




Managing Your Electronic Earnings Statements

From the MI HR Gateway (www.michigan.gov/selfserv) you have electronic access to your last 40 earnings statements from virtually anywhere Internet access is available. Simple instructions for on-line viewing, saving, or printing statements are provided below.

How to View Your Earnings Statement Online

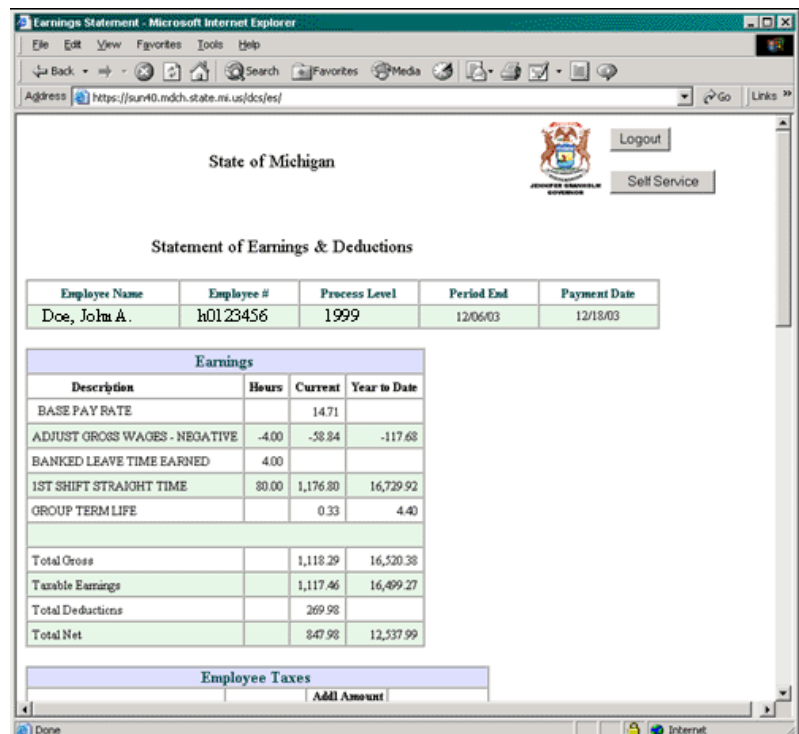
On the Gateway page, the Earnings Statement icon goes directly to your statements, or you can log into your Self-Service account (from Work or Home) and then use the Earnings Statement link under the Pay menu.

Either way, after you enter your User Name and Password, your All Payments table displays. The most recent statement is always at the top of the list. Click the purple diamond to the left of the statement you wish to view.

All Payments for Employee's Name Dec 18, 2003 - Nov 20, 2003				
Details	Payment Date	Period End Date	Gross Pay	Net Pay
	12/18/03	12/06/03	1,118.29	847.98
	12/04/03	11/22/03	1,118.29	847.97
	11/20/03	11/08/03	1,118.29	847.98

If you use the Earnings Statement icon, your statement opens in a new window (see picture at right). Access to your Self-Service account is available by clicking the Self-Service button in the upper right-hand corner of your screen. To log out, click the Logout button. Make sure to log out completely by closing ALL your browser windows.

If you access your earnings statement from inside your Self-Service account, the earnings statement opens in the same window.



Employee Name	Employee #	Process Level	Period End	Payment Date
Doe, John A.	h0123456	1999	12/06/03	12/18/03

Earnings			
Description	Hours	Current	Year to Date
BASE PAY RATE		14.71	
ADJUST GROSS WAGES - NEGATIVE	-4.00	-58.84	-117.68
BANKED LEAVE TIME EARNED	4.00		
1ST SHIFT STRAIGHT TIME	80.00	1,176.80	16,729.92
GROUP TERM LIFE		0.33	4.40
Total Gross		1,118.29	16,520.38
Taxable Earnings		1,117.46	16,499.27
Total Deductions		269.98	
Total Net		847.98	12,537.99

Employee Taxes	
	Add Amount

Saving Earnings Statements Electronically

Self-Service automatically saves your last 40 statements online for you (a year and a half's worth). If you like, you can also save a statement copy yourself on a disk or on your personal computer, or paste statement content in a Word document, or an Excel spreadsheet.

How to save a statement electronically: If you have Adobe PDF Writer software, right-click on the open statement and then select 'Print' from the menu that appears. On the print menu, select Adobe PDF. When you click the print button, you will be prompted to name the file and select where you want it saved.

If you don't have Adobe Writer software, login from the Earnings Statement icon, open the statement, click File, then click Save As. At the prompt, select where you want it saved, name the file and choose Web Archive, Single File (*.mht) as the file type.

How to save statement content in Word or Excel: Highlight the statement text starting from the header "Statement of Earnings & Deductions" to the end of the "Leave Balances" box (do not include the State Seal or the [Back](#) link at the end of the page). Now right click on the statement and select 'Copy' from the pop-up menu. You can now paste the data in Word or Excel. Both Word and Excel can be manipulated to format font size, margins, column width, etc.

How to Print an Earnings Statement

Right click on the open statement and select 'Print' from the menu that appears. Your browser font size, your printer settings, and your total number of deduction lines all affect the length of your statement and thus the number of pages that may print. If the Print screen has a 'Preferences' button, you can click it and choose the '2 pages per sheet' option under Layouts. This will reduce most employee statements to a single page.

Go Green! Save Trees! Use online statements whenever possible!

IMPORTANT:

Do not save personal documents, like earnings statements, on state issued computers or shared kiosk computers.

If you save your information to a disk, PLEASE REMOVE YOUR DISK BEFORE LEAVING THE COMPUTER!

Remember to log out and close ALL browser windows when you are done working in MI HR Self-Service.