

# **ESS My Paychecks**

### APTAWEB-9590

## Introduction

The pay stub provided in ESS now matches the check stub from the Paycheck Stub Report, including leave balances, leave accruals and leave taken amounts.

#### Sample Pay Stub

Somewhere School District 1776 Washington Ave. Somewhere, NM 98765-4321			4th Bank of Somewhere 00-0000/0000 2		REGIST 20.16	ER	DATE 02/25/20	
								AMOUNT \$2,953.86**
PAY: Two thousand nine hu	ndred fifty-thre	e and 86/	100 ******	***			DOLI	ARS
TO THE ORDER OF:								
Joey Stever 900 Alaban Somewhere	nson na Street 2, NM 98765-4.	321				non-ne	qotiable	
Somewhere School Dist	trict							449
Somewhere School Dist	trict Employe	e Number	r Emp	loyee Name				449
Somewhere School Dist Site	trict Employe	e Number	r Emp	loyee Name nson, Jocy E				449
Somewhere School Dist Site Payroll Period Name	trict Employe 10007 Beg	e Number gin Date	r Emp Steve End Date	loyee Name nson, Jocy E Pay Date	Federal F	iling Status	State Filing	449 Status
Somewhere School Dist Site Payroll Period Name Period 16	trict Employe 10007 Beg 02/1	e Number gin Date	r Emp Steve End Date 02/25/20	loyee Name nson, Jocy E Pay Date 02/25/20	Federal F	iling Status	State Filing M-4	449 Status
Somewhere School Dist Site Payroll Period Name Period 16 Earnings	trict Employe 10007 Beg 02/1 Time	e Number gin Date 11/20 Rate	r Emp Steve 02/25/20 Comments	loyee Name nson, Joey E Pay Date 02/25/20 / Deductions	Federal F M-4	iling Status Amount	State Filing M-4 YTD	44S Status Employer Contribution
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director	trict Employe 10007 Beg 02/1 Time	e Number in Date 11/20 Rate	r Emp Steve End Date 02/25/20 Comments	loyee Name nson, Joey E Pay Date 02/25/20 / Deductions	Federal F	iling Status Amount 4,369,83	State Filing M-4 YTD 17,479.32	44S Status Employer Contribution
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number gin Date 11/20 Rate	r Emp Steve End Date 02/25/20 Comments	loyee Name nson, Joey E Pay Date 02/25/20 / Deductions	Federal F	iling Status Amount 4,369.83 285.34 29 053.86	State Filing M-4 YTD 17,479.32 1,141.36	449 Status Employer Contribution
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Somewhere School Dist Site Payroll Period Name Period 16 Exercise Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number tin Date 11/20 Rate	r Emp Steve 02/25/20 Comments NMEFCU - C Federal With FICA Medicare State Withhol	Inson, Joey E Pay Date 02/25/20 / Deductions	Federal F M-4	Iling Status 4,369.83 285.34 -2,953.86 -290.46 -264.63 -61.89 -142.42	State Filing M-4 YTD 17,479.32 1,141.36 -1,161.84 -1,058.52 -247.56 -569.68	449 Status Employer Contribution 264.63 61.89
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number in Date 11/20 Rate	r Emp Steve 02/25/20 Comments NMEFCU - C Federal Withl FICA Medicare State Withhol Basic Life	Noyce Name Inson, Joey E Pay Date 02/25/20 / Deductions Checking holding ding - NM	Federal F M-4	iling Status 4,369.83 285.34 -2953.86 -290.46 -264.63 -61.89 -142.42 0.00 266.00	State Filing M-4 YTD 17,479.32 1,141.36 -1,161.84 -1,058.52 -247.56 -569.68 0,00	264.63 61.89 2.35 56.40
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number gin Date 11/20 Rate	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal With FICA Medicare State Withhol Basic Life BCBS Cafte Davis Vision	loyce Name nson, Joey E Pay Date 02/25/20 / Deductions Checking holding ding - NM ria Plan Cafeteria Plan	Federal F M-4	iling Status 4,369,83 285,34 -2,953,86 -264,63 -61,89 -142,42 0,00 -366,99 -2,83	State Filing           M-4           YTD           17,479,32           1,141.36           -1,161.84           -1,058.52           -247.56           -569.68           0,000           -1,147	449 Status Employer Contribution 264.63 61.89 2.35 550.49 4.24
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/7 Time	e Number in Date 11/20 Rate	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal With FICA Medicare State Withhol Basic Life BCBS Cafete Davis Vision Dental Cafete	loyee Name nson, Jocy E Pay Date 02/25/20 / Deductions Thecking holding ding - NM ria Plan Cafeteria Plan ria Plan	Federal F M-4	Iling Status Amount 4,369,83 285.34 -2,953.86 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11	State Filing           M-4           YTD           17,479.32           1,141.36           -1,161.84           -1,058.52           -247.56           -569.68           0.00           -1,467.96           -11.32           -68.44	449 Status Employer Contribution 264.63 61.89 2.35 550.49 4.24 2.5,66
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal Withhol Basic Life BCBS Cafete Davis Vision Dental Cafete Davis Vision	Inson, Joey E Pay Date 02/25/20 / Deductions Thecking holding ding - NM ria Plan Cafeteria Plan ria Plan cetirement	Federal F	Iling Status 4,369.83 285.34 -2,953.86 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11 -498.10	State Filing M-4 YTD 17,479.32 1,141.36 -1,161.84 -1,058.52 -247.56 -569.68 0,000 -1,467.96 -11.32 -68.44 -1,992.40	449 Status Employer Contribution 264.63 61.89 2.35 550.49 4.24 2.566 658.71
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Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number in Date 1/20 Rate	r Emp Steve 02/25/20 Comments NMEFCU - C Federal With FICA Medicare State Withhol Basic Life BCBS Caftee Davis Vision Dental Cafete Educational F Retiree Healt State Unempl	Indexe Name Inson, Joey E Pay Date 02/25/20 / Deductions Checking holding ding - NM ria Plan Cafeteria Plan ria Plan tetirement heare oyment	Federal F M-4	iling Status 4,369.83 285.34 -2953.86 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11 -498.10 -46.55 0.00	State Filing           M-4           YTD           17,479.32           1,141.36           -1,161.84           -1,058.52           -247.56           -569.68           0.00           -1,467.96           -11.32           -68.44           -1,992.40           -186.20           -0.00	264.63 61.89 2.35 550.49 4.24 2.56 658.71 93.10 15.36
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/7 Time	e Number in Date 11/20 Rate	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal Withhol FICA Medicare State Withhol Basic Life BCBS Cafete Davis Vision Dental Cafete Educational F Retiree Health State Unempl United Way C	Inson, Jocy E Pay Date 02/25/20 / Deductions Checking holding ding - NM ria Plan Cafeteria Plan ria Plan tetrement hear tetrement hear tetrement hear he	Federal F	iling Status Amount 4,369,83 285.34 -2953.86 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11 -498.10 -46.55 0.00 -10.00 -10.00	State Filing           M-4           YTD           17,479.32           1,141.36           -1,161.84           -1,058.52           -247.56           -569.68           0.00           -1,467.96           -11.32           -68.44           -1,992.40           -18.620           0.000           -40.000	449 Status Employer Contribution 264.63 61.89 2.35 550.49 4.24 2.36 658.71 93.10 15.36
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal With FICA Medicare State Withhol Basic Life BCBS Cafte Davis Vision Dental Cafete Educational F Retiree Healt State Unempl United Way ( Workers Com Net Pay	Inson, Joey E Pay Date 02/25/20 / Deductions Checking holding ding - NM ria Plan Cafeteria Plan ria Plan Cafeteria Plan ria Plan cafeteria Plan ria Plan contribution portical	Federal F M-4	iling Status 4,369.83 285.34 -295.386 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11 -498.10 -46.55 0.00 -10.00 0.033 0.00	State Filing           M-4           YTD           17,479.32           1,141.36           -1,161.84           -1,058.52           -247.56           -000           -1,467.96           -11.32           -68.44           -1,992.40           -186.20           0.000           -1.32           11,815.44	264.63 61.89 2.35 550.49 4.24 2.56 658.71 93.10 15.36 0.38
Somewhere School Dist Site Payroll Period Name Period 16 Earnings Executive Director NBCT Stipend	trict Employe 10007 Beg 02/1 Time	e Number	r Emp Steve End Date 02/25/20 Comments NMEFCU - C Federal Withh FICA Medicare State Withhol Basic Life BCBS Cafete Davis Vision Dental Cafete Educational F Retiree Healt State Unempj United Way Workers Com Net Pay	loyce Name nson, Joey E Pay Date 02/25/20 / Deductions Thecking holding ding - NM ria Plan Cafeteria Plan ria Plan Cafeteria Plan ria Plan cafeteria Plan care contribution p Fee lncome	Federal F	Iling Status 4,369.83 285.34 -2,953.86 -290.46 -264.63 -61.89 -142.42 0.00 -366.99 -2.83 -17.11 -498.10 -49.810 -46.55 0.00 -10.00 -0.03 0.00	State Filing           M-4           YTD           17,479.32           1,141.36           -1,161.84           -1,058.52           -247.56           -569.68           0.000           -1,467.96           -11.32           -68.44           -1,992.40           -186.20           0.000           -1.32           11,815.44           15,080.56	264.63 61.89 2.35 550.49 4.24 25.66 658.71 93.10 15.36 0.38
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Figure 1: Sample ESS Pay Stub



### Additional instructions for viewing ESS pay stub

There have been a few changes to viewing pay stubs in ESS.

1. There is no longer a **<u>hyperlink</u>** on the check/direct deposit number.

My Paychecks (most recent)									
Pay Date ↓	Check Number	Net Pay	Check Type						
02/25/2020	4493	\$2,953.86	Direct Deposit						
02/10/2020	4449	\$2,953.86	Direct Deposit						
01/24/2020	4364	\$2,953.86	Direct Deposit						
01/10/2020	4321	\$2,953.86	Direct Deposit						
12/24/2019	4281	\$2,974.75	Direct Deposit						

Figure 2: Opening Page ESS My AptaFund

2. You need to click on the quick link **My Paychecks** or go to the **My AptaFund Menu** on the Dashboard to see your paychecks.

ome ·	> Employee Self-Servic	e -> My Paychecks				Print
/iew	List For: Past	3 Months   Past 6 Months	Past 12 Months	View All Payche	ecks	
Se	arch	Q		T	C / C 🗷 🐁	¢ •
Dra	g a column header a	and drop it here to group by that c	olumn			
					olarity Toronto	
	Pay Date 👃	Check Number	Net Pay	Gross Pay	Спеск Туре	
	Pay Date ↓ 02/25/2020	Check Number 4493	Net Pay \$2,953.86	\$4,655.17	Direct Deposit	

Figure 3: View of My Paychecks

- Check the box for the paycheck you want to print and click the **Print** button at the top right of the page.
- 4. You can either **Print** or **View** the **Paycheck PDF.**