UF

View Paycheck & Leave Balances
INSTRUCTION GUIDE

VIEW YOUR PAYCHECK

Your paycheck, or earnings statement, will not be delivered to you in hard copy; instead you can view your paycheck online, through myUFL. This guide gives instructions on locating your paycheck and explains how to read the paycheck. An example is shown on the following page of this guide.

Notification that your paycheck is ready to view will be sent electronically each payday. Please be sure to read the email as sometimes other messages, relevant to your paycheck, will be included.

1. Log in to myUFL (**http://my.ufl.edu**)
2. Click **NavBar › Main Menu › My Self Service › Payroll and Compensation › View Paycheck**
3. Click the **Check Date** to open a PDF copy of your paycheck
4. Click **Open**
5. To print a copy of your paycheck, click **Print** from the **File** menu

VIEW LEAVE BALANCES

All employees can view their leave balances through myUFL. Although your leave balances will be shown on your paycheck, to see the current and earlier pay periods please use the navigation below.

1. Log in to myUFL (**http://my.ufl.edu**)
2. Click **My Self Service › Payroll and Compensation › UF Leave History**
3. This screen displays sick and vacation leave balances for the current pay period.
   Click the **View Paycheck** link to the right of the **Check Date** to open a PDF copy of your paycheck
4. To view balances for an earlier pay period, click the **dropdown box**

QUESTIONS?

Payroll and Tax Services:
352-392-1231
payrollhelp@admin.ufl.edu
Website

HRS Benefits:
352-392-2477
central-leave@ufl.edu
Website

Additional Resources:
Time & Labor Toolkit

HOW TO READ YOUR PAYCHECK

1 Pay Information:
This is the pay period, advice (check) date and who the check was issued from. Note also the links you can use to View a Different Payment and See Previous Paychecks.

2 Employee Information:
This is the employee name, address, UFID number (Employee ID), employee's job title, department, and pay rate.

3 Tax Data:
Shows marital status for federal tax withholding purposes, allowances, and additional federal tax withholding information.

4 Hours and Earnings:
Shows the earnings for this pay period and year-to-date including regular pay, overtime pay, and additional compensation (if applicable).

5 Taxes:
Federal taxes withheld in this pay period and for the year.

6 Before-Tax Deductions:
Amounts taken out of pay before taxes such as UF parking, or payments for medical and dental plans, or amounts processed for retirement plans or on a deferred basis (e.g., VALIC).

7 After-tax Deductions:
Shows amounts taken out of pay after taxes for example, UF Community Campaign and optional life insurance deductions.
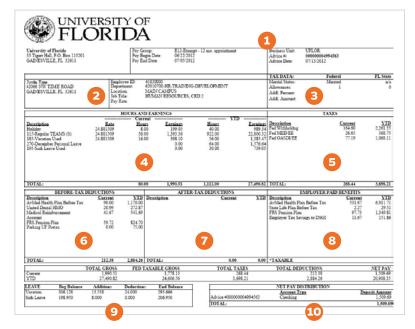
8 Employer Paid Benefits:
Contributions that the University of Florida makes on behalf of the employee including employer-paid health insurance, life insurance, and retirement contributions.

9 Leave Balances:
Shows a summary of the leave balances at the beginning of the pay period, leave used/accrued during the current period, and the leave balances at the end of the pay period. All accrued leave balances are shown including sick, vacation, overtime compensation, and special compensation, if applicable.

10 Net Pay Distribution:
Shows the payment type, paycheck number, back account type and net pay details.

ABOUT YOUR PAYCHECK:

· Your paycheck (also known as an earnings statement) is only delivered to you online.

· You can view or print out your paycheck by clicking on "**View Paycheck**" after navigating through **My Self Service › Payroll and Compensation** in myUFL.

· You can use the **Check Date** links to view previous paychecks.

NEED HELP?

For more information about changes to your paycheck or other payroll issues, please visit:

http://hr.ufl.edu/working-at-uf/time-and- pay/your-paycheck/