

### How to View and Print your Pay Statement

**Purpose:** This quick reference guide shows you how to view and print your pay statement.

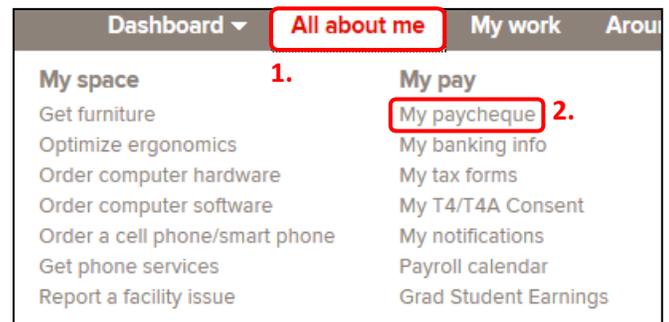
**Audience:** All University of Calgary employees.

**Prerequisites:** Must be logged in to the myUofC portal to access pay information.

#### Step 1: Access My Paycheque Page

1. From the myUofC portal, click **All about me**.
2. Under the **My pay** header, click **My paycheque**.

The **View Paycheque** page is displayed.



#### Step 2: Select Paycheque to View

A list of all available pay statements is displayed.

1. Use the **Cheque Date** column to locate the pay statement you wish to view.
  - a. Use the **View 100** or **First/Last** navigation buttons to view additional items if applicable.
2. Click **View Paycheque** for the item you wish to view/print.

The selected pay statement is displayed.

#### View Self Service Paycheque

Paycheque Selection		Personalize	Find	1a. View 100	1a. First	1-10 of 171	Last
Cheque Date	View Paycheque	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheque Number	PDF File
1. 2018/01/25	2. View Paycheque	University of Calgary	2018/01/01	2018/01/15	\$1982.64	2329320	<input checked="" type="checkbox"/>
2018/01/10	View Paycheque	University of Calgary	2017/12/16	2017/12/31	\$1810.26	2309764	<input checked="" type="checkbox"/>



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## Quick Reference Guide

### Step 3: View and Print Pay Statement

1. View your pay statement information.
2. If you'd like to print the selected pay statement, click the right mouse button and choose **Print...** from the menu.

University of Calgary 2500 University Drive NW Calgary, AB T2N 1N4		Pay Group: SSL-AUPE Salary Pensionable Pay Begin Date: 01/01/2018 Pay End Date: 01/15/2018	Business Unit: UCALG Advice #: 000000002823329 Advice Date: 01/25/2018						
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA:	Federal Quebec AB						
		Net Claim Amount:	11,809.00 18,915.00						
		Special Letters:							
		Addl. Percent:							
		Addl. Amount:							
HOURS AND EARNINGS		TAXES							
Description	Rate	Description	Current YTD						
Salary - Support Staff		CIT	568.96 1,124.01						
Comp Time - Taken		CPP	155.46 310.92						
Leave Short Term - Paid		EI	54.56 109.11						
Comp Time Earned @1.5									
Comp Time Earned @2.0									
TOTAL:	72.78	TOTAL:	778.98 1,544.04						
BEFORE-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS							
Description	Current	YTD	Description Current YTD						
PSP Pension Deduction	386.96	8.70	Extended Health 72.85 145.70						
AUPE Dues	41.08	39.64	Dental 51.16 102.32						
		3.30	PSP Pension Deduction 386.96 819.52						
		22.92	WCB - AB 10.52 21.04						
		9.45							
		150.15							
TOTAL:	428.04 901.68	TOTAL:	96.73 334.16 *Taxable						
TOTAL GROSS		CIT TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current:	3,286.39	2,858.35	778.98	524.77	1,982.64				
YTD:	6,572.78	5,671.10	1,544.04	1,235.84	3,792.90				
LEAVE BALANCES		End Balance		NET PAY DISTRIBUTION					
Sick	490.00			Advice #000000002823329		1,982.64			
Vacation	123.58								
Compensating Time Off	46.13								
Sick 70%	420.00								
				Total:		1,982.64			