


# The University of Southern Mississippi Paperless Pay

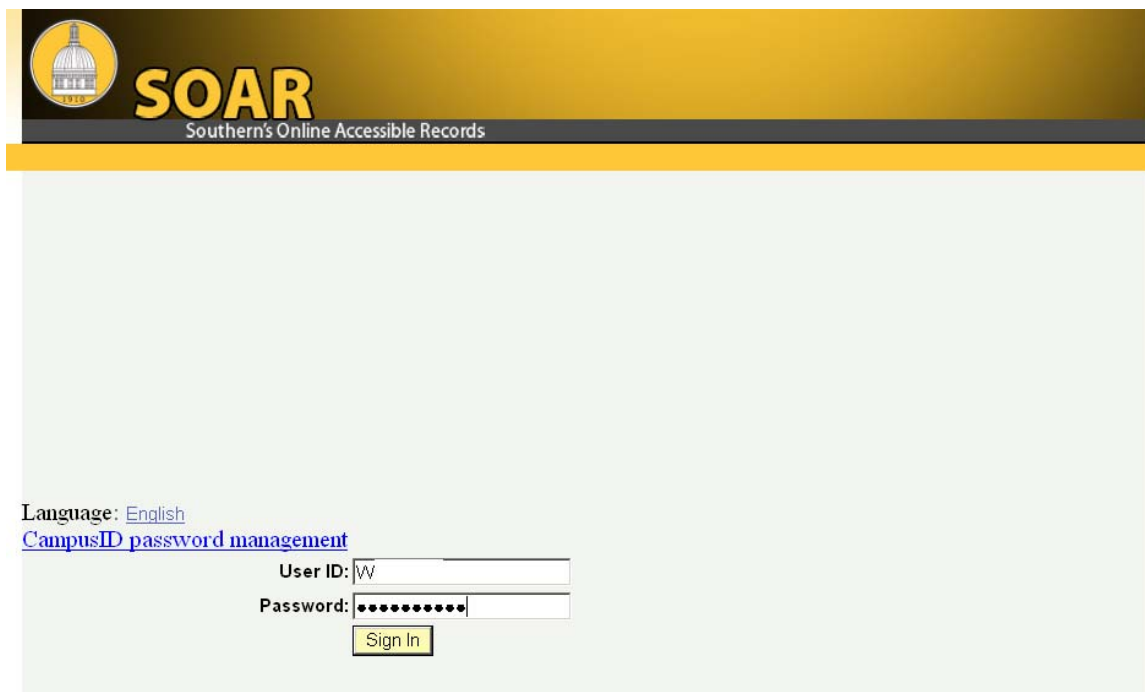
## How Do I View My Paycheck?

The SOAR navigation path is simple: Self Service > Payroll and Compensation > View Paycheck. Here you can view current paycheck and leave balances and past paycheck information.

The following pages include screen shots of what you can expect to see. If you have questions, someone in Payroll will be happy to assist you. Just email us at [payroll@usm.edu](mailto:payroll@usm.edu) or call 6-4084.

## Getting Started in SOAR

The SOAR sign-on panel will prompt you to enter information in two fields. Use the tab key to move to the next field. <Click on>  after entering the data into the specified fields.



Language: [English](#)  
[CampusID password management](#)

User ID:

Password:

**USER ID:** The SOAR identification number assigned to you, preceded by a “W”.

**PASSWORD:** The SOAR password associated with the user ID.

**View Paycheck:** Self Service > Payroll and Compensation > View Paycheck



## Self Service

Navigate to your self service information and activities.



### Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

[View Paycheck](#)

## View Paycheck

Name

**Company:**

The Univ of Southern Miss

**Address:**

118 College Drive, #5143  
Hattiesburg, MS 39406-0001

**Net Pay:**

**Pay Begin**

**Date:**

**Pay End Date:**

**Check Date:**

Review the details of your paycheck. To view other checks, [View a Different Paycheck](#) select

General	
<b>Name:</b>	<b>Business Unit:</b>
<b>Employee ID:</b>	<b>Pay Group:</b>
<b>Address:</b>	<b>Department:</b>
	<b>Location:</b>
	<b>Job Title:</b>
	<b>Pay Rate:</b>
Tax Data	
<b>Fed Marital Status:</b>	<b>MS Marital Status:</b>
<b>Fed Allowances:</b>	<b>MS Allowances:</b>
<b>Fed Addl Percent:</b>	<b>MS Addl Percent:</b>
<b>Fed Addl Amount:</b>	<b>MS Addl Amount:</b>

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Reg. Pay				
Holiday-Wg				
Sick Pay				
Annual Lv				
<b>Total:</b>				

Taxes		
Description	Amount	YTD Amount
Fed Withholding		
Fed MED/EE		
Fed OASDI/EE		
MS Withholding		
<b>Total:</b>		

Before-Tax Deductions		
Description	Amount	YTD Amount
PERS EE Pd		
<b>Total:</b>		

After Tax Deductions		
Description	Amount	YTD Amount
Lamar Life		
<b>Total:</b>		

Employer Paid Benefits		
Description	Amount	YTD Amount
Med BCBS		
Lamar Life		
PERS ER Pd		
* Taxable		
<b>Total:</b>		

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check		Issue Check		

Leave Balances	
Description	YTD Amount
Sick	
Vacation	
<b>Total YTD Amount:</b>	

[Return to Self Service](#)

There are several sections on this page that provide information:

**General** Information about you and your job.

**Tax Data** Information about the criteria being used to calculate your taxes.

**Paycheck Summary** Current and Year-to-date information including Gross Earnings, Federal Withholding Taxable Gross, Total Taxes, Total Deductions and Net Pay

**Earnings** Earning Types (Regular, Holiday, etc), Hours (Current, if applicable), Rate (Current, if applicable), Amount and YTD Amount

**Taxes** Tax types (Federal Withholding, MS Withholding, etc), Amount and YTD Amount

**Before-Tax Deductions** Description (PERS EE Pd, etc) Amount and YTD Amount

**After Tax Deductions** Description (Lamar Life, etc) Amount and YTD amount

**Employer Paid Benefits** Description (Med BCBS, Lamar Life, Lamar Life\*, PERS ER pd etc, \*Taxable), Amount and YTD Amount

\* Taxable increases your taxable gross. Other amounts are for information purposes only.

**Net Pay Distribution** Payment Type (Direct Deposit or Check), Paycheck Number (or advice number for direct deposits), Account Type for direct deposit (Checking or Savings) or Issue Check for checks, Account Number (\*\*\*\*\* for confidentiality) and Amount.

**Leave Balances** Available Sick and Vacation (if applicable) and YTD Amount which is yours stated in hours.

## View a Different Pay Period

### View Paycheck

Name

**Company:**

The Univ of Southern Miss

**Address:**

118 College Drive, #5143  
Hattiesburg, MS 39406-0001

**Net Pay:**

**Pay Begin**

**Date:**

**Pay End Date:**

**Check Date:**

Review the details of your paycheck. To view other checks, [View a Different Paycheck](#)

<Click on> View a Different Paycheck link.

<Click on> The appropriate date for the check you wish to view.

### View Paycheck

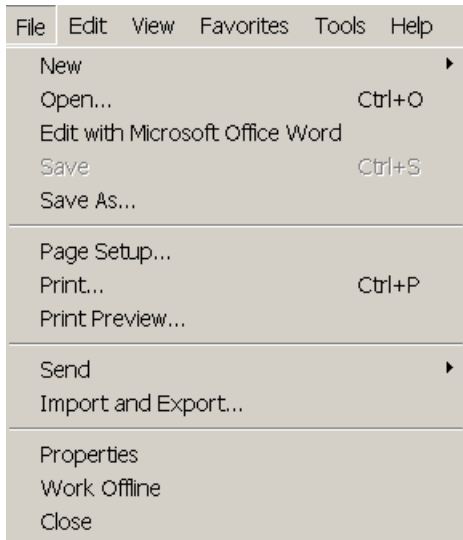
Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
<u>Pay Period End Date</u>	<u>Company</u>	<u>Net Pay</u>
<a href="#">2009-09-30</a>	The Univ of Southern Miss	
<a href="#">2009-08-31</a>	The Univ of Southern Miss	
<a href="#">2009-07-31</a>	The Univ of Southern Miss	
<a href="#">2009-06-30</a>	The Univ of Southern Miss	
<a href="#">2009-05-31</a>	The Univ of Southern Miss	
<a href="#">2009-04-30</a>	The Univ of Southern Miss	
<a href="#">2009-03-31</a>	The Univ of Southern Miss	
<a href="#">2009-02-28</a>	The Univ of Southern Miss	

NOTE: View Paycheck for prior periods will not display YTD or leave balances.

#### For Your Information:

1. Paycheck and leave accrual information is only populated for the person who's ID is logged in. So, this is another reason not to share your password with anyone, anytime, anywhere.
2. If you should need a printed copy it may be difficult due to how your computer system is setup. However, try the following instructions and if you should still need assistance, please contact us at [payroll@usm.edu](mailto:payroll@usm.edu).



Select File > Print Preview > Below is what you will see.

Print Preview

Print... Page 1 of 1 75% As laid out on screen Help Close

View Paycheck Page 1 of 1

**SOAR** Home Add to Favorites Sign out

NewWindow Help ntr

**View Paycheck**

Hide

**Company:**  
The Univ of Southern Miss

**Address:**  
118 College Drive, #5143  
Hattiesburg, MS 39406-0001

**Net Pay:**

**Pay Begin Date:**

**Pay End Date:**

**Check Date:**

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

**Name:** **Business Unit:**

**Employee ID:** **Pay Group:**

**Address:** **Department:**

**Location:**

**Job Title:**

**Pay Rate:**

Tax Data

**Fed Marital Status:** **MS Marital Status:**

**Fed Allowances:** **MS Allowances:**

**Fed Addl Percent:** **MS Addl Percent:**

**Fed Addl Amount:** **MS Addl Amount:**

Hide

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deduction
<b>Current</b>				
<b>YTD</b>				

Earnings					Taxes	
Description	Hours	Rate	Amount	YTD Amount	Description	
Reg. Pay					Fed Withholding	
					Fed MED/EE	
					Fed OASD/IE	
					MS Withholding	
<b>Total:</b>					<b>Total:</b>	

Before-Tax Deductions After Tax Deductions Employer Paid

Select the drop down box at the top of the toolbar where you see “As laid out on screen” and change it to “Only the selected frame” and change the 75% drop down box to either “Whole Page” or “Shrink to fit” depending on each individuals computer setup.

Print Preview

Print... Page 1 of 2 Whole Page Only the selected frame Help

Pay Inquiry Page 1 of 2  
[New Window](#) | [Help](#) |

### View Paycheck

Hide

Company: The Univ of Southern Miss  
 Address: 118 College Drive, #5143  
 Hattiesburg, MS 39406-0001

Net Pay:  
 Pay Begin Date:  
 Pay End Date:  
 Check Date:

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name:	Business Unit:
Employee ID:	Pay Group:
Address:	Department:
	Location:
	Job Title:
	Pay Rate:

Tax Data

Fed Marital Status:	MS Marital Status:
Fed Allowances:	MS Allowances:
Fed Addl Percent:	MS Addl Percent:
Fed Addl Amount:	MS Addl Amount:

Hide

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current					
YTD					

Earnings

Description	Hours	Rate	Amount	YTD Amount
Reg. Pay				
<b>Total:</b>				

Taxes

Description	Amount	YTD Amount
Fed Withholding		
Fed MED/EE		
Fed OASDI/EE		
MS Withholding		
<b>Total:</b>		

Before-Tax Deductions

Description	Amount	YTD Amount
Med BCBS		
Vision		

After Tax Deductions

Description	Amount	YTD Amount
Park Decal		
Payne Ctr		

Employer Paid Benefits

Description	Amount	YTD Amount
Med BCBS		
Lamar Life		

[https://soar.usm.edu/psc/saprd89/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_IC\\_PAY\\_INQ.GBL?...](https://soar.usm.edu/psc/saprd89/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_PAY_INQ.GBL?...) 10/12/2009

The data will still print on 2 pages but it will be in a more readable format.