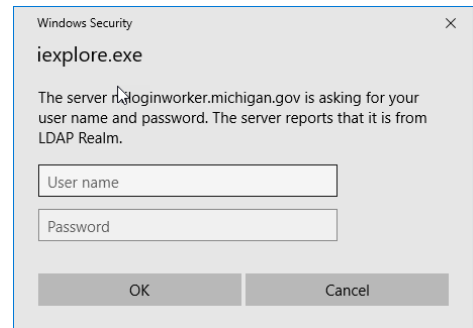


Managing Your Electronic Earnings Statements

State of Michigan employees can view, download, or print earnings statements online. Each new statement is available the Friday before pay day and stays online for 40 pay periods (1.5 years).

Viewing Earnings Statements Online

From the [HR Gateway](#) page, click the Earnings Statement icon. You can also log into your HR Self-Service account and use the Earnings Statement bookmark under the Pay menu. The following pop-up will appear:



Enter your User Name ('h' ID) and Password to view your statements; the most recent statement is always at the top. Click the purple diamond to the left of a payment date to view that statement in detail.

All Payments for Employee's Name				
Close your browser completely when you are done!				
Apr 4, 2019 - Oct 5, 2017				
Details	Payment Date	Period End Date	Gross Pay	Net Pay
◆	04/04/19	03/23/19	3,049.65	1,902.77
◆	03/21/19	03/09/19	3,049.62	1,902.76
◆	03/07/19	02/23/19	3,049.63	1,902.77

The selected statement opens in a new window (see below).

Please Note

Year to Date Totals may not add up on each statement

- Earnings and Year to Date totals only appear for compensation types used in that pay period (Annual Leave, Sick Leave, etc.)
- Total Gross Year to Date earnings include **all** earnings for the year

Logging Out

Click the Logout button and then close **ALL** your browser windows.

Logout
Self Service

State of Michigan

Statement of Earnings & Deductions

Viewing this online? Close your browser completely when you are done!

Employee Name	Employee #	Process Level	Period End	Payment Date
Test Employee	h7654321	1999	03/23/19	04/04/19

Earnings			
Description	Hours	Current	Year to Date
BASE PAY RATE		38.07	
ANNUAL LEAVE	0.50	19.04	1,389.57
1ST SHIFT STRAIGHT TIME	74.25	2,826.71	15,523.09
SICK LEAVE	5.25	199.88	1,894.02
GROUP TERM LIFE		4.02	28.14
Total Gross		3,049.65	22,547.44
Taxable Earnings		2,529.63	17,707.35
Total Deductions		1,142.86	
Total Net		1,902.77	14,515.92

Employee Taxes

Downloading Earnings Statements

Microsoft Excel: Right-click on the open statement and click Export to Excel, you will need to re-enter your credentials before the export occurs.

PDF: Go to File, Print (Ctrl + P) and Select Microsoft Print to PDF. When you click Print it will prompt you to indicate where you want the file saved. Once saved you can navigate to its location and open it to view and or print as needed.

Microsoft Word: 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). Right click on the highlighted area and select ‘Copy’ from the pop-up menu. Paste the data into Word and format as desired.

Other: Go to File and click Save As (Ctrl + S). Navigate to where you want it saved, name the file, and choose Web Archive, Single File (*.mht) as the file type.

Printing an Earnings Statement

Right click on the open statement and click ‘Print’. Browser font size, printer settings, and total number of deduction lines affect the length of your statement and the number of pages that will print.

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 download statements, REMOVE YOUR FLASH DRIVE BEFORE LEAVING THE COMPUTER!

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