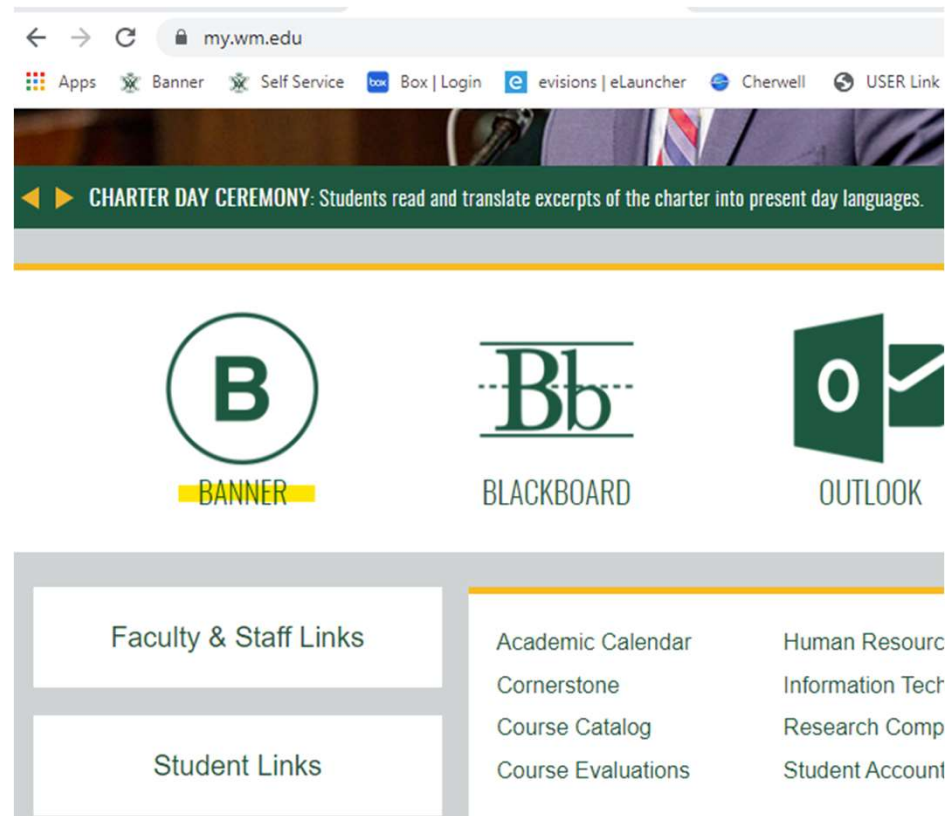

Payroll Department

UNDERSTANDING YOUR PAY

Presentation Objectives

- Where to find your pay information
- How to read your paystub
- Who to contact for pay related questions

1. Log into my.wm.edu.
2. Locate the Banner Icon.
3. Click the Banner Icon & it will direct you to login to the Banner Self-Service portal.



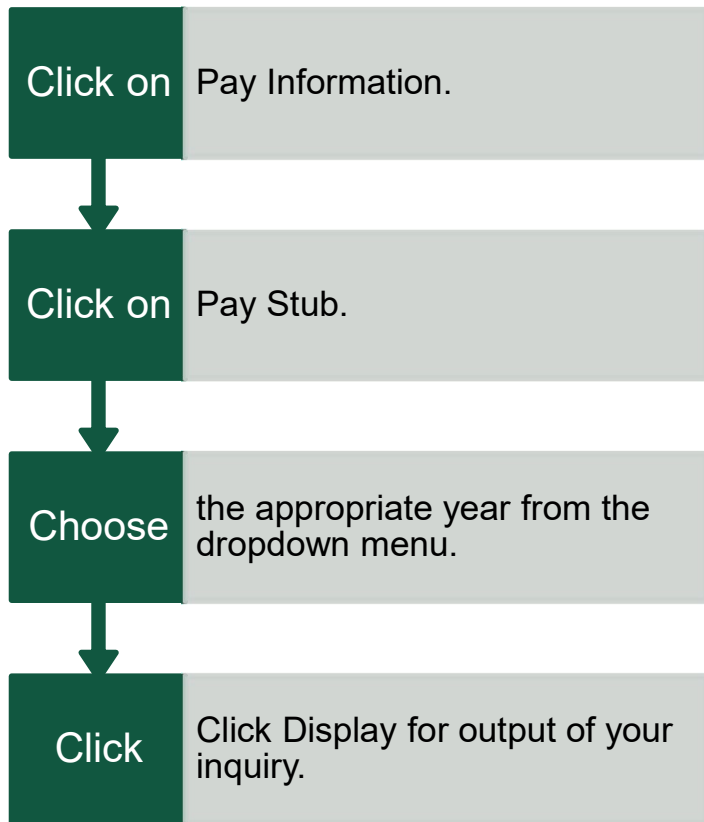
Where to find your pay information

1. Login with W&M SSO – Duo and it will prompt you to the main page.
2. After authenticating your account, you will see Personal Information and Employee Tabs.
3. Click the Employee Tab to review your pay related information.

The screenshot shows the William & Mary SSO login interface. At the top, the William & Mary logo and name are displayed, along with the text 'CHARTERED 1693'. Below the logo, the text 'User Login' is visible. A message prompts the user to click the 'Login with W&M SSO' button, enter their W&M Username and Password, and click Login. A button labeled 'Login with W&M SSO' is present. Below the button, the text 'RELEASE: 8.9.1' and a copyright notice for Ellucian Company L.P. are shown. At the bottom, a navigation bar contains three tabs: 'Personal Information', 'Employee' (which is highlighted), and 'Banner Password Reset'. The 'Employee' tab is selected, and the page content below it includes a link to 'Personal Information' and a description of the page's functionality: 'Update and view your addresses, phone numbers, emergency contacts, and campus wide emergency numbers; View e-mail address(es) and name and social security number change information.' Below this, the 'Employee' tab is selected, and the page content includes a link to 'Employee' and a description of the page's functionality: 'Time sheets, time off, benefits, leave or job data, paystubs, W-2 and VA-4 forms, W-4 data.'

Where to find your pay information

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



[Time Sheet](#)
[Sexual Assault Information](#)
Please Review! This link provides information for faculty and staff who have information about sexual violence or harassment involving a student or someone else.
[Benefits and Deductions](#)
Update or view your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions; Change your beneficiary information; Access open enrollment.

Pay Information
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)
Change W-4 information; View your W-2 Form or VA-4 Form.

[Time Off Current Balances and History](#)
View Employee Leave Balances
View the current leave balances of your direct reports

[Employee Forms](#)
Various Employee Forms

[Update Veteran Status](#)

PLEASE BE AWARE THAT ALL CHANGES MADE TO DIRECT DEPOSIT ACCOUNTS MAY TAKE UP TO TWO PAY PERIODS TO TAKE EFFECT.

[Direct Deposit - Banner 9](#)
[Duo Two-Factor Authentication Enrollment Instructions](#)
[Earnings History](#)
Pay Stub
[Deductions History](#)

Select Pay Stub Year

Select a year for which you wish to view your pay stubs and then click View Pay Stub Summary.

Pay Stub Year:

Paystub Output Overview

Banner ID: 931234567

Pay Date: Sep 01,2022

Employee: Jane B. Doe

Pay Period: Aug 10,2022-Aug 24,2022

Address: 123 Mockingbird Lane
Newport News, Virginia 23602-7468

Current Payment
Summary

Payment Summary Type

Gross Amount:	Current Period	YTD Amount
Total Personal Deductions:	\$1,940.95	\$32,848.29
Net Amount:	\$646.15	\$12,670.97
Total Employer Contributions:	\$1,294.80	\$20,177.32
	\$871.76	\$14,132.70

Earnings Taken During
The Pay Period

Earnings

Contractor	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount	
	Administrative Leave Taken	1				\$184.85	
	Annual Leave Taken	1				\$548.10	
	Holiday-Observed	1				\$1,870.09	
	Overtime Leave Taken	1	14.00		\$339.67	\$339.67	
	Regular Pay	1	38.00		\$921.94	\$27,984.28	
	Recognition Leave Taken	1	4.00		\$97.05	\$670.09	
	Sick Leave Taken	1				\$484.07	
	VSDP Family Personal Taken	1	24.00		\$582.29	\$767.14	
Non Cash Earnings					Total:	\$1,940.95	\$32,848.29
	Additional Hrs Worked (Leave)	1				\$291.72	
	FLSA Overtime Leave	1				\$143.45	
	Tuition Waiver TaxableNon\$	1				\$5,250.00	

Paystub Output – Current vs. YTD

Current Pay Period Total

Year To Date Totals

Current Pay Totals vs.
Year To Date Pay Totals

Hours or Units	Rate	Amount	YTD Amount
			\$184.85
			\$548.10
			\$1,870.09
14.00		\$339.67	\$339.67
38.00		\$921.94	\$27,984.28
4.00		\$97.05	\$670.09
			\$484.07
24.00		\$582.29	\$767.14
Total:		\$1,940.95	\$32,848.29

Paystub Output – Taxes & Deductions

Taxes & Deductions – Breaks down the benefits and deductions taken from Employee.

Current Withheld Taxes

Year To Date Tax Totals

Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employee YTD
Taxes		
Federal Tax	\$174.85	\$4,178.93
FICA Additional Medicare tax on salaries over 200k	\$0.00	\$0.00
FICA Medicare Portion	\$27.10	\$534.20
FICA Social Security Insurance	\$115.90	\$2,284.18
Virginia ST Unemployment Ins	\$0.00	\$0.00
Virginia State Tax	\$75.71	\$1,615.18
Deductions		
Cova Care Vision, Hearing, and Expanded Dental Before Tax	\$74.00	\$1,160.00
Flexible Medical Spending Account		\$120.00
Flexible Reimbursement Account Administration Fee		\$12.60
Group Life Insurance	\$0.00	\$0.00
Imputed Life	\$0.00	\$0.00

Paystub Output – YTD AG

Year To Date Applicable Gross

- This number should match Box 1 on the W-2 (after Pay 24).

Applicable Gross	Applicable Gross YTD
\$1,690.79	\$34,075.72
\$1,869.38	\$36,841.60
\$1,869.38	\$36,841.60
\$1,869.38	\$36,841.60
\$1,688.36	\$34,039.81
\$1,690.79	\$34,075.72

Paystub Output – Direct Deposit Info

Breakdown of accounts allocated by the employee designated in Banner Self Service.

Bank Name	Account Type	Amount
Langley Federal Credit Union	Checking	\$430.00
Usaa Federal Savings Bank	Checking	\$864.80

Contact Us



Email: payofc@wm.edu

We are located on the second floor of Williamsburg Professional Centre, which is at 1314 S. Mt. Vernon Ave. Our hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.