# **PAYROLL IN PRISM**

This file explains how to locate payroll information in PRISM.

It includes directions on how to:

- Find and print your pay stub (previously known as your earnings report or "blue thing" – page 2 to 11
- Find calendar year-to-date information on:

Hours worked and gross earnings – page 12 to 17 Vacation/Sick time taken and balance available – page 18 to 22 Personal time available – page 23 to 28 Deductions/College Contributions – page 29 to 34 Tax Forms/Filing Status – page 35 to 38

To access your earnings report via PRISM you will need two pieces of information – your Banner ID (for hourly employees this is on your time card and begins with '98') and your Personal Identification number (PIN). Your PIN will be either mailed to your home address within your first week of employment or emailed to you if you have an email address. To reset a lost/forgotten PIN, you must either contact Human Resources or submit a written request, via email, to the College's Help Desk. Your new PIN will be emailed to your primary email address of record. If no email is on record, a letter will be mailed to your home address of record the following business day. If you are student and have a problem with your PIN please contact the Registrar's office.

## **Accessing Pay Stub/Earnings Report**

Log on to the Saint Mary's home page.

On the Saint Mary's Home Page, click on PRISM.



#### At the next screen click Enter Secure Area.



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For Prism FAQs and help with login Problems click here.		
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You are now at the User Login screen. Enter your ID number and your pin number. Click "Login".

First time users – the PIN default if your date of birth (i.e. 032375). You will then be prompted to enter and verify a new PIN. See page 1 for complete instructions regarding your PIN.

You should now be at the Main Menu.

## Click Employee.

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#### Click Pay Information.



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The Pay Stub Year should automatically come up with the current year. If it doesn't, or you wish to view an earnings report from a prior year, click the drop down arrow and select the year you wish to view.

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Pay stubs (earnings reports) are listed by pay date. The most recent pay stub is the first pay stub listed. Click on the **<u>date of the pay stub</u>** you wish to view.

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c 07, 2001 Nov 28, 2001	Dec 01, 2001	1,132.00	773.37			
23, 2001 Nov 04, 2001	Nov 17, 2001	1,132.00	773.37			
/ 09, 2001 Oct 21, 2001	Nov 03, 2001	1,713.92	1,199.04			
26, 2001 Oct 07, 2001	Oct 20, 2001	1,078.40	734.17			
12, 2001 Sep 23, 2001	Oct 06, 2001	1,128.95	771.14			
p 28, 2001 Sep 09, 2001	Sep 22, 2001	1,346.25	930.12			
14, 2001 Aug 26, 2001	Sep 08, 2001	1,459.21	1,005.26			
31, 2001 Aug 12, 2001	Aug 25, 2001	1,186.71	828.03			
17, 2001 Jul 29, 2001	Aug 11, 2001	1,078.40	734.16			
03, 2001 Jul 15, 2001	Jul 28, 2001	1,144.12	782.25			
20, 2001 Jul 01, 2001	Jul 14, 2001	1,078.40	734.16			
06, 2001 Jun 17, 2001	Jun 30, 2001	1,078.40	735.13			
22, 2001 Jun 03, 2001	Jun 16, 2001	1,128.95	772.17			
08, 2001 May 20, 2001	Jun 02, 2001	1,390.24	963.56			
25, 2001 May 06, 2001	May 19, 2001	1,036.83	705.85			
11, 2001 Apr 22, 2001	May 05, 2001	1,027.20	682.07			
27, 2001 Apr 08, 2001	Apr 21, 2001	1,027.20	682.07			
13, 2001 Mar 25, 2001	Apr 07, 2001	1,027.20	682.07			
30, 2001 Mar 11, 2001	Mar 24, 2001	1,027.20	695.57			
16, 2001 Feb 25, 2001	Mar 10, 2001	1,027.20	682.07			
02, 2001 Feb 11, 2001	Feb 24, 2001	1,126.77	754.99			
16, 2001 Jan 28, 2001	Feb 10, 2001	1,234.31	833.77			
02, 2001 Jan 14, 2001	Jan 27, 2001	1,463.82	1,003.49			
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The next two pages show what your pay stub (earnings report) will look like. The pay stub is divided into four parts.

The first part is a summary of your gross earnings, your deductions, the net pay deposited into your bank account and the contributions the college makes on your behalf.

The second section shows the bank or banks your earnings are deposited into and whether they are savings or checking

The third section lists the hours you were paid (regular, vacation, sick, etc), your hourly rate and the gross pay for each type of hour.

The final section lists the deductions that are taken from your gross earnings and the contributions the college pays.



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Earnings				
Туре	Hours	Rate	Amount	
Regular Pay		68.00		680.00
Vacation Pay		8.00		80.00
Sick Pay		4.00		40.00
Overtime Pay		3.00		45.00
Benefits or Deductions				
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HumanaDental			7.96	7.97
Medical - Flexible Spending Account			25.00	
Emeriti Retiree Health			.00	9.00
Social Security Tax			48.22	48.22
Federal Tax			8.04	.00
Advantage Health Plan without Point of Se	ervice - Plan F1		30.96	123.84
Indiana State Tax	←		25.13	.00
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Basic Life Insurance			.00	6.00
The Hartford Insurance - Long Term Disa	bility		.00	.93
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To print this report click "File", move your cursor to "Print" and click. At the bottom of the print display, click "Print" again.

Click the **Employee** tab to return to the Main Menu.

## Hours Worked/Gross Earnings

# Click **Employee**.

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### Click Pay Information.

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#### Click Earnings History.

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You need to enter the dates you wish to look at. You can go back as far as January 2001 – when we first started on Banner – thru the current date.

Use the **drop down boxes** to select the beginning ("From") month and year and also the ending ("To") month and year.

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The earnings history screen shows every type of hours you have been paid. View a specific type of hour by click on that hour type. For example, to view your regular hours, click on **Regular Pay**.

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The earnings detail will show you the number of **hours you have worked and the gross pay** you have received for those hours for the period you selected.

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Choose a date range and then select Display.	
March       1,480.00       148.00         TOTAL       3,880.00       388.00         From Date:       January       2009         To Date:       March       2009         Display       Display	
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Click on **Employee** tab to return to the Main Menu.

## Vacation/Sick Time

Click Employee.

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# Click Time Off Current Balances and History

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The leave balance screen shows you a summary of your sick and vacation hours. You will first see the Available Beginning Balance – the balance available before the beginning of the current pay period, the amount of leave you earned for the current pay period, the number of hours you took during the current pay period and the balance you have left. Sick hours available balance is from your date of hire. Vacation hours available balance is as of September 1<sup>st</sup> of the previous year. Earned hours for sick and vacation are as of September 1<sup>st</sup> of the previous year. Taken hours are as of September 1<sup>st</sup> of the previous year.

This is the screen you will look at if you are planning to take time during the next pay period – you just need to look at the last column – **Available Balance**.

If you want to see the leave information by pay period click on the type of leave you wish to view – sick or vacation.

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This screen shows you the pay date, the pay period begin day, the pay period end date, the number of hours earned/accrued and the number of hours taken. If you continue to click on **Previous Year** you will see the hours all the way back to January 2001.

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Click Leave Balances to return to "View Leave Balances" to check remaining leave balances.

## Personal Time – available to full time employees only.

## Click Employee.

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#### Click Pay Information.

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<u>Use the drop down box to select</u> **June 2008** for the From Date. June 1<sup>st</sup> is the date that Personal time hours start over for the new fiscal year which runs from June 1<sup>st</sup> thru May 31<sup>st</sup>.

Use the drop down box to select the current month and year for the To Date.

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This screen will show you the number of personal hours you have taken for the current fiscal year.

You are allowed up to one week of personal time every fiscal year (June 1<sup>st</sup> thru May 31<sup>st</sup>). If your schedule is 40 hour per week you are allowed 40 hours, if your schedule is 37.50 hours per week you are allowed 37.50 hours and if you are schedule is 35.00 hours per week you are allowed 35 hours. Subtract the number of hours taken from the total number of hours you work during one week and you will have the number of personal hours you have left.

# Reminder – you must have available sick hours to use personal time. If you do not have enough sick hours available to cover the personal time taken, you will not be paid the personal time.

In this example, the employee works 40 hours per week. They have taken 1 hour therefore they have a personal balance of 39 hours available to use thru May 31<sup>st</sup>. Make sure you look at the **hours taken** not the gross pay.

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Click **Employee** to return to the Main Menu.

## **Deductions/College Contributions**

#### Click Employee.



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### Click Pay Information.

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You need to enter the dates you wish to look at. You can go back as far as January 2001 – when we first started on Banner – thru the current date.

Use the **drop down boxes** to select the beginning ("From") month and year and also the ending ("To") month and year.

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The deduction summary screen shows every deduction that has been taken on your behalf. View a specific type of deduction by clicking on that deduction. For example, to view the Health plan, click on **Advantage Health Plan**.

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Deductions Summary					
Q Select a deduction to access history information.					
Deduction History from January 2009 to March 200	9				
Deduction Type	Employee Deduction Emplo	yer Deduction			
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Basic Life Insurance Emeriti Retiree Health	.00 .00	12.00 45.00			
Basic Life Insurance Emeriti Retiree Health Federal Tax	.00 .00 22.20	12.00 45.00 .00			
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Advantage Health Plan without Point of Service - Plan E1				
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History End Date: March 200	<b>↓</b>			
Year Month Personal Deduction Employe	er Contribution			
2009 January 30.96	123.84			
February 61.92	247.68			
March 61.92	247.68			
TOTAL 154.80	619.20			
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This will show the health plan for the dates you selected. It shows how much was deducted from your pay per month and also **the amount the college has paid per month** for your health plan.

## Tax forms/Filing Status

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