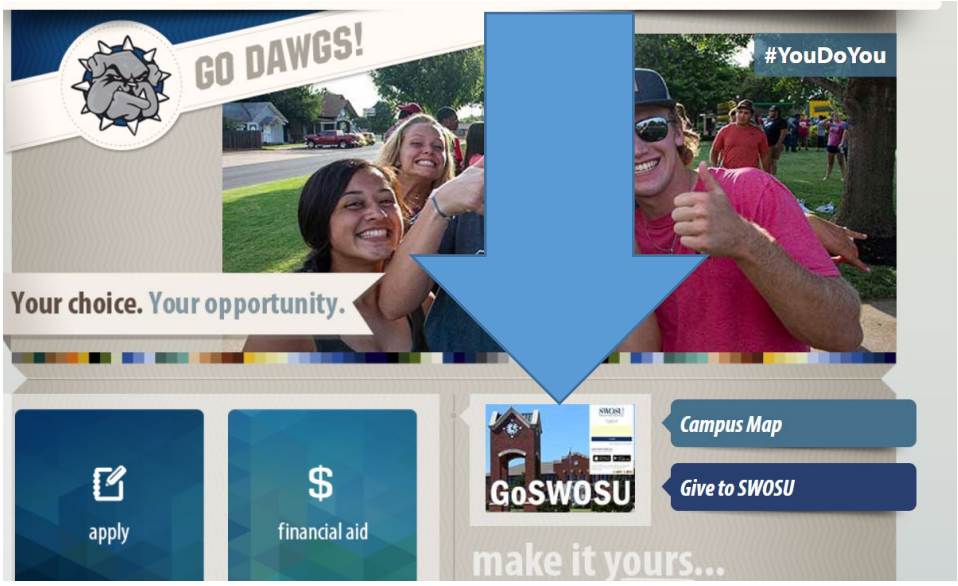
To View Earning Statements:

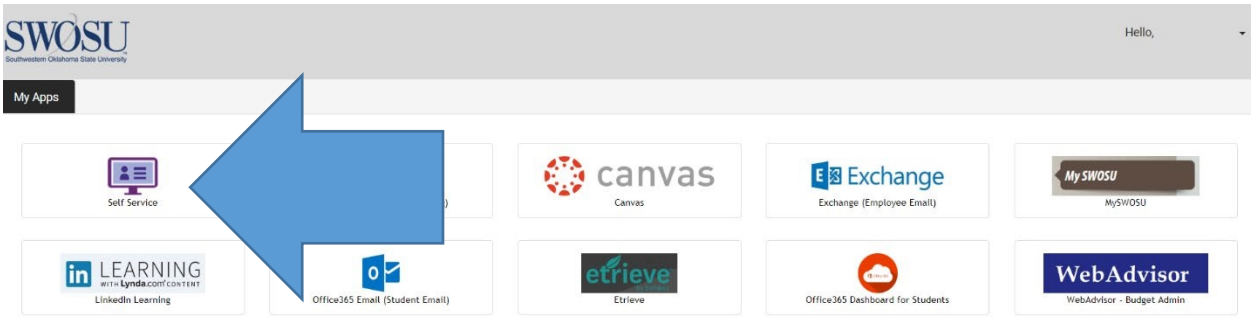
1. Go to www.swosu.edu and click on the Single Sign On Icon.



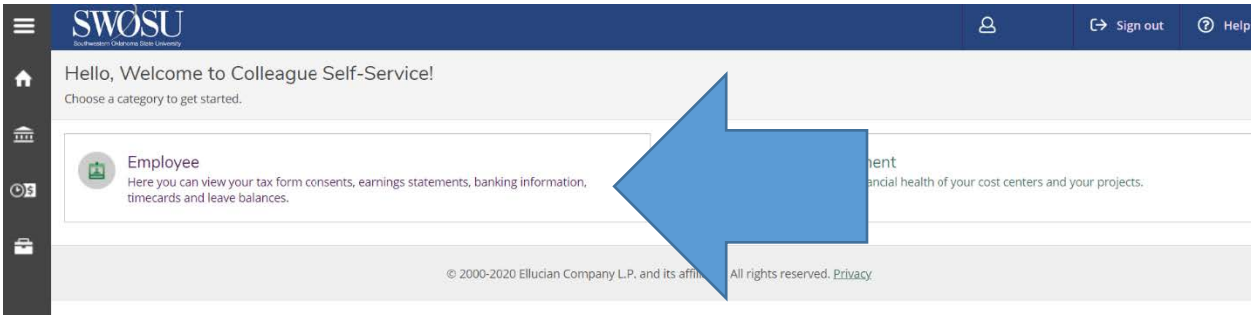
2. Sign in with your login credentials.

**If you are unable to login, please call the ITS Helpdesk at 580.774.7070 for assistance.*

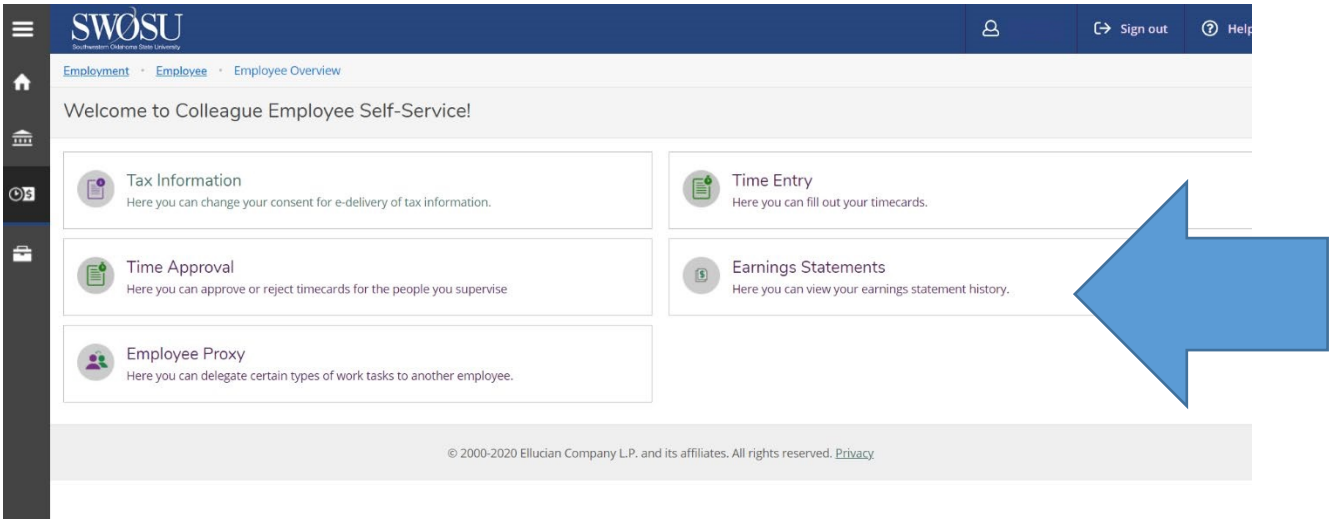
3. Click on the Self Service Icon.



4. Click Employee. (You may have more or less icons depending on your job function.)



5. Click Earning Statements. (You may have more or less icons depending on your job function.)



6. Here is an example of an earning statement: (Earning statements will be available 2 days before the employee's pay date.)

Earnings Statement

	Amt. This Period	Year to Date
Net Pay	**$816.69**	**$43,359.35**
Advice #	000373	

Ellucian University
4375 Fair Lakes Court
Fourth Floor
Fairfax, VA 22033

Period Beginning: 4/1/2019
Period Ending: 4/15/2019
Pay Date: 4/30/2019

Employee: Duke The Bulldog
100 Campus Dr.
Weatherford, OK 73096

Employee ID: 0005292

Position: Awesome Mascot

Federal Withholding Status:	Single
State Withholding Status:	Not Applicable
Federal Exemptions:	0
State Exemptions:	0
Add'l Federal Withholding:	$0.00
Add'l State Withholding:	$0.00

Earnings

Earnings Type	Hours	Rate	This Period	Year To Date
Holiday	2.00	$17.5000	$35.00	$175.00
Regular Pay	40.45	$17.5000	$707.88	$3,322.73
Regular Pay - Stipend	-	-	-	$100,000.00
Additional Hrs Non-Pensionable	3.75	-	$65.63	$131.26
Overtime @ 1.5x	15.00	-	$396.82	$1,158.85
Sick Leave Pay	-	-	-	$420.00
Annual Leave Pay	4.00	$17.5000	$70.00	$630.00
		Total Gross Pay	**$1,275.33**	**$105,837.84**

Taxes, Benefits, and Other Deductions

	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Taxes						
Medicare Portion - FICA	$18.84	$1,536.39	$18.84	$1,536.39	$1,298.97	$105,957.99
Fica Withholding-Oasd-Ssn	$80.54	$6,569.40	$80.54	$6,569.40	$1,298.97	$105,957.99
Federal Withholding - Single	$113.23	$28,500.93	-	-	$1,169.31	$84,963.52
Virginia State Withholding	$49.32	$4,795.82	-	-	$1,169.31	$84,963.52
Benefits						
403(b) Roth GSRA	$90.69	$201.62	-	-	$1,298.97	$3,003.93
403(B) Voluntary Unmatched	$90.69	$17,863.12	-	-	$1,298.97	$104,378.47
Voluntary Retirement Plan Contribution W/ 3% Match	$38.97	$3,131.36	$38.97	$3,131.36	$1,298.97	$104,378.47
Totals	**$482.28**	**$62,598.64**	**$138.35**	**$11,237.15**		

Deposit Information

Bank	Account	Amount
Bank Name	1186	$816.69

Leave Used (In Hours)

Type	This Period	Remaining
Vacation/Annual Leave	4.00	44.00
Sick	0.00	16.00
Comp Time	0.00	0.00