



View Paycheck & Compensation History

PeopleSoft Employee Self Service
CSUB Quick Reference Guide

Summary

"View Paycheck" and "Compensation History" is part of the PeopleSoft Employee Self Service ePay functionality and allows employees to access and view their own payroll paycheck and compensation change history.

I. Accessing the System – the following steps will allow users to access the PeopleSoft system:

Accessing the "myHR" system:

1. Open a web browser (i.e. Internet Explorer, Safari, FireFox, etc.) and navigate to the myHR login page: <https://cmsshr.cms.csub.edu/psp/HBAKPRD/?cmd=login>
2. Enter your Net ID and Password
3. Click the "Sign In" button. (*note - if needed, use the help links located on the "myHR" login page or contact the CSUB Helpdesk at extension 2307 for assistance.*)

II. "View Paycheck" feature:

1. Once signed into PeopleSoft, navigate to:
[Home](#) > [Self Service](#) > [Payroll and Compensation](#) > [View Paycheck](#)
2. The "View Paycheck" page is a comprehensive replication of your State Controller's Office (SCO) paycheck stub. Although you will continually receive your SCO pay stub, you now have the ability to view your paycheck information online via any computer with internet access. Use the View Paycheck page to review your paycheck information for earnings, taxes, deductions, and net pay. You can also view Employer Paid Taxes and Benefits. The View Paycheck page provides information on current and historic checks as well as reversed (negative) checks. (*note: Historic paycheck information is available as of July 2004.*)
3. When you select "View Paycheck", the most recent paycheck data will display. To view data for prior pay periods, click on the "[View a Different Paycheck](#)" link and select a specific "Pay Period End Date" as applicable.
 - a. If you receive overtime, shift differential or other types of pay in addition to your regular salary, this will be issued as a separate paycheck. In this case, more than one row will be displayed for the same pay period when clicking on the "View a Different Paycheck" link.
 - b. The Paycheck data is posted in the Employee Self Service pages within 3 – 5 days of the regularly scheduled payday. The delay is due to the electronic feed and associated processing from the State Controller's Office.



III. "View Paycheck" Page – specific page section details are provided below:

View Paycheck

Isabella Cullen

Company:
CSU Bakersfield

Address:
9001 Stockdale Highway
Bakersfield, CA 93311

Review the details of your paycheck. To view other checks, select

Net Pay: \$2,632.80
Pay Begin Date: 07/01/2010
Pay End Date: 07/31/2010
Check Date: 08/01/2010
Warrant #: 7001234

[View a Different Paycheck](#)

General			
Name:	Isabella Cullen	Business Unit:	BKCMP
Employee ID:	123456789	Pay Group:	Master Payroll
Address:	1234 Main St. Forks, WA 98331	Department:	D12345 Campus Dept Name
		Location:	CSU Bakerfield Main Campus
		Job Title:	Analyst/Programmer 12 Mo
		Pay Rate:	\$3,834.00 Monthly

Tax Data			
Fed Marital Status:	Single	CA Marital Status:	Single
Exemptions:	2	Exemptions:	2

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	3,834.00	3,074.44	331.30	889.90	2,832.80

Earnings			
Description	Hours	Rate	Amount
Regular			3,834.00
Total:			3,834.00

Taxes	
Description	Amount
Fed Withholding	71.19
Fed MED/EE	46.99
Fed OASDI/EE	200.91
CA Withholding	12.21
Total:	331.30

Before-Tax Deductions	
Description	Amount
Parking	12.00
PERSCHOICE	64.85
Health Care	100.00
Dependent	418.88
PERS-EE	166.05
Total:	759.56

After Tax Deductions	
Description	Amount
ST TAX ADJ	70.00
Assoc Dues	38.34
Flex Admin	2.00
Total:	110.34

Employer Paid Benefits	
Description	Amount
PERSCHOICE	1,207.45
Delta II	161.44
VSP	9.13
LIFE INS	4.18
Standard 4	1.69
PERS-ER	648.60
Fed Med/ER	46.99
Fed OASDI/ER	200.91
Total:	2,280.39



1. **Company Section** – shows specific CSUB information:
 - a. Company - all employees will see "CSU Bakersfield"
 - b. Address - all employees will see "9001 Stockdale Highway, Bakersfield, CA 93311"
 - c. Net Pay - this is your Net Earnings. (*also listed in the "Paycheck Summary" section.*)
 - d. Pay Begin Date - beginning date of the pay period for the paycheck that was issued.
 - e. Pay End Date - Pay Period End Date for the paycheck that was issued.
note: please refer to the Payroll website for further information on payroll dates:
<http://www.csub.edu/bas/fiscal/payroll/index.html>
 - f. Check Date - date that your paycheck was issued. (**note:** Hourly employee pay and any retroactive pay will be reflected in the month it issues, not the month the pay was earned.)
 - g. Warrant # - check number of the paycheck that was issued.

2. **General Info Section** – displays specific information about you:
 - a. Name - your name as shown in Personal Information Summary.
 - b. Employee ID – your CSUB ID number.
 - c. Address - The address shown on this page is what the SCO shows in the Payroll system. This is the address that will be used to mail your W2. If it is incorrect, please refer to the address change instructions on the Personal Information Summary page, "Addresses" section , or contact the Office of Human Resources.
 - d. Business Unit - all employees will show "BKCMP".
 - e. Pay Group - unique identifier that groups employees base upon pay attributes.
 - f. Department - your department's ID and description.
 - g. Job Title - your job classification title for which pay was issued.
 - h. Pay Rate - pay rate (if applicable) and frequency (monthly, hourly, etc.) for which pay was issued.

3. **Tax Data Section** - displays your Federal/State status and exemption information for tax withholding at the time paycheck was issued:
 - a. Marital Status – your Federal & State filing status as reported to the IRS. These are used to calculate your tax deductions. This could be different than the Marital Status section on the Personal Information Summary page.
 - b. Exemptions - # of allowances you are claiming. Used for calculating Federal and State tax withholding.

4. **Paycheck Summary Section** - displays current pay, tax, and deduction information:
 - a. Gross Earnings - your total amount of Gross Earnings. Summarized from the "Earnings" section detail.
 - b. Fed Taxable Gross - Gross Earnings minus any amount listed in the "Before-Tax Deductions" section.
 - c. Total Taxes - This is your total deduction for taxes. (Fed/State Withholding, Medicare, Social Security, etc.).
 - d. Total Deductions - This is the total of all your Before and After Tax Deductions.
 - e. Net Pay - this is your Net Earnings. (*also listed in the "Company" section.*)

5. **Earnings Section** - displays Earnings description, amount, and additional factors (number of Hours, Rate) used to calculate total Earnings amount. See appendix for complete list of earnings codes and descriptions.

6. **Taxes Section** - lists and totals all taxes that were withheld from your paycheck.

7. **Before-Tax Deductions Section** - lists all Before-Tax Deductions that were deducted from your paycheck. These deductions are not subject to Federal and State tax withholding.



8. **After-Tax Deduction Section** - lists all After-Tax Deductions that were deducted from your paycheck. These deductions are subject to Federal and State tax withholding.

note: If you have elected Flex-Cash for Medical and Dental, your Flex Cash earnings will be displayed with a negative dollar amount in this section whereby making this a positive dollar amount. Although not shown in the Earnings section it is calculated as an earning.

9. **Employer Paid Benefits** - displays the Employer share of all Benefits and Taxes paid for by CSUB on behalf of the employee.

IV. Compensation History - use this page to view any compensation changes made to each position you have held at CSUB. Compensation History is available beginning with the 2002 calendar year or the first date a compensation change was initially created in the PeopleSoft system.

- Once signed into PeopleSoft, navigate to:
[Home](#) > [Self Service](#) > [Payroll and Compensation](#) > [Compensation History](#)
- If you have held only one position at CSUB, the "Compensation History" page will be displayed. If you have had multiple positions, you will be presented with a list of all your CSUB positions you have held since July 2002. (List excludes short term appointments e.g., Special Consultant, Extended Education, Summer Term, Sponsored Programs Foundation)
- Once you select a position, you will be taken to a summary page listing all of the salary changes for that position (e.g. General Salary Increase, Promotion, etc.)

Compensation History

Bella Cullen

From: 01/01/1900 To: 12/01/2010

[View Another Date Range](#)

Employee Job Information

EmpID: 000012345
Department: CSUB Dept
Job Title: Instruction Support
Payroll Status: Active

Salary History

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	
07/01/2007	Pay Rt Chg	General Salary Increase	60,336.000 USD	5,028.000000 USD	Monthly
07/01/2007	Pay Rt Chg	General Salary Increase 2	58,188.000 USD	4,849.000000 USD	Monthly
09/05/2006	Pay Rt Chg	Service Salary Increase	57,612.000 USD	4,801.000000 USD	Monthly
07/01/2006	Pay Rt Chg	General Salary Increase	56,124.000 USD	4,677.000000 USD	Monthly
09/06/2005	Promotion	Promotion	54,492.000 USD	4,541.000000 USD	Monthly
06/20/2005	Pay Rt Chg	General Salary Increase	50,688.000 USD	4,224.000000 USD	Monthly
06/21/2004	Pay Rt Chg	Service Salary Increase	48,972.000 USD	4,081.000000 USD	Monthly
06/21/2004	Data Chg	Reorganization	47,712.000 USD	3,976.000000 USD	Monthly
06/23/2003	Pay Rt Chg	Service Salary Increase	47,712.000 USD	3,976.000000 USD	Monthly
06/24/2002	Pay Rt Chg	General Salary Increase	46,476.000 USD	3,873.000000 USD	Monthly
09/05/2000	Hire	Conversion	46,476.000 USD	3,873.000000 USD	Monthly

This is a summary of payroll actions that have affected your salary. Most Actions will result in compensation changes.

Some may be Data Change Actions that do not result in salary changes (i.e. Reorganization)

A "Conversion" row was added to all employee records when we implemented PeopleSoft HR. The date on the Conversion row represents the employee's original hire date, but the salary data is as of 5/1/2003.



Salary History						
Date of Change	Action	Reason	Annual Salary	Compensation per Frequency		
07/01/2007	Pay Rt Chg	General Salary Increase	60,336.000 USD	5,028.000000 USD	Monthly	
07/01/2007	Pay Rt Chg	General Salary Increase 2	58,188.000 USD	4,849.000000 USD	Monthly	
09/05/2006	Pay Rt Chg	Service Salary Increase	57,612.000 USD	4,801.000000 USD	Monthly	
07/01/2006	Pay Rt Chg	General Salary Increase	56,124.000 USD	4,677.000000 USD	Monthly	
09/06/2005	Promotion	Promotion	54,492.000 USD	4,541.000000 USD	Monthly	

By clicking on the "Date of Change" hyperlink, you can see further details; the beginning salary, the amount and percentage of the change, and the resulting new salary.

Compensation History Salary Change Details

Bella Cullen

Date of Change: 09/05/2006

Salary Change Summary

	Annual	Monthly	
Current Salary:	56,124.000 USD	4,677.000 USD	← Starting salary before increase
Change:	1,488.000 USD	124.000 USD	← Dollar amount of increase
Change Percent:	2.651	2.651	← Percentage of increase
New Salary:	57,612.000 USD	4,801.000 USD	← Salary after increase

Job Information

Salary Plan: Plan 21
Grade: Assistant
Step:

Salary Components

Component	New Amount	Change Amount	Change Percent
CSU Monthly Rate of Pay	4,801.000000 USD Monthly	124.000000 USD	2.651

4. Part-time Positions - For faculty in part-time positions (e.g., lecturers, coaching specialists, department chairs, FERPs), the salary amounts listed on the summary page reflect your actual pay; your full-time salary rate adjusted for your time base.

Compensation History

Bella Cullen

From: 01/01/1900 To: 12/01/2010

View Another Date Range

Employee Job Information

EmpID: 000012345
Department: CSUB Dept
Job Title: Lecturer AY
Payroll Status: Active

Salary History

Date of Change	Action	Reason	Annual Salary	Compensation per Frequency		
01/01/2008	Pay Rt Chg	Time Base Change	17,343.000 USD	1,445.250000 USD	Monthly	
11/30/2007	Data Chg	New Temp Appointment	69,372.000 USD	5,781.000000 USD	Monthly	← Faculty in temporary positions receive a new appointment each year (Data Change – New Temporary Appt).
07/01/2007	Pay Rt Chg	General Salary Increase 2	17,517.000 USD	1,459.750000 USD	Monthly	
07/01/2007	Data Chg	New Temp Appointment	17,343.000 USD	1,445.250000 USD	Monthly	
01/01/2007	Pay Rt Chg	Time Base Change	16,137.000 USD	1,344.750000 USD	Monthly	← They also often have time base changes between semesters (Pay Rate Change – Time Base Change)
12/01/2006	Pay Rt Chg	Time Base Change	64,548.000 USD	5,379.000000 USD	Monthly	



Compensation History
Salary Change Details

Isabella Swan

Date of Change: 01/01/2008

Salary Change Summary

	Annual	Monthly
Current Salary:	69,372.000 USD	5,781.000 USD
Change:	-52,029.000 USD	-4,335.750 USD
Change Percent:	-75.000	-75.000
New Salary:	17,343.000 USD	1,445.250 USD

Job Information

Salary Plan: R03 Salary Plan 36

Grade: C

Step: 0

Salary Components

Component	New Amount	Change Amount	Change Percent
CSU Monthly Rate of Pay	5,781.000000 USD Monthly	0.000000 USD	0.000

In the case of a time base change, the change amount and percentage reflect the difference from the previous appointment.

A negative amount indicates a lower time base than the previous appointment. The salary amounts reflect the actual pay.

Current full-time monthly salary rate after salary change. For part-time positions, this is adjusted by the time base to generate the actual salary.

[Return to Compensation History](#)

If you have questions or need assistance accessing these screens, please call the Human Resources department at extension 2266.



APPENDIX - EARNINGS CODES

Earnings Code Descriptions

CMS Earnings ID	CSU Earnings ID	Description
AA1	GF	MPP Supplemental Compensation
AA2	8CAR	Auto Allowance
AS1	SC1	Asbestos/Hazardous Training Allowance
AS2	SC2	Asbestos/Hazardous Certification Allowance
ASBES	8AB	Asbestos/Hazardous Material Pay Differential
AW1	SA	CSU Stipend
AW3	SP	CSU Lump Sum Payments
AW4	9B	Summer Fellowship Stipend
AW5	9M	Varied uses as authorized by Chancellor's Office
BF1	SC3	Backflow/Water Treatment Cert. Allowance
BF2	SC4	Backflow/Water Treatment Cert. Renewal
BN1	GK	Recruitment, Retention, Critical Skills Bonus
BN2	GL	Recruitment, Retention, Critical Skills Bonus, High Voltage Stipend
BN3	SF	Performance/Merit Bonus
BN5	SW	Performance Bonus
BN6	GR (R04)	Long Term Satisfactory Service (LTSS) Bonus
BN6	GR (R12)	Longevity Incentive Bonus
BN7	SD (R06)	Welding Allowance
BN7	SD (R10)	Certification Bonus
BN8	SB	Varied uses as authorized by Chancellor's Office
BN9	S6	Performance/Merit Bonus
CSE	S5	Temporary Project/Lead Work Functions
G3	G3	CSU Bonus
G5	G5	Educational Stipend
G6	G6	Critical Response Unit Stipend
GP	GP	Executive Housing Allowance
GV	GV	CSU Lump Sum Payments
GW	GW	Indirect Instructional Payment
GX	GX	Individual Settlement
GY	GY	Budget Shortfall Mitigation Bonus (BSM)
GZ	GZ	Summer Health Benefits Stipend
LS1	9F	Excess Hours
N/A	AG	P.O.S.T. Stipend from Lump Sum Projections
PC0	8ST0	P.O.S.T. Intermediate Stipend
PC8	8ST8	P.O.S.T. Advanced Stipend
RCA	S4S4	Varied uses as authorized by Chancellor's Office
RS1	GE	Rural Health Care Stipends
SHSUN	8SS	Sunday Pay Differential
SU	SU	Grade II Water Treatment Operator License/Certificate at CSU Pomona
SX	SX	Special Assignment Stipend
TP2	9L	Administrative Leave Termination Pay (ALTP)
UA1	91	Uniform Allowance (@ \$57/qualifying month)
UA2	S1	Uniform Allowance (@ \$57/qualifying month)