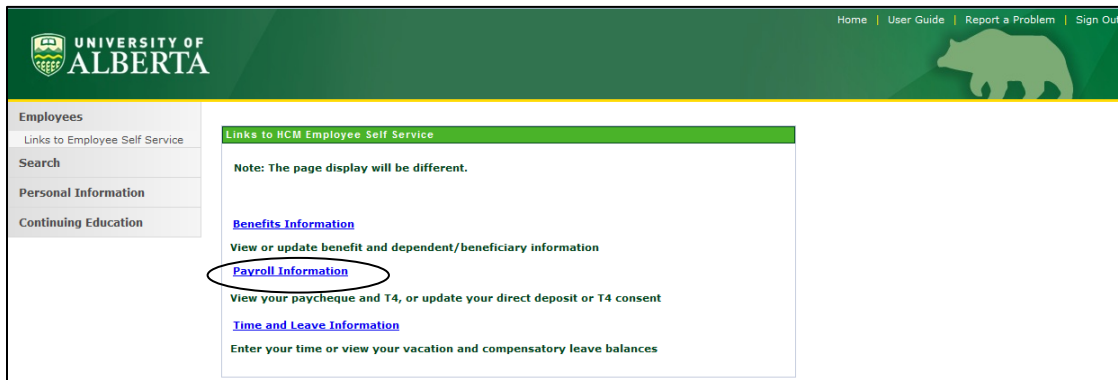


My Paycheque

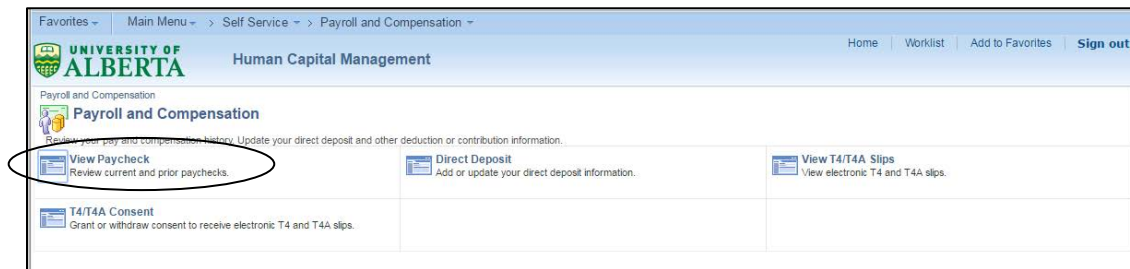
Human Resource Services (HRS)

My Paycheque provides detailed information about your earnings and deductions for each pay period.

1. Sign into **Bear Tracks**
2. Click **Payroll Information** from the list of Employee Self Service options.



3. Click **View Paycheck** from the menu items.



Your last or most current paycheque statement will be displayed first. Select any of the blue underlined **Cheque Date** links to review current or prior paycheque statements.

View Paycheque

Important Payroll Messages


Now Available! - Payroll has now implemented a new PDF print option for online pay statements. The new PDF print advice is better formatted and allows pay statements to be printed nicely within a standard page. Pay advices starting April 2013 and forward will be available in PDF printable format. Watch for the checkbox in the PDF file column on the My Paycheque selection page.

To open your pay advice, click on the [Date](#) of the pay advice you'd like to view. To print after opening, click on the Print Button within the PDF reader or right click on the page and click Print.

For assistance, please contact the IST Helpdesk at 780-492-9400.

Paycheque Selection						Personalize	Find	View 100	First	1-4 of 194	Last
Cheque Date	Pay Begin Date	Pay End Date	Net Pay	Paycheque Number	PDF File						
2016-09-29	1-Sep-2016	30-Sep-2016	\$8374.52	6735059	<input checked="" type="checkbox"/>						
2016-08-30	1-Aug-2016	31-Aug-2016	\$8374.52	6721849	<input checked="" type="checkbox"/>						
2016-07-28	1-Jul-2016	31-Jul-2016	\$8374.52	6707239	<input checked="" type="checkbox"/>						
2016-06-29	1-Jun-2016	30-Jun-2016	\$8374.52	6692140	<input checked="" type="checkbox"/>						

3. Printing:

- a. To print the PDF file of your paycheque statement, click on the **Print** icon . Once you have reviewed your printing options and properties, click **OK** and your selected tax slip will be sent to your printer.
- b. To print a prior paycheque statement that is not a PDF, go to **File** in the browser menu bar and select **Print**, or right click on the statement and select Print from the menu. Once you have reviewed your printing options and properties, click OK and your selected tax slip will be sent to your printer.

Sample Paycheque

University of Alberta
2-60 University Terrace, University of Alberta
Edmonton, AB T6G 2T4

Pay Group: SM2-Semi-Monthly Salaried
Pay Begin Date: 04/16/2013
Pay End Date: 04/30/2013

Business Unit: UOFAB
Advice #: 000000003404377
Advice Date: 05/10/2013

Ditjuth R Hoqj Regal Tower II Anytown, AB T6T 6T6 1	Employee ID: Department: 7409101-Building Services Location: General Services Bldg. 4th Flr Pay Rate: \$3,195.60 Monthly	TAX DATA: Net Claim Amt.: 11,038.00 Spl. Letters: Addl. Pct.: Addl. Amt.: 30.00	Federal 17,593.00 2	Quebec 	AB
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HOURS AND EARNINGS					TAXES		
Description	Rate	Current	YTD		Description	Current	YTD
		Hours	Earnings	Hours		Earnings	Earnings
Regular Salary			1,597.80	727.50	CIT	233.66	2,025.06
Shift Differential (Pen)			133.98		CPP	78.50	689.68
Shift Diff Recovery (Pen)			0.00	120.00	EI	32.56	285.66
TOTAL:		0.00	1,731.78	847.50	TOTAL:	344.72	3,000.40

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Public Service Pension Plan	202.62	1,777.75	Life Optional Support	0.00	88.00	Public Service Pension Plan	202.62	1,777.75
N.A.S.A. Operating	12.00	108.00				Workers' Compensation - AB	5.71	50.31
						Dental Support Staff	0.00	220.00
						Supplementary Health Support	0.00	457.00
						Employee/Family Assistance Prg	0.00	19.60
						Life Insurance*	0.00	31.71
						Critical Illness Mandatory*	0.00	19.20
						Long Term Disability Support	0.00	203.28
TOTAL:	214.62	1,885.75	TOTAL:	0.00	88.00	TOTAL:	208.33	2,778.85

	TOTAL GROSS	CIT TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	1,731.78	1,517.16	344.72	214.62	1,172.44
YTD:	15,194.50	13,359.66	3,000.40	1,973.75	10,220.35

NET PAY DISTRIBUTION			
Account Type	Account Number	Amount	
Checking	8040266	\$1,172.44	8
TOTAL:		\$1,172.44	

- 1 General Info** - Name, Address, U of A Person ID number, Department, Rate of Pay
- 2 Tax Data** - Federal Net Claim & AB Net Claim: Personal Exemption amount for Federal and Provincial Income Tax – see the TD1 & TD1AB
- 3 Hours and Earnings** - Description of hours worked, current pay amount and Year to Date totals
- 4 Taxes** - CIT (Canadian Income Tax), CPP (Canada Pension Plan), EI (Employment Insurance)
- 5 Before Tax & After Tax Deductions**
- 6 Employer Paid Benefits** – Description and amounts paid by the U of A
- 7 Paycheque Summary** - Details your current and year to date (YTD) gross earnings, taxable gross amount, taxes deducted, total other deductions and your net pay
- 8 Net Pay Distribution** - Direct deposit account type, account number and deposit amount

**If you see errors in your paycheque or deduction information,
contact the HR/Payroll contact in your faculty or department.**

**Verify your banking information – ensure that the direct deposit information is
accurate as you are the only one who can view the information listed on this page.**