

BG@100
View Paycheck
Frequently Asked Questions (FAQ)
www.bgsu.edu/offices/cio/page11610.html

Additional Questions may be directed to:
BGat100@bgsu.edu

Q: Why won't my pay advice print on one page?

A: There's simply too much information to include on one page. Making the print smaller to fit on to one page could make it difficult for employees to read.

Q: Why doesn't the page break neatly on my pay advice?

A: This is due to several factors. How your pay advice prints depends on the Internet browser and type of computer you are printing from. The pay advice was created to print from a PC in Internet Explorer. Additionally, variations in the information to be printed on each employee's pay advice will cause the pay advice to vary in length. For example, if one employee has more items in an area (such as Before-Tax Deductions) to itemize, the pay advice will be longer. If the length of your pay advice causes the page to break with a section, all information will be printed

Q: How is my year-to-date leave balance counted in the online pay advice?

A: These are listed in hours and decimals in PeopleSoft; for example, four and one half hours of sick time earned would appear as 4.5 hours. For your reference, a minute to decimal conversion chart is available on the web as a pdf document at: www.bgsu.edu/downloads/execvp/file11189.pdf

Q: Are the leave balances shown on the online pay advice "real time"?

A: No, for classified staff the online balances will be a pay period behind. So, if you used leave during the last pay period the reduction to your balances will not be reflected. For administrative staff, the balances will reflect usage reported from the previous month for that check date.

Q: Are the leave balances on my classified time sheet "real time"?
A: Classified time sheets are printing two weeks at a time so the leave you used during the previous pay period will not yet have been reduced from your balances on the time sheet.
Q: Why does the year-to-date leave balance disappear on your previous pay advices when they are viewed online?
A: PeopleSoft's program displays leave balance information for only the current pay advice.
Q: What is Compensation History?
A: This is a chronologically ordered list of all the position and salary changes you've experienced as a BGSU employee. The View Compensation History self-service application will show one row of hire data. As an employee's compensation changes after "Go Live", the data will appear as a row on this page. The conversion of additional compensation history will not be a part of this "Go Live".
Q: Will Compensation History show leave balances or other pay information?
A: The View Compensation History only provides information about compensation rate changes for an employee. The summary of year-to-date leave balances or other pay advice information is available through the View Paycheck self-service application.
Q: How can I view a pay advice from a prior period?
A: While in the View Paycheck self-service application, click on the "View a Different Payment" link that appears on your current online pay advice.
Q: Will my bank account number appear on my pay advice?
A: The last 4 digits of your bank account number will appear. Any digits before this will be masked with x's. This way, you can determine into which account your pay has been deposited, but no one else will be able to read your full account information.

Q: Why are there times I can see the amount I will be paid before the actual pay date?

A: The banking system requires direct deposit information at least 3 days prior to the pay date. Therefore, the payroll must be run in order to send the information to the bank. Once payroll is finalized, the pay information is available for the employee to see on the self-service pages. However, the money is not deposited into your account until the pay date. Please review the "Check Date" on your pay advice to find when the monies will be posted to your bank account. The money will NOT be in your account prior to this date.

Q: How will my multiple jobs be accounted for on the online pay advice?

A: Each type of Earnings code will show as a separate line on your pay advice. If the hourly pay rate is the same for multiple jobs, the total hours worked in jobs at this hourly rate will show on one line. If the hourly rates are different, multiple lines will show for regular pay. You will be able to track your multiple job information in the Earnings panel on your online pay advice if the pay rates are different. The Paycheck Summary panel will show your Gross Earnings, taxes and deductions, and Net Pay as the sum total of all jobs.

Q: What are Employer Paid Benefits on my pay advice?

A: These are the amounts that BGSU contributes to your benefits each month. For example, as a full-time administrative or classified staff or faculty member, you would see contributions to your medical and dental plans, your life insurance policy, and your retirement plan.

Q: What are Before-Tax Deductions and After-Tax Deductions on my pay advice?

A: Before-tax deductions are the amounts you contribute to your benefits that are deducted from your gross earnings. The amounts of the deductions depend on the types of benefits you have. Before-tax items would be deductions such as health plans, Deferred Comp, retirement plans, TDAs, and FSAs. After-tax deductions are the amounts deducted from your net earnings. These may be items you have designated such as contributions for charitable organizations, savings bonds or Dependent Life coverage as examples.

Q: If I receive a paper paycheck, will I also receive my pay advice, or will it be online?

A: When checks are printed, the pay advice is attached to the check. In addition to the printed pay advice, you may also view your pay advice online through the self-service application View Paycheck in My BGSU. Just as someone going to view their direct deposit pay advice, you can access the information by logging on to My BGSU and selecting View Paycheck from the My Services column. You'd see all the same pay, tax, and deduction information, but your Net Pay Distribution information will read "Payment Type Issue Check", and there would not be an Account Type or Account Number listed.

Q: If I don't want to use the online View Paycheck self-service application, will I be able to have my pay advice printed and sent to me like before?
A: No, this information will be distributed by the self-service online application only.
Q: How long will my pay advice be available to view online?
A: The current pay advice will be available online until the next payroll runs. At that point, you may click on View a Different Payment to view a prior pay advice. At the present time, no policy regarding archival of prior pay advice information has been established.
Q: Will banks accept my printed pay advice as evidence of my income for a loan?
A: This is a questions for the lending institution you are working with on your loan. In the past some lending institutions have accepted a copy of your current pay advice. We believe this practice will continue, but again you should check with the specific lending institution.
Q: When will I need to change the way I report time on my timesheets / leave forms?
A: Effective June 19, 2005 classified staff members need to report time in hour and decimal format. Administrative staff members completing leave report forms need to report leave in hour and decimal format when reporting time for June 2005. For a minute to decimal conversion chart please see: www.bgsu.edu/downloads/execvp/file11189.pdf
Q: How do I know the PeopleSoft system is secure?
A: The PeopleSoft HCM system has a variety of built-in security components. In addition to the built in components, BGSU has implemented the HCM so that all web pages are encrypted.
Q: Will the system be able to handle all the students and employees checking their paychecks?
A: Yes. The system was specified, purchased, and configured based on the number of BGSU employees. The BG@100 team also gathered information from other universities using PeopleSoft HCM to validate that a system of adequate proportion was being put into place.
Q: If I don't work with a computer, how will I get time to access my paycheck online?
A: If you do not have access to a computer at your work location, check with your supervisor to see what computer you may have access to and at what time it would be convenient for you to use it to see your pay advice. The ITS Computer Labs are available for those who do not have a computer at their work location. The Office of Human Resources also has computers available and can provide

assistance to those who would like guidance in accessing their online pay advice.