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Navigating in Payroll Self-Service

This document provides an overview of navigating in Payroll Self Service, available via ZipLine, The University of Akron’s portal. At the present time the payroll self service application enables employees to view direct deposit information, voluntary deductions, and an online version of paychecks.

There is also an online tutorial which accompanies this document. Please navigate to http://video.uakron.edu:82/train/PSoft8/SelfService/PayrollInquiry.htm and select the link for the Payroll Self Service if you wish to view this online tutorial.

Important Tips to Remember when working in ZipLine

✓ You will be logged out automatically after 20 minutes of inactivity

✓ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: http://www.uakron.edu/its/learning/training/IEBasics.php

✓ If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: http://www.uakron.edu/its/learning/training/IEBasics.php

✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
View Paycheck Information

Log In to ZipLine
If you are already logged in, advance to Step 6.

1. Navigate to ZipLine. A link for ZipLine appears on The University of Akron home page in the lower right corner. You may also enter the url http://zipline.uakron.edu directly into the address bar of your browser.

2. Log in to ZipLine with your Uanet ID and password:
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. The tabs in the upper left corner contain information related to your role at the University – Faculty/Staff and Students. You will only see a tab for those roles which you currently belong. Click the “Faculty/Staff” tab.
5. Click the **Payroll, Taxes, and Salary** link located in the upper left corner.
View Payroll Information

Instructions:

6. Click the View Paycheck link.
**Instructions:**

7. The most recent paycheck is displayed. *You will not be able to view paychecks in advance of the pay date.*

---

**View Paycheck**

Test Employee

**Company:**
The University of Akron

**Address:**
502 Buchtel Common
Akron, OH 44325

### General

- **Name:** Test Employee
- **Employee ID:** 2933609
- **Address:** 1244 Testing Ave.
  Akron, OH 44325

### Tax Data

- **Fed Marital Status:** Married
- **OH Marital Status:** Not applicable
- **Fed Allowances:** 2
- **OH Allowances:** 2
- **Fed Add Percent:** 0.000
- **OH Add Percent:** 0.000
- **Fed Add Amount:** $0.00
- **OH Add Amount:** $0.00

### Paycheck Summary

<table>
<thead>
<tr>
<th>Gross Earnings</th>
<th>Fed Taxable Earnings</th>
<th>Total Taxes</th>
<th>Total Deductions</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,518.97</td>
<td>$2,429.00</td>
<td>$322.94</td>
<td>$2,436.71</td>
<td>$1,749.52</td>
</tr>
</tbody>
</table>

**YTD**

<table>
<thead>
<tr>
<th>Gross Earnings</th>
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<td>$2,436.71</td>
<td>$1,749.52</td>
</tr>
</tbody>
</table>

### Earnings

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>40.00</td>
<td>41.68</td>
<td>4168.07</td>
<td>121.22</td>
</tr>
<tr>
<td>CB &amp; TUK</td>
<td>309.92</td>
<td>30.82</td>
<td>9458.94</td>
<td>55.88</td>
</tr>
</tbody>
</table>

### Taxes

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
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<td>9458.94</td>
<td>55.88</td>
</tr>
</tbody>
</table>
Instructions:

8. If you wish to view a paycheck from a previous date, click the **View a Different Payment** link.
Instructions:
9. You will be returned a list of pay dates. To access a specific paycheck, click the appropriate date hyperlink.
Instructions:

10. To print a copy of the paycheck you may wish to click the **Printing Instructions** link in order to properly setup your printer. This link walks you through the process of setting your left and right page margins to 0.5.

11. Once your page margins are set correctly, click the **Print** button.
Instructions:
12. To return to the Payroll Home page click the **Return to Payroll Home Page** link located at the bottom of the paycheck (you may need to use the scroll bar to view this).

**Avoid using the browser’s Back button to navigate while in ZipLine.** This may result in a “Page Cannot be loaded” message. Always use the links available on the page to navigate within ZipLine. Keep in mind, you may need to use the scroll bar to view some of these links.
Instructions:

13. When you are ready, sign out by clicking on the Sign Out hyperlink in the upper right corner of the screen.

Remember, just closing the X in the upper right corner of the browser does NOT close your session. It is very important to remember to always sign out properly!
**View Voluntary Deductions**

**Log in to ZipLine**
If you are already logged in, advance to Step 6.

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4. The tabs in the upper left corner contain information related to your role at the University — Faculty/Staff and Students. You will only see a tab for those roles which you currently belong. Click the “**Faculty/Staff**” tab.
5. Click the Payroll, Taxes, and Salary link located in the upper left corner.
6. Click the **Voluntary Deductions** link.

7. All authorized voluntary deductions will be displayed.
8. Deduction Listing

**Voluntary Deductions Listing:**

**403b Plans:**
- Ameriprise Financial
- Century Life Annuity
- D & E Financial Annuity
- Equitable Annuity
- G.T. Global Annuity
- ING Life Insurance & Annuity
- John Hancock Annuity
- Lincoln Life Annuity
- Mass Mutual Annuity
- Midwest Annuity
- P.F.S. Investment Annuity
- Security First Annuity
- State Bond Annuity
- TIAA Annuity
- Traveler’s Annuity
- AIG VALIC Annuity

**457 Plans:**
- AIG VALIC Deferred Comp
- ING Deferred Comp
- Ohio Deferred Comp
- TIAA Deferred Comp

**Retirement related:**
- STRS Leave Payments
- PERS Pretax Buy Back
- SERS Pretax Buy Back
- STRS Pretax Buy Back

**Other:**
- CWA Fair Share
- CWA Union
- Ohio Tuition Trust Authority (OTTA)
- Parking Deductions
- 9 mo. Faculty Summer Savings Plans
- Time Warner Access
- U.A. Student Recreation & Wellness Center
- U.S. Savings Bonds
- United Way
- University of Akron Fund
9. To return to the Payroll Home page click the **Return to Payroll Home Page** link located at the bottom of the deduction list (you may need to use the scroll bar to view this).

Avoid using the browser’s Back button to navigate while in ZipLine. This may result in a “Page Cannot be loaded” message. Always use the links available on the page to navigate within ZipLine. Keep in mind, you may need to use the scroll bar to view some of these links.

### Voluntary Deductions

Test Employee

The University of Akron

<table>
<thead>
<tr>
<th>Voluntary Deductions</th>
<th>Start Date</th>
<th>Stop Date</th>
<th>Status</th>
<th>Deduction</th>
<th>Goal Amount</th>
<th>Goal Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTTA</td>
<td>9/1/2005</td>
<td>Current</td>
<td>$200.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Deduction</td>
<td>9/1/2005</td>
<td>Current</td>
<td>$30.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIMA Annual</td>
<td>9/1/2005</td>
<td>Current</td>
<td>$140.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Warner Access - 12 mo</td>
<td>9/1/2005</td>
<td>Current</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Savings Bonds</td>
<td>9/1/2005</td>
<td>Current</td>
<td>$100.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uk Student Rec Wellness Ctr</td>
<td>9/1/2005</td>
<td>Current</td>
<td>$10.75</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. When you are ready, sign out by clicking on the Sign Out hyperlink in the upper right corner of the screen.

Remember, just closing the X in the upper right corner of the browser does NOT close your session. **It is very important to remember to always sign out properly!**
**View Direct Deposit Information**

**Log In to ZipLine**
If you are already logged in, advance to [Step 6](#).

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4. The tabs in the upper left corner contain information related to your role at the University — Faculty/Staff and Students. You will only see a tab for those roles which you currently belong. Click the “Faculty/Staff” tab.
Instructions:

5. The Faculty/Staff page is returned. Click the Payroll, Taxes, and Salary link located in the upper left corner.
View Direct Deposit Information

Instructions:
6. Click the Direct Deposit link.
Instructions:

7. Direct Deposit information will be displayed.

Transit Number – the identification number of your financial institution receiving the depository funds

Account Number – your personal identification number with the financial institution receiving the depository funds
Suppress Printing of Direct Deposit Statements

Instructions:

8. The “Suppress DDP Advice Print” box enables an employee to specify that they no longer wish to automatically have a direct deposit statement printed. Keep in mind that if this option is selected, a direct deposit statement can still be printed at any time by the employee, using the self service feature described in the first part of this document (View Paycheck Information).

Place a check in the box “Suppress DDP Advice Print” to NOT receive a paper copy of your pay statement.

Uncheck the box “Suppress DDP Advice Print” to RECEIVE a paper copy of your pay statement.

This option will be unchecked by default. Therefore, anyone wishing to STOP the printing of their direct deposit statements should navigate to this option and check the box to discontinue the printing of this information.
**Instructions:**

9. To return to the Payroll Home page click the **Return to Payroll Home Page** link located at the bottom of the direct deposit information (you may need to use the scroll bar to view this).

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For questions regarding Payroll Self-Service, please e-mail Payroll at: payroll@uakron.edu