

## Step-by-Step Instructions

### Zachry Business Use Case:

Employees can access and review their online payslips in Oracle HCM on Wednesday mornings; however, payment delivery should be expected on Thursdays. Payment timing depends on the ACH posting schedule of the employee's bank institution.

### Important Notes:

- If an employee does not set-up a payment method with a linked bank account, **a pay card will be issued by default.**
- Off-cycle pay will be delivered by Friday COB if corrections are received before 9AM CST on Thursday. Otherwise, adjustments will be processed on the following week's pay.
- Due to more accurate employee location tracking in Oracle HCM, taxes will be adjusted for employees.
- Non-taxable per diem will now be included in the employee's paycheck as a single payment method.
- Contact [Payroll@zachrygroup.com](mailto:Payroll@zachrygroup.com) for questions and support with pay issues.

### View Payslips

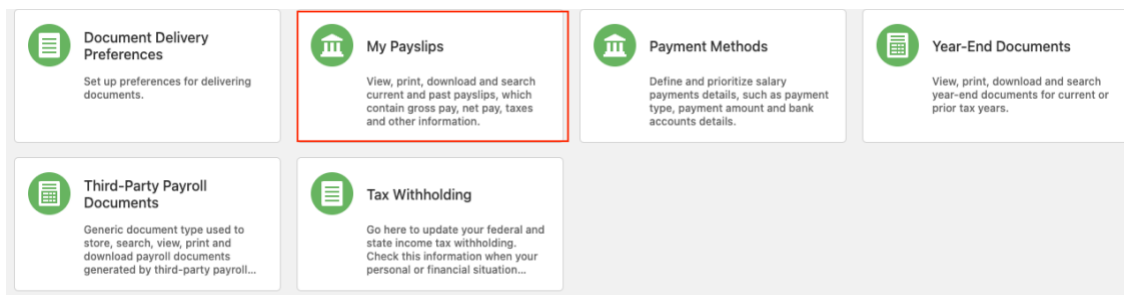
**Performed by:** Employee

1. Navigate to **Home page** and select the **Me** tab. Select the **Pay** app.

APPS



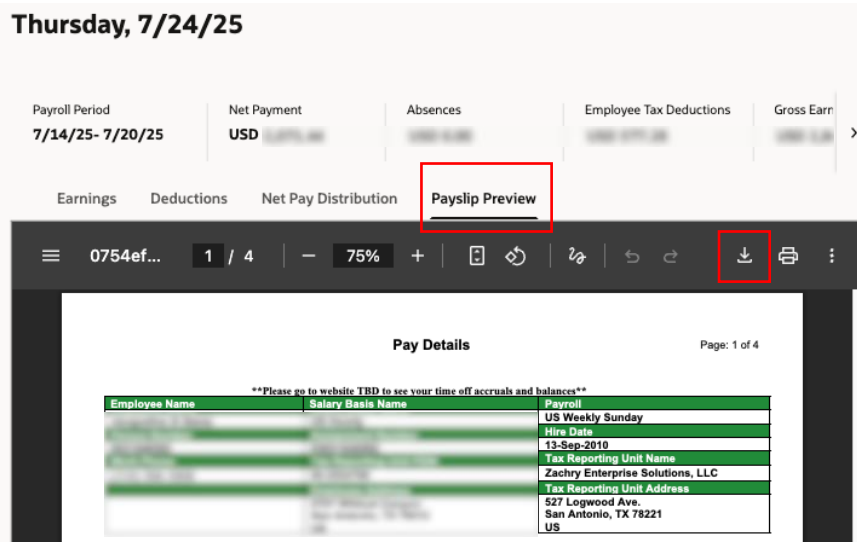
2. Select **My Payslips**.



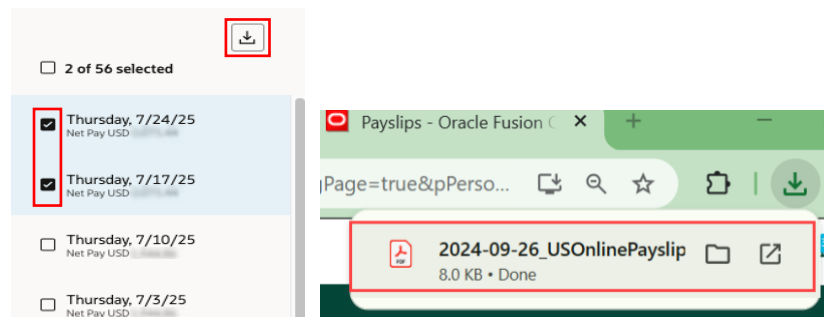
3. To view a payslip, check the box next to the associated pay date. Payslip details will be displayed in the right-hand side summary section. The **Earnings** and **Deductions** tabs provide detailed summaries and categories for amounts paid and deducted via a bar chart for comparison.
  - Four (4) payslips can be viewed on the bar chart at one time, displayed in date order, with the latest available date selected at the top.



- To preview the PDF payslip, select **Payslip Preview** above the bar graph section. Select the **download action icon** within the payslip preview window for a PDF file.



- The PDF file can be accessed from your web browser or in downloads folder on your computer. To download multiple payslips at once, check the boxes next to the payslip dates and select the download icon above the payslip selection section.



## PDF Payslip Detail Breakdown:

Summary		
Description	Current	Year to Date
Gross Earnings	0.00	38,633.25
Nonpayroll Payment	595.00	10,540.00
Pretax Deductions	0.00	346.05
Employee Tax Deductions	0.00	9,949.51
Voluntary Deductions	0.00	488.31
Net Payment	595.00	38,389.38

Earnings		
Description	Current	Year to Date
OT Time	0.00	15,137.25
OT Time Prem	0.00	14,550.75
Overtime Hours Prior Wk	0.00	357.00
Overtime Premium Prior Wk	0.00	178.50
Per Diem Non Taxable	595.00	10,540.00
Regular Hours	0.00	22,374.00

### Earnings Category examples:

- Gross Earnings = regular, overtime, taxable earnings
- Imputed Earnings = shows as paid but also shows in deductions
- Nonpayroll Payments = nontaxable per diem, expense reimbursement
- Employee Tax Deduction = Statutory like FIT, FICA, etc.
- Voluntary Deductions = see Other Deductions examples
- Pretax Deductions = see Pretax deduction examples
- Involuntary Deductions = garnishments, child support, credit debt, school load debt, etc.
- Domestic Assignment Premium

Hours		
Description	Current	Year to Date
OT Time Hours Worked	0.00	333.50
OT Time Prem Hours Worked	0.00	333.50
Overtime Hours Prior Wk Hours Worked	0.00	10.50
Overtime Premium Prior Wk Hours Worked	0.00	10.50
Regular Hours Hours Worked	0.00	714.00
Total Hours Worked	0.00	1,047.50

### Hours examples:

- Absence hours by type and based on eligibility
- Time and a Half (OT) hours
- Regular hours

Other Units		
Description	Current	Year to Date
Per Diem Non Taxable Other Units	1.00	1.00

Pretax Deductions		
Description	Current	Year to Date
Basic Medical	0.00	231.93
Enhanced Dental	0.00	100.26
Vision Plan	0.00	13.86

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	0.00	5,621.83
Social Security Employee Withheld	0.00	2,373.81
Medicare Employee Withheld	0.00	555.16
SIT Withheld (LA)	0.00	1,398.71

Pretax Deductions examples:

- Medical / Vision
- HSA contributions
- 401k contributions

Other Deductions		
Description	Current	Year to Date
Direct Deposit Adjustment (0)	0.00	425.22
Voluntary Accident Plan (0)	0.00	17.01
Voluntary Critical Illness Plan (0)	0.00	19.35
Voluntary Hospital Indemnity (0)	0.00	26.73

Other Deductions examples:

- United Way
- Fitness Center San Antonio
- Continuum Fund
- Home Office Purchases (Zebit)
- Voluntary Life
- 401k Loan
- PPE Consumables