



THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI**


**Paperless Pay
SOAR 9.0**

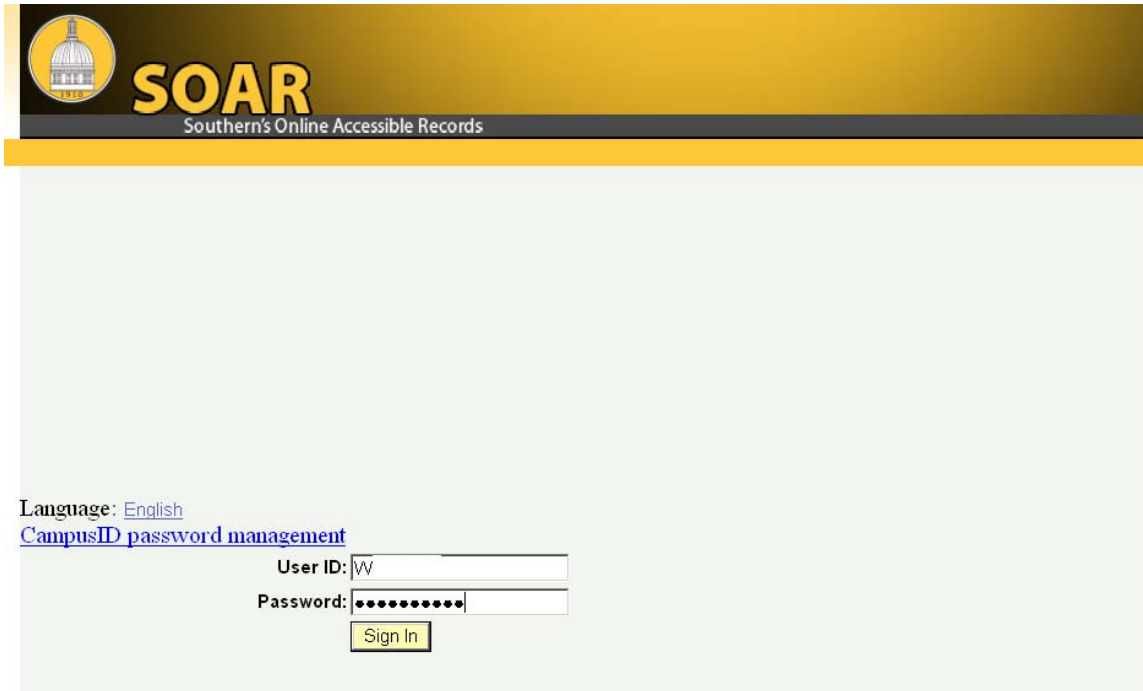
How Do I View My Paycheck?

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 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.

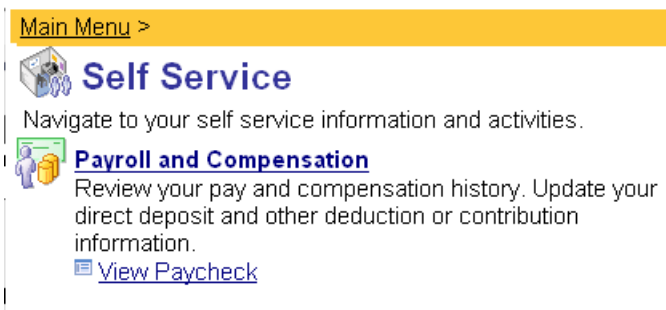


The screenshot shows the SOAR sign-on interface. At the top, there is a yellow header with the SOAR logo (a dome icon) and the text "SOAR Southern's Online Accessible Records". Below the header, the main content area is light green. On the left side, there are links for "Language: English" and "CampusID password management". In the center, there are two input fields: "User ID:" with the text "W" entered, and "Password:" with ten dots. Below the password field is a yellow "Sign In" button.

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



The screenshot shows a yellow header with "Main Menu >". Below it, there is a "Self Service" section with a blue icon of a person at a computer. Underneath, there is a "Payroll and Compensation" section with a blue icon of a person and a stack of money. The text describes reviewing pay and compensation history and updating direct deposit information. A link "View Paycheck" is provided with a blue icon of a document.

Check Date	Company	Pay Begin Date	Pay Period End Date	Net Pay	Paycheck Number	PDF File
2010-12-10	The Univ of Southern Miss	11/13/2010	11/26/2010			<input checked="" type="checkbox"/>
2010-11-24	The Univ of Southern Miss	10/30/2010	11/12/2010			<input type="checkbox"/>
2010-11-12	The Univ of Southern Miss	10/16/2010	10/29/2010			<input type="checkbox"/>
2010-10-29	The Univ of Southern Miss	10/02/2010	10/15/2010			<input type="checkbox"/>
2010-10-15	The Univ of Southern Miss	09/18/2010	10/01/2010			<input type="checkbox"/>
2010-10-01	The Univ of Southern Miss	09/04/2010	09/17/2010			<input type="checkbox"/>
2010-09-17	The Univ of Southern Miss	08/21/2010	09/03/2010			<input type="checkbox"/>
2010-09-03	The Univ of Southern Miss	08/07/2010	08/20/2010			<input type="checkbox"/>
2010-08-20	The Univ of Southern Miss	07/24/2010	08/06/2010			<input type="checkbox"/>
2010-08-06	The Univ of Southern Miss	07/10/2010	07/23/2010			<input type="checkbox"/>

[Return to Search](#)

https://soar.usm.edu/saprd90/psft/V-1346031268/SSPUSADV.pdf - Microsoft Internet Expl...

File Edit Go To Favorites Help

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My Web Search Search Address https://soar.L Go Links

Google Search Sign In

1 / 1 74.1% Find

The Univ of Southern Miss 118 College Drive, #5143 Hattiesburg, MS 39406-0001		Pay Group: BW1-Wage and Exception Hourly Pay Begin Date: 11/13/2010 Pay End Date: 11/26/2010		Business Unit: USM01 Advice #: Advice Date: 12/10/2010	
Employee ID: Department: Location: Job Title: Pay Rate:		TAX DATA: Federal MS State Marital Status: Allowances: Addl. Pct. Addl. Amr.			
HOURS AND EARNINGS			TAXES		
Description Regular Pay Holiday (Wage) Overtime Pay at 1.5 Sick Leave Pay Annual Leave Pay	Rate Current Hours Earnings YTD Hours Earnings		Description Fed Withholding Fed MED/EE Fed OASDI/EE MS Withholding	Current YTD	
TOTAL:			TOTAL:		
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
Description Medical - SCBS Colonial Cancer PERS - Employee Paid Dental Vision USM Parking Decal	Current YTD	Description Lamar Life Payne Center	Current YTD	Description Medical - BCBS Lamar Life PERS - Employer Paid	Current YTD
TOTAL:		TOTAL:		*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
TOTAL DEDUCTIONS		NET PAY			
Current		YTD			
YEAR-TO-DATE Start Balance - Earned - Bought - Taken - Sold = Adjustments End Balance		PAID TIME OFF SICK LEAVE		NET PAY DISTRIBUTION Advice #: Account Type Account Number Deposit Amount	
TOTAL:					

MESSAGE:

The Select Paycheck with a checkmark in the PDF File column will look like the screenshot above. If you select to view a paycheck that does not have a checkmark in the PDF File column, please refer to the instructions on the website for Paperless Pay updated April 9, 2010.