
View Paycheck & Leave Balances

View 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 pages 2-3 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
<http://www.fa.ufl.edu/departments/payroll-tax-services/>

HRS Benefits: 352-392-2477
central-leave@ufl.edu – for leave inquiries
<http://hr.ufl.edu/benefits/leave/>

Additional resources are available at the [Time and Labor toolkit](#)

Example Paycheck



UNIVERSITY OF FLORIDA

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University of Florida
33 Tigert Hall, P.O. Box 113201
GAINESVILLE, FL 32611

Pay Group: E12-Exempt - 12 mo. appointment
Pay Begin Date: 06/22/2012
Pay End Date: 07/05/2012

Business Unit: UFLOP
Advice #: 000000004994563
Advice Date: 07/13/2012

Justin Time
42066 NW TIME ROAD
GAINESVILLE, FL 32611

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Employee ID: 41830000
Department: 62010700-HR-TRAINING-DEVELOPMENT
Location: MAIN CAMPUS
Job Title: HUMAN RESOURCES, CRD 2
Pay Rate:

TAX DATA: Federal FL State
Marital Status: Married n/a
Allowances: 1 0
Addl. Percent: 3
Addl. Amount:

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HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Holiday	24.881509	8.00	199.05	40.00	989.34	Fed Withholding	164.60	2,261.35
115-Regular TEAMS (S)	24.881509	56.00	1,393.36	922.00	22,800.32	Fed MED/EE	26.65	368.75
185-Vacation Used	24.881509	16.00	398.10	56.00	1,385.47	Fed OASDI/EE	77.19	1,068.11
270-December Personal Leave			0.00	64.00	1,576.64			
195-Sick Leave Used			0.00	30.00	739.05			
TOTAL:		80.00	1,990.51	1,112.00	27,490.82	TOTAL:	268.44	3,698.21

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BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
AvMed Health Plan Before Tax	90.00	1,170.00				AvMed Health Plan Before Tax	531.67	6,911.71
United Dental HMO	20.99	272.87				State Life Plan Before Tax	2.27	29.51
Medical Reimbursement Account	41.67	541.69				FRS Pension Plan	97.73	1,349.81
FRS Pension Plan	59.72	824.70				Employer Tax Savings to DSGI	11.67	151.86
Parking UF Pretax	0.00	75.00						
TOTAL:	212.38	2,884.26	TOTAL:	0.00	0.00	*TAXABLE		

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	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,990.51	1,778.13	268.44	212.38	1,509.69
YTD	27,490.82	24,606.56	3,698.21	2,884.26	20,908.35

LEAVE	Beg Balance	Additions	Deductions	End Balance
Vacation	306.128	13.538	24.000	295.666
Sick Leave	198.950	8.000	0.000	206.950

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NET PAY DISTRIBUTION	
Account Type	Deposit Amount
Advice #000000004994563 Checking	1,509.69
TOTAL:	1,509.69

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MESSAGE:

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. Leave balances for the current pay period, and earlier pay periods, can also be viewed through myUFL > My Self Service > Payroll and Compensation > View Leave History.
- 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/>