

How to View Paycheck Guide

Human Resources & Payroll (HR/Pay) system address hr.ku.edu

Empowering a Community of Excellence

1. Sign into [HR/Pay \(https://hr.ku.edu\)](https://hr.ku.edu)
2. Navigate to *Self Service>Payroll and Compensation>View Paycheck*
3. Paychecks are generally available 5 days prior to pay date.
4. Select Check Date:
 - a. To change display double click on a Heading – Check Date, Net Pay, etc.
5. If the paycheck does not open in pdf, please reference IT Knowledge Base link [IT Document](#) or contact IT Customer Service at 864-8080 or itcsc@ku.edu.

In these examples the amounts have been removed along with other personal identifiable data.

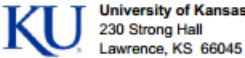
View Paycheck

Name

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2014-08-15	University of Kansas	07/20/2014	08/02/2014	\$	9236173	✓
2014-08-01	University of Kansas	07/06/2014	07/19/2014	\$	9225141	✓

6. Your 11 character State Employee Id can be found here.

 University of Kansas 230 Strong Hall Lawrence, KS 66045		Pay Group: CUN-Nonexempt Staff Pay Begin Date: 07/20/2014 Pay End Date: 08/02/2014	Business Unit: UKANS Advice #: 0000000000000000 Advice Date: 08/15/2014
Name Address Lawrence, KS 66046	Employee ID: SOKS ID: J0000XXXXX Department: 1520000-Human Resources Location: University of Kansas Job Title: Pay Rate:	TAX DATA: Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount:	Federal KS State Joint 1
HOURS AND EARNINGS		TAXES	
----- Current -----		----- YTD -----	

Related Information:

Payroll Site which contains the Pay Period and Pay Date Calendars: payroll.ku.edu

Abbreviations used in deduction codes:

AT	After Tax
BT	Before Tax
DISC	Discount
EE	Employee
ER	Employer (KU)
FSA	Flexible Spending Account
HRA	Health Reimbursement Account
HSA	Health Savings Account
HRA	Health Reimbursement Account