcome to access.caltech
You are logged in as **Online Payslip2**. If you are not Online Payslip2, please [click here](#).

Your Online Applications

- Single Sign-on (SSO)
- ✗ CITI Federal Compliance Testing
- ✗ Fixed Assets Image Transfer
- ✓ **IMSS TimeKeep**
- ✓ **Online Payslip** 3
- ✗ Parking
- ✗ TQFR Reports

Daily news for the California Institute of Technology

- [Caltech-led Team Debunks Theory on End of "Snowball Earth" Ice Age](#)
A team of scientists led by researchers from Caltech report in this week's issue of the journal Nature that the rocks on which much of a theory on how the "Snowball Earth" ice age ended was based were formed millions of years after the ice age ended, and were formed at temperatures so high there could have been no living creatures associated with them.
- [Improving Health Assessments with a Single Cell](#)

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

The Online Payslip window will open

The most recent payslip will appear in the window.

ORACLE Payroll Self Service

Home Logout Preferences Help

Payslip

Employee Name: Payroll Online Employee Number: 1905202

Click on the link for more information (Payroll Information and Services)

Choose a Payslip: 01-JAN-2012 - 1905202 - Check 1 Go

Statement of Earnings Page 1

California Institute of Technology

Employee Full Name: Payslip3, Online
Employee Number: 1905202
Payroll: Bi-Weekly
Pay Basis: Salary
Organization: Planetary Science

Employer Name: California Institute of Technology
Employer Address: 1200 E California Blvd
Pasadena, CA 91125
Employer Phone Number: (626) 395-6811

Pay Period Information			
Payment Date	Pay Begin Date	Pay End Date	
06-JAN-2012	19-Dec-2011	01-Jan-2012	

Summary						
	Gross Earnings	Gross Pay	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68
YTD	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68

Hours and Earnings

Home Logout Preferences Help

- 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 first pay period of January 2012, we will keep a history of three years online.


Viewing the Online Payslip

payslip284107505.pdf-2.pdf

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	Employer Phone Number	(626) 395-0811
Pay Basis	Salary		
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			Taxes		
Description	Current	YTD	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			Accruals				
Description	Current	YTD	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

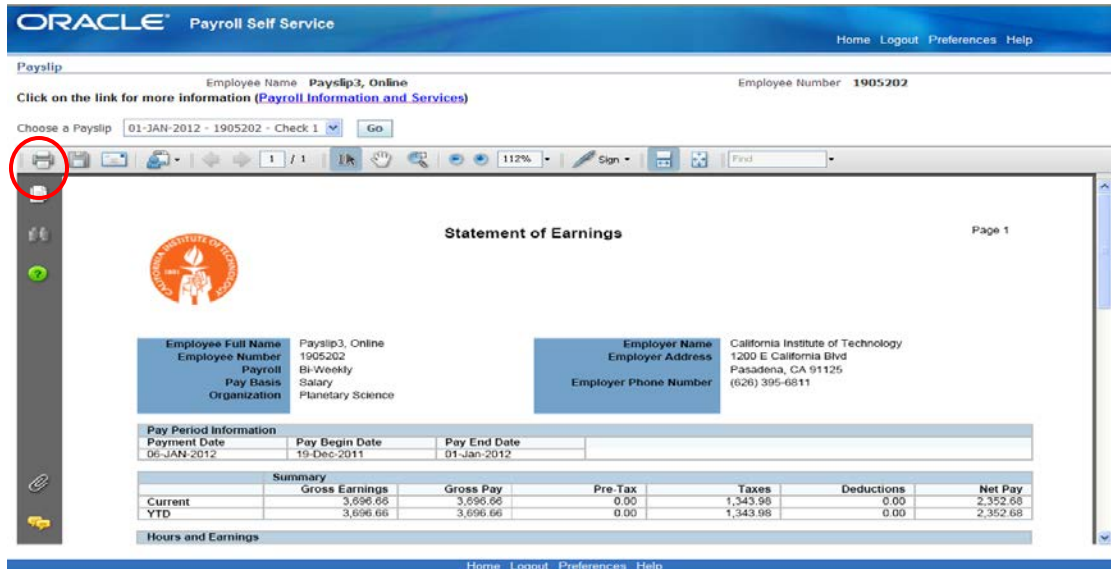
There are various sections of the online payslip. The upper portion displays information such as the Employee's Name and UID number. The Pay Period information section lists the applicable Payment dates. The Summary area displays information such as Gross Earnings and Gross Pay. The Hours and Earnings 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



ORACLE Payroll Self Service

Home Logout Preferences Help

Payslip

Employee Name: Payslip3, Online Employee Number: 1905202

Click on the link for more information (Payroll Information and Services)

Choose a Payslip: 01-JAN-2012 - 1905202 - Check 1 Go

Statement of Earnings Page 1

Employee Full Name: Payslip3, Online
Employee Number: 1905202
Payroll: Bi-Weekly
Pay Basis: Salary
Organization: Planetary Science

Employer Name: California Institute of Technology
Employer Address: 1200 E California Blvd
Pasadena, CA 91125
Employer Phone Number: (626) 395-6811

Pay Period Information
Payment Date: 06-JAN-2012 Pay Begin Date: 19-Dec-2011 Pay End Date: 01-Jan-2012

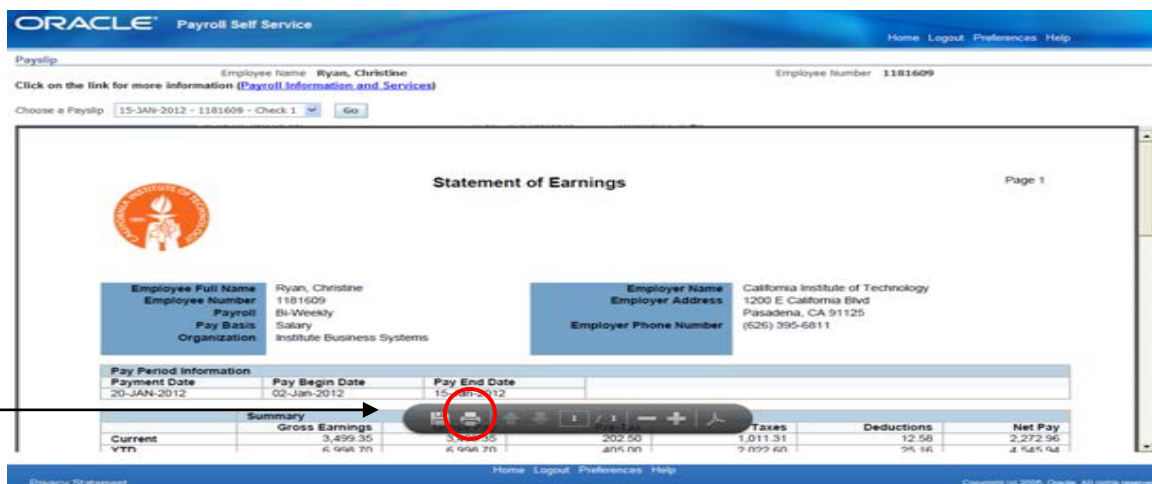
	Gross Earnings	Gross Pay	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68
YTD	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68

Hours and Earnings

Home Logout Preferences Help

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

Adobe Acrobat 10



ORACLE Payroll Self Service

Home Logout Preferences Help

Payslip

Employee Name: Ryan, Christine Employee Number: 1181609

Click on the link for more information (Payroll Information and Services)

Choose a Payslip: 15-JAN-2012 - 1181609 - Check 1 Go

Statement of Earnings Page 1

Employee Full Name: Ryan, Christine
Employee Number: 1181609
Payroll: Bi-Weekly
Pay Basis: Salary
Organization: Institute Business Systems

Employer Name: California Institute of Technology
Employer Address: 1200 E California Blvd
Pasadena, CA 91125
Employer Phone Number: (626) 395-6811

Pay Period Information
Payment Date: 20-JAN-2012 Pay Begin Date: 02-Jan-2012 Pay End Date: 14-Jan-2012

	Gross Earnings	Gross Pay	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,499.35	3,499.35	202.50	1,011.31	12.56	2,272.96
YTD	3,499.35	3,499.35	202.50	1,011.31	12.56	2,272.96

Privacy Statement Home Logout Preferences Help Copyright (c) 2006, Oracle. All rights reserved.

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

The screenshot displays the Oracle Payroll Self Service web application. At the top, the header includes the Oracle logo and 'Payroll Self Service' text. Below the header, the user is logged in as 'Employee Name: Payslip3, Online' with 'Employee Number: 1905202'. A navigation bar contains links for 'Home', 'Logout', 'Preferences', and 'Help'. The main content area shows a 'Statement of Earnings' for the period from 12/1/2012 to 12/31/2012. The statement includes sections for 'Employee Information', 'Pay Period Information', 'Summary', 'Gross Pay', 'Deductions', and 'Net Pay'. The 'Summary' section shows a gross pay of \$2,400.00 and a net pay of \$1,975.00. The 'Deductions' section lists various deductions such as Social Security, Medicare, and Health Insurance. The 'Net Pay' section shows a net pay of \$1,975.00. The interface is designed to be user-friendly with clear labels and organized data tables.

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.

Statement of Earnings

Employee Information:

Employee Full Name	Payslip3, Online	Employer Name	California Institute of Technology
Employee Number	1905202	Employer Address	1200 E California Blvd
Payroll	Bi-Weekly	Employer Phone Number	(626) 395-6811
Pay Basis	Salary		
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
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Description	Current	YTD
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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

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.

ORACLE Payroll Self Service

Home Logout **1** Help

Payslip Employee Name: Payslip3, Online Employee Number: 1905202

Click on the link for more information ([Payroll Information and Services](#))

Choose a Payslip: 01-JAN-2012 - 1905202 - Check 1 Go

Statement of Earnings Page 1

Employee Full Name: Payslip3, Online
Employee Number: 1905202
Payroll: Bi-Weekly
Pay Basis: Salary
Organization: Planetary Science

Employer Name: California Institute of Technology
Employer Address: 1200 E California Blvd
Pasadena, CA 91125
Employer Phone Number: (626) 395-6811

Pay Period Information

Payment Date	Pay Begin Date	Pay End Date
06-JAN-2012	19-Dec-2011	01-Jan-2012

Summary

	Gross Earnings	Gross Pay	Pre-Tax	Taxes	Deductions	Net Pay
Current	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68
YTD	3,696.66	3,696.66	0.00	1,343.98	0.00	2,352.68

Hours and Earnings

Home Logout Preferences Help

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

access caltech
ACCESS.CALTECH.EDU

access.caltech Home Manage My Password Set Password Questions

2 Logout All

Welcome to access.caltech

You are logged in as Online Payslip2. If you are not Online Payslip2, please [click here](#).

Your Online Applications

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- ✗ CITI Federal Compliance Testing
- ✗ Fixed Assets Image Viewer
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- ✓ Online Payslip
- ✗ Parking
- ✗ TQFR Reports

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- **Improving Health Assessments with a Single Cell**

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

3) **Close** your browsers.