

## How to View Your Pay Advice

Access your pay advice by logging into **PeopleSoft**. Depending on the type of device used to access PeopleSoft, your pay advice is available in the following formats by device:

- *PDF File format* – *Personal Computer (PC, Mac), Tablet (eg. iPad / iPad mini)*
- *Mobile Enabled Pages* – *Cell phone, Smart phone, Mobile device*

### 1 Sign-in to PeopleSoft

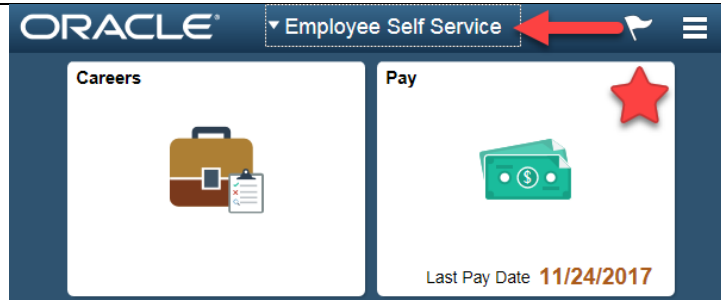
- 1) Enter your PeopleSoft User ID and Password
- 2) Click the Sign In button

**Tip** – *User ID is case sensitive (must use upper case for alpha characters).*



### 2 Access Your Pay Advice

On the Employee Self Service Homepage, click on the Pay Tile.

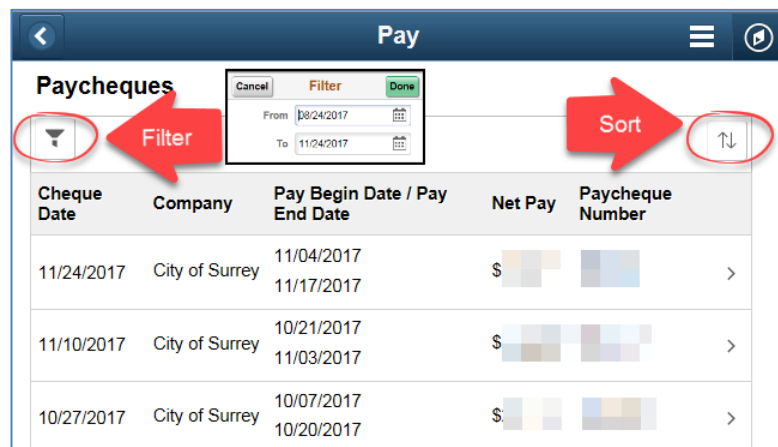


### 3 Select Pay Advice

From the Pay search page, click on the pay advice to be viewed by Cheque Date.

**FILTER** Click the Filter button to filter the pay advice search by date range.

**SORT** Click the Sort button to sort the pay advices ascending or descending by date order.

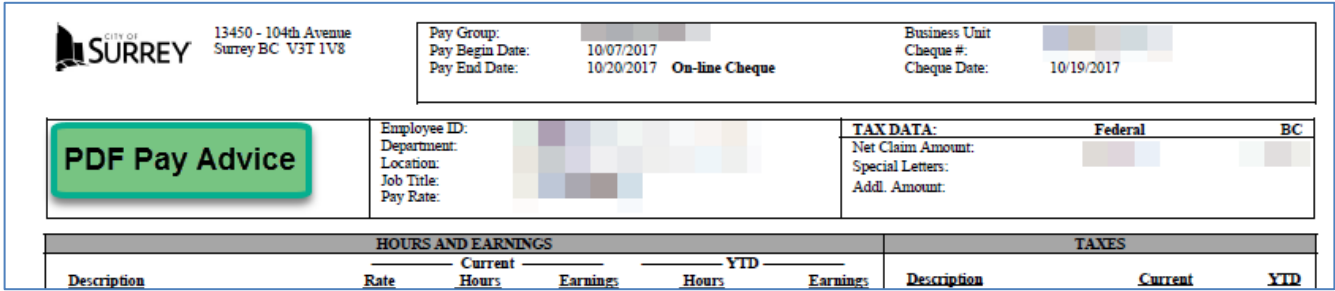


Cheque Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheque Number
11/24/2017	City of Surrey	11/04/2017 11/17/2017	\$	>
11/10/2017	City of Surrey	10/21/2017 11/03/2017	\$	>
10/27/2017	City of Surrey	10/07/2017 10/20/2017	\$	>

**4 VIEW PAY ADVICE – PDF File Format**

**\*\* PERSONAL COMPUTER (PC, Mac)**

- View your Pay Advice on your personal computer in PDF file format.
- The PDF file will open in a new browser tab.
- The PDF file can be printed and/or saved from to browser.
- Turn the pop-up blocker off using your browser/device settings.



The screenshot shows a web interface for viewing a PDF pay advice. At the top left is the City of Surrey logo and address: 13450 - 104th Avenue, Surrey BC V3T 1V8. To the right, there are fields for Pay Group, Pay Begin Date (10/07/2017), Pay End Date (10/20/2017), Business Unit, Cheque #, and Cheque Date (10/19/2017). A central button labeled 'PDF Pay Advice' is highlighted. Below this are fields for Employee ID, Department, Location, Job Title, and Pay Rate. To the right of these are 'TAX DATA' fields for Federal and BC, along with Net Claim Amount, Special Letters, and Addl. Amount. At the bottom, there are two tables: 'HOURS AND EARNINGS' and 'TAXES'. The 'HOURS AND EARNINGS' table has columns for Description, Rate, Current Hours, Earnings, YTD Hours, and Earnings. The 'TAXES' table has columns for Description, Current, and YTD.

**PDF File Format**

On your PC or tablet device, your pay advice is available in **PDF file format**. The PDF pay advice opens in a new browser tab; the file can be printed or saved to your files.

The 'allow popups' setting needs to be enabled on your device / browser to view the PDF file. Please refer to your product help guides to turn the pop-up blocker off.

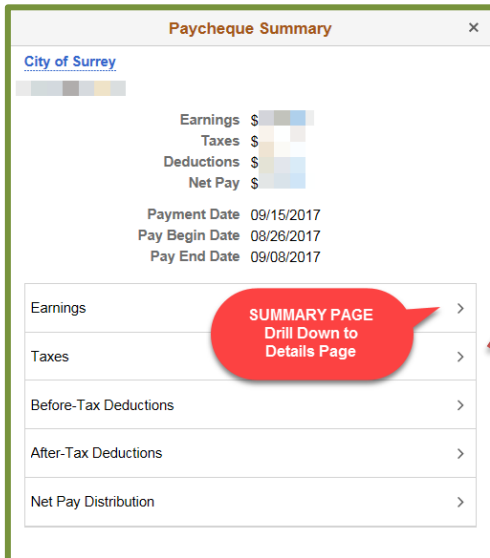
**5 VIEW PAY ADVICE – Mobile Enabled Pages**

**\*\* CELL PHONE / SMART PHONE Device**

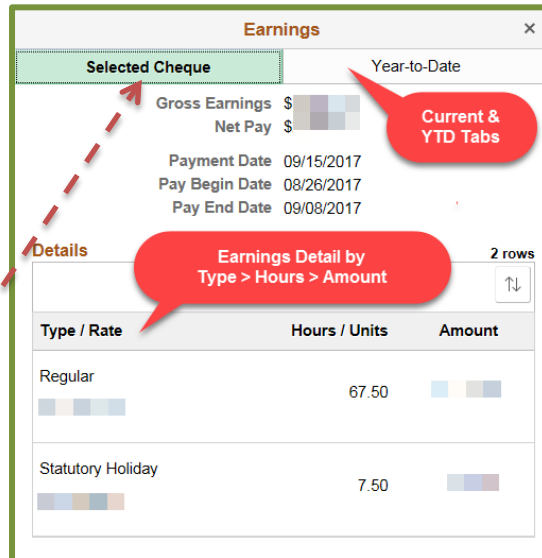
- View Pay Advice on mobile enabled pages.
- Drill down from summary to detailed pay information (Current/YTD)

**SUMMARY**

**DETAIL (Current /YTD)**



The screenshot shows the 'Paycheque Summary' page. It includes the City of Surrey logo and a list of financial items: Earnings, Taxes, Deductions, and Net Pay. Below this are the Payment Date (09/15/2017), Pay Begin Date (08/26/2017), and Pay End Date (09/08/2017). At the bottom, there is a list of categories with expandable arrows: Earnings, Taxes, Before-Tax Deductions, After-Tax Deductions, and Net Pay Distribution. A red callout bubble points to the 'Earnings' arrow with the text: 'SUMMARY PAGE Drill Down to Details Page'.



The screenshot shows the 'Earnings' details page. It features a 'Selected Cheque' section with 'Year-to-Date' totals for Gross Earnings and Net Pay. Below this are the Payment Date (09/15/2017), Pay Begin Date (08/26/2017), and Pay End Date (09/08/2017). A 'Details' section shows a table with 2 rows. A red callout bubble points to the 'Selected Cheque' section with the text: 'Current & YTD Tabs'. Another red callout bubble points to the table header with the text: 'Earnings Detail by Type > Hours > Amount'.

Type / Rate	Hours / Units	Amount
Regular	67.50	
Statutory Holiday	7.50	

### Mobile Enabled Pages

On your cell phone or smart phone device, mobile enabled pages are available to view your pay advice. These pages are designed to be compatible with **mobile technology**. Summary and detailed pay advice information (current / YTD) is available by drilling down through sequential and related pages.

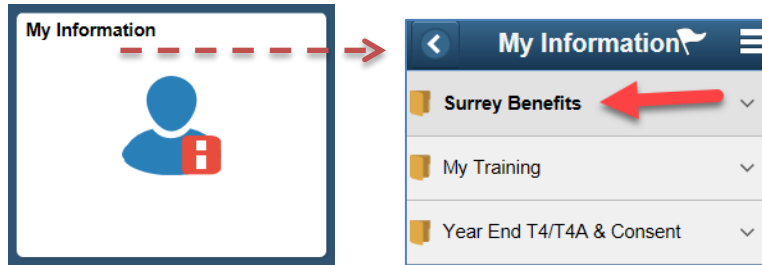
Please note – The PDF file format is not available on small form factor (cell phone or smart phone mobile devices).

### 6 View Leave Balances

- PDF Pay Advice – Leave Balances reported at bottom of PDF Pay Advice.
- Other – Leave Balances are also available on the **Employee** Self Service Home Page > **My Information** Tile [**Surrey Benefits** Folder]

Prior Year Vacation Hrs:	Current Vacation Hrs:	Supplementary Vac Hrs:	Gratuity Hrs:	Statutory Holiday Hrs:	OT Banked Hrs:
Available - Taken = Balance	Available - Taken = Balance	Available - Taken = Balance Expiry Date:	Prior Yr + Current Yr - Taken = Balance	Available - Taken = Balance	Prior Yr + Current Yr - Taken = Balance
<b>PDF Pay Advice (PC / Tablet)</b>					
Deferred Vacation Bank					
Prior Yr + Current Yr - Taken = Balance					

OR

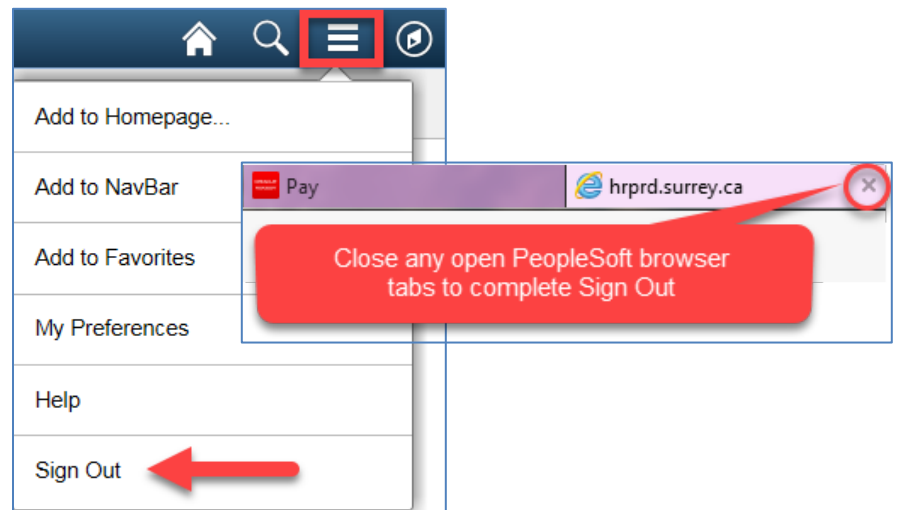


### 7 Sign Out of PeopleSoft

Click on the Action List button and then the Sign Out button to close your PeopleSoft session.

**\*\* NOTE – The PDF Pay Advice will remain open on a separate browser tab after signing out of PeopleSoft.**

Close the browser tab containing the PDF Pay Advice when done viewing.



If you require assistance with PeopleSoft, email [PSoft@surrey.ca](mailto:PSoft@surrey.ca).

If you require assistance with the Employee Portal, email [IT-ServiceDesk@surrey.ca](mailto:IT-ServiceDesk@surrey.ca) or call 604-591-4444.

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