



ANTELOPE VALLEY  
HOSPITAL  
A facility of Antelope Valley Healthcare District

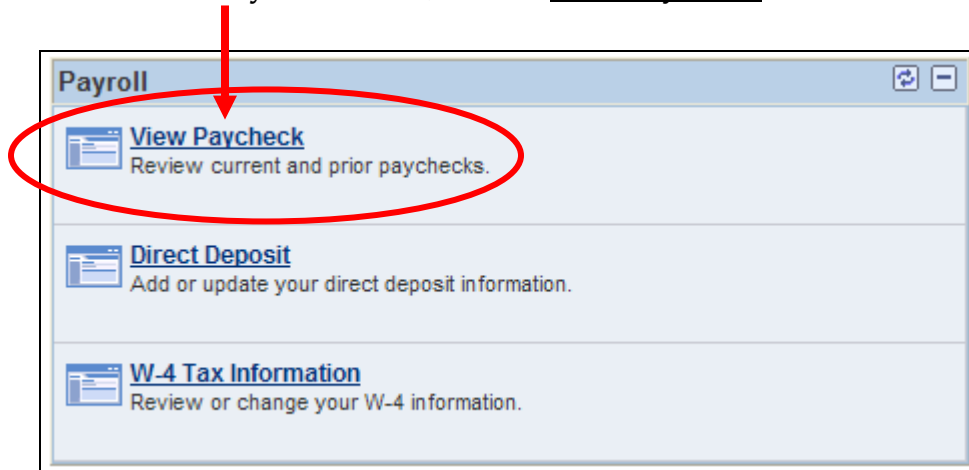


Self-Service Center

# Employee Self-Service Quick Reference Guide View and / or Print Your Pay Statement

## View and Print Your Pay Statement

- Effective June 19, 2014, direct deposit pay statements will only be available in Employee Self-Service. Direct deposit pay statements will not be printed by Payroll nor handed out to employees.
- You can view your pay statements and print a copy of your pay statements using [Self-Service](#).
- To view and/or print a copy of your pay statement, sign in to [Self-Service](#).
  - In the **Payroll** window, click on **View Paycheck**.



- Click on the **Check Date** on the left that you want to view/print. A new internet window opens to display the pay statement. **You must turn off internet browser POP-UP blockers in**



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order to see your pay statement online and/or any other PDF documents accessed via Self-Service.

- **If you are using Internet Explorer** and receive the 'Pop Up blocked' message, click on the 'Pop Up blocked' message, and then click on the 'Temporarily Allow Pop-ups' or the 'Always Allow Pop-ups from this site' option.
- **If you are using Mozilla Firefox** and receive the 'Firefox prevented... a pop-up window' message, click on the 'Option' button and select the last option to see your pay statement.
- **If you are using Apple Safari** and nothing occurs after you click on the pay check date link, within your browser window, click on Safari and make sure that the 'Block Pop-Up Windows' option is **not** selected (i.e., does not have a checkmark next to it). Remove the checkmark to view your pay statement.
- **If you are using Google Chrome** and the blocked pop-up alert icon appears in the address bar, click on the icon to see the pop-ups that have been blocked for that page. To allow pop-ups, click the link for the pop-up you'd like to see. To always see pop-ups for the site, select "Always show pop-ups from [site]."



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**View Paycheck**  
Peppermint Patty  
Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2014-04-10	Antelope Valley Hospital	02/09/2014	02/22/2014	\$1533.79	9444	<input checked="" type="checkbox"/>

[Return to Employee Dashboard](#)

- Click on the **Printer Icon**  in the new window to print your pay statement.
  - **TIP:** Print the pay statement using **Portrait format**.




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Antelope Valley Hospital 1600 W Avenue J Lancaster CA 93534		Pay Group: AVH-AVH Employees Pay Begin Date: 02/09/2014 Pay End Date: 02/22/2014		Business Unit: AVHBU Check #: 0000000009444 Check Date: 04/10/2014				
Peppermint Patty 1 Main Street Lancaster CA 93536		Employee ID: 000041 Department: 006010-Critical Care Unit Location: Hospital - Main Job Title: RN-Critical Care Pay Rate: \$15.000000 Hourly		<b>TAX DATA:</b> Federal CA State Marital Status: Married H-W-H Allowances: 10 0 Adtl. Percent: Adtl. Amount:				
HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Double Time	30.000000	3.50	105.00	8.00	410.10	Fed Withholding	8.86	1,328.26
Evening Shift Differential	2,250.0000	59.50	133.88	107.50	241.88	Fed MED/EE	31.01	150.52
In House Rgstry at 1.5	22,500.0000	8.00	180.00	12.00	383.40	Fed OASDI/EE	132.59	643.59
Overtime	22,031.2500	4.00	104.06	24.00	917.17	CA Withholding	45.25	526.53
Regular Pay	15.000000	60.00	900.00	248.00	7,273.20	CA OASDI/EE	21.38	103.80
Weekend Differential	15.000000	12.00	180.00	12.00	180.00			
Overtime Class	15.000000	12.00	180.00	16.00	240.00			
Overtime	15,741.591	9.00	141.97					
PTO Adjustment		44.00	0.00	78.90	0.00			
SSL Adjustment		11.94	0.00	57.61	0.00			
Call Back Guarantee			0.00		0.00			
Change Pay			0.00	24.00	81.36			
Night Shift Differential			0.00	12.00	60.00			
<b>TOTAL:</b>		<b>222.94</b>	<b>1,965.91</b>	<b>600.01</b>	<b>9,862.71</b>	<b>TOTAL:</b>	<b>239.09</b>	<b>2,782.76</b>
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Medical	29.76	89.28	DP Med	111.30	483.00	Medical	161.00	483.00
Dental	3.28	9.84	DP Den	8.49	51.12	Dental	17.04	51.12
			Cafeteria	32.52	54.08	DP Med*	191.80	575.40

- Click on  to close the new window when you have finished viewing the pay statement.



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Overtime	22.031250	4.00	104.06	24.00	917.17	CA Withholding	45.25	526.53
Regular Pay	15.000000	60.00	900.00	248.00	7,273.20	CA OASB/EE	21.38	103.80
Weekend Differential	15.000000	12.00	180.00	12.00	180.00			
Orientation Class	15.000000	12.00	180.00	16.00	315.60			
Overtime	15.741591	8.00	182.97		0.00			
PTO Adjustment		44.00	0.00	78.90	0.00			
SSL Adjustment		11.94	0.00	57.61	0.00			
Call Back Guarantee			0.00		0.00			
Change Pay			0.00	24.00	81.36			
Night Shift Differential			0.00	12.00	60.00			
<b>TOTAL:</b>		<b>222.94</b>	<b>1,968.91</b>	<b>608.01</b>	<b>9,862.71</b>	<b>TOTAL:</b>	<b>210.09</b>	<b>2,782.70</b>

- The AVH system uses **Adobe PDF** to display your pay statement (Adobe PDF is on AVH computers). You may need to download and install **Adobe PDF** in order to view pay statements on your home computer.
- You can view pay statements issued **as of June 5, 2014 and forward** in Employee Self-Service.
- Pay statements are displayed indefinitely.
- Contact Payroll if you need a copy of a pay statement dated **prior to June 5, 2014**.
- **Pay statements are available for viewing starting on the applicable pay day.**



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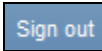



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## Sign Out of Self-Service

- Go to the top right corner of **Self-Service** and click on **Sign Out** 
  - **Important:** To prevent others from viewing confidential information when using a shared or a public computer, **close your internet browser window AFTER** you sign out of **Self-Service**. To close your internet browser window, click .

## Who Do I Contact With Self-Service Questions?

Please provide detailed information when you contact one of the following email addresses with Self-Service questions. Also provide a primary and secondary means of contacting you.

- Contact [payroll@avhospital.org](mailto:payroll@avhospital.org) with Payroll Self-Service questions.
- Contact [hrselfservice@avhospital.org](mailto:hrselfservice@avhospital.org) with HR Self-Service questions.
- Contact the IT Help Desk with computer-related questions for AVH-owned equipment and Self-Service User ID and password questions.



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## Your New Pay Statement

Starting June 5, 2014, your pay statement has a new look: there's more information that's easier to find and easier to understand. Review the sample new pay statement below. See the next page for an explanation of the data associated with the circled numbers.

<b>Antelope Valley Hospital</b> 1600 W Avenue J Lancaster CA 93534		Pay Group: AVH-AVH Employees Pay Begin Date: 02/09/2014 Pay End Date: 02/22/2014		Business Unit: AVHBU Check #: 00000000009444 Check Date: 04/10/2014																																																																																																																																					
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**ANTELOPE VALLEY  
HOSPITAL**  
A facility of Antelope Valley Healthcare District



Self-Service Center

# Employee Self-Service Quick Reference Guide

## View and / or Print Your Pay Statement

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### 1. Name and Mailing Address

This is your name and mailing address on record at AVH. If the address information is not correct, sign in to **Self-Service** and enter the correct address information.

### 2. Pay Group and Business Unit

The Pay Group and Business Unit boxes designate important information for Payroll processing. The Pay Begin Date and Pay End Date designate the pay period dates. The Check Date and Check Number displays in this area.

### 3. Employee ID, Department, Location

Employee ID is the same as your Teletime ID, preceded by a zero ('0'). Employee ID preceded by a zero is also your **Self-Service** User ID. Your department, work location, job title, and pay rate display in this section.

### 4. Tax Data

Federal and State withholding allowances, marital status, and additional withholding amounts as of the check date display. Sign in to **Self-Service** to update Federal and State withholdings.

### 5. Hours and Earnings

This section lists the paid hours worked, time off, bonuses, premiums, shift differentials, and the corresponding earnings code (Pay Codes). Overtime and overtime subject to the FLSA rate are also displayed. Go to **Self-Service** to see a detailed listing and explanation of ADP (old) to PS (new) Pay Codes (the document is called KRONOS Pay Codes).

### 6. Taxes

Tax withholding codes: Fed Withhold (Federal Withholding Tax), Fed MED/EE (Medicare Tax), Fed OASDI/EE (Social Security), CA Withholding (California State Withholding Tax), CA OASDI/EE is State Disability Insurance.

### 7. Before and After Tax Deductions

Before-tax deductions are amounts you contribute to pay for certain benefits (e.g., health, retirement, FSA) **before** your payroll taxes are calculated. Before-tax deductions reduce your gross taxable base. After-tax deductions are amounts deducted **after** your payroll taxes are calculated (e.g., garnishments, charitable contributions, union dues, gift shop). Go to **Self-Service** and refer to the KRONOS Pay Codes to see a detailed listing and explanation of ADP (old) to PS (new) Deduction Codes.

### 8. Employer Paid Benefits

This section displays AVH's contributions to your benefits coverage. Employer Paid Benefits are **not** deductions taken from your pay. Certain employer-paid coverage is taxable. The amount that is considered taxable (also called imputed income) is indicated with an asterisk (\*). Domestic partner coverage is a taxable benefit.

### 9. Total Gross, Fed Taxable Gross, Taxes, Total Deductions, Net Pay

This section displays your current and year to date (YTD) earnings (gross), taxes, before and after-tax deductions, and net pay.

### 10. Paid Time Off (PTO)/ Sick Leave (SSL) Accruals

This section lists your current paid time off and sick leave accrual balance.

### 11. Net Pay Distribution

This section lists how your net pay is distributed; either issue check, **or** to one or more direct deposit savings and / or checking accounts. The total of these distributions equals your net pay. Sign in to **Self-Service** to sign up for direct deposit, or to change direct deposit accounts and amounts.

### 12. Message

Important messages from AVH may periodically appear in this section.





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