



# PRAIRIE VIEW A&M UNIVERSITY

## **Online Earning Statements Instructions for Employees**



# Online Earnings Statements

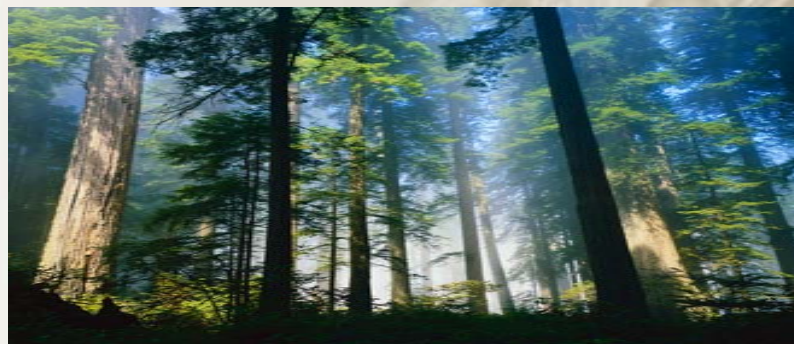
## What is Online Earnings Statements?

An email notification informing you, that you are able to view and retrieve your earnings statement via HR Connect.



## What are the advantages to Online Earning Statements:

- Access to your earnings information anywhere, anytime, and any place
- Ability to print and review previous earnings statements
- Save Trees



# Online Earnings Statements

Go to <http://sso.tamu.edu>

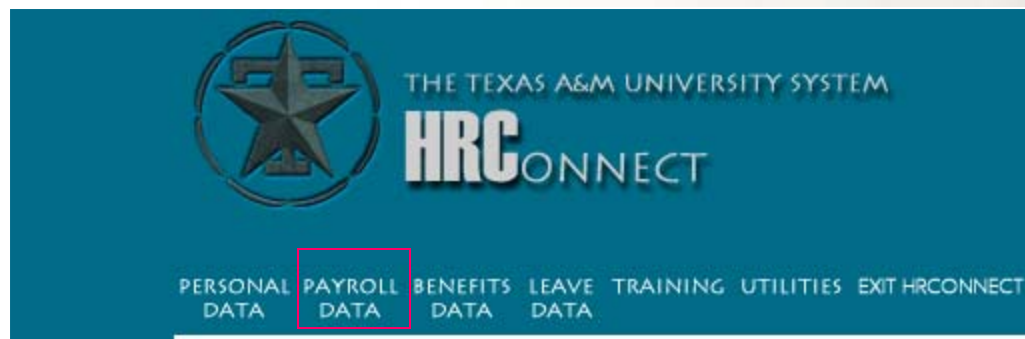
Insert your UIN and Password

Click on **HR Connect**

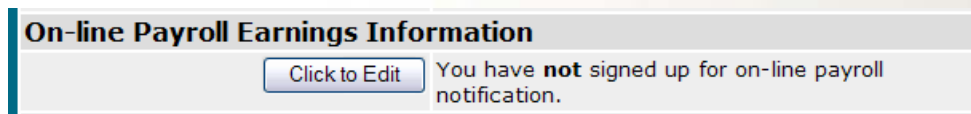


# Online Earnings Statements

Click on **Payroll Data**



Under “On-line Payroll Earnings Information”, click on **Click to Edit**



# Online Earnings Statements

## On-line Earning Statement Notification Program:

You may now select to view your payroll earnings history information on-line rather than as a paper document.

Enter e-mail  
address

ddmanuel@pvamu.edu

The e-mail address you see above is the current e-mail address on file for you. You may change this address if you wish, but it is important to remember that **you** must update this address via HRConnect whenever changes occur. This e-mail address will be used for all business purposes within the A&M System. This is the e-mail address that will appear in future campus telephone directories and will be used by other A&M System administrative systems.

**It is recommended that you use your business email address rather than a home or personal address.**

## Please indicate your payroll notification selection:

- On-line Payroll Notification via e-mail (No paper earning statement)
- Paper Earning Statement (No e-mail notification)

If you select the box indicating you wish to receive your payroll earnings notification via e-mail, you will no longer receive a paper copy of your earning statement. You may change this election at any time by returning to HRConnect and checking the paper earning statement box.

Your e-mail address will be tested to insure that a good address is entered prior to accepting this change. However, this does not mean that the address is actively receiving mail. If you do not receive the notice within 24 hours, please check this e-mail address with your local mail services administrator to insure that it is still active.

Submit

Cancel

- Verify the email address provided
- HR Connect will use the email address provided for Electronic Earnings Notification
- Select **On-line Payroll Notification via e-mail (No email notification)**
- Click **Submit**

# Online Earnings Statements



THE TEXAS A&M UNIVERSITY SYSTEM

**HRC**ONNECT

## **Update complete.**

You have been enrolled in the on-line earning statement notification program. You have been sent a test e-mail message. If you do not receive the test message, check your e-mail address and resubmit.

Close Window

PRAIRIE VIEW A&M UNIVERSITY

# Online Earnings Statements

## How to View in HR Connect

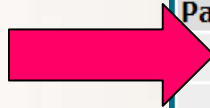
Click on **Payroll Data**



Scroll down to **Pay Detail & Reports**

Select **Pay Date**

Click on **View Pay Stub**

The screenshot shows the "Pay Records" section of the HR Connect interface. It features a red warning box with text: "It is highly recommended you wait until you receive your W-2 to file your annual tax return. Your W-2 Box 1 taxable wages includes adjustments to your year-to-date gross pay for longevity, emoluments, pretax medical, tax deferred annuity and retirement deductions. Your check stub reports these amounts separately and, in the case of emoluments, not at all. By using your check stub, you take the risk of not using the appropriate numbers in computing your taxable wages on your tax return." Below the warning is the "Pay Details & Reports" section, which contains several buttons and dropdown menus: "View Pay Stub", "View IRS Form W-2", "View W-2 Worksheet", and "View Statement". To the right of these buttons are three dropdown menus: "Pay date:" with "3/3/2008" selected, "Tax Year/Agency:" with "2007 - PVAMU" selected, and "Total Compensation Statement for FY:" with "2008" selected.

# Online Earnings Statements

The system will generate an automated email notification to confirm that you have successfully enrolled in Online Earning Statements.

*Congratulations!*

For more information on Online Earning Statements, please call the Payroll Office  
(936) 261-1904