

**Purpose****Title**

View Salary Statement

**What You Will Learn**

Upon completion of this process, you will be able to view and print your salary statement.

**Overview of the Business Process**

- Perform this procedure when you want to view or print your salary statement.

**Note:** Your ESS user name is your Personnel Number preceded by a capital P (For example, P4001234).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.

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**Procedure****Employee Self-Service**

1. Click the **Salary Statement** button.



A new window or tab will open.


## Salary Statement

The screenshot shows a web interface for viewing salary statements. At the top, there is a header with the SAP logo and the text 'Salary Statement'. Below this is a navigation bar with a home icon and a menu icon. The main content area displays four 'Regular payroll run' cards in a row. Each card contains the following information: 'Regular payroll run', 'Take Home Pay' followed by a date, 'Deductions' followed by 'CAD', and 'Gross Pay' followed by 'CAD'. The dates for the four cards are 29.05.2014, 15.05.2014, 01.05.2014, and 17.04.2014. At the bottom of each card, there are two icons: a printer icon and a PDF icon. A red arrow points to the PDF icon on the second card from the left.

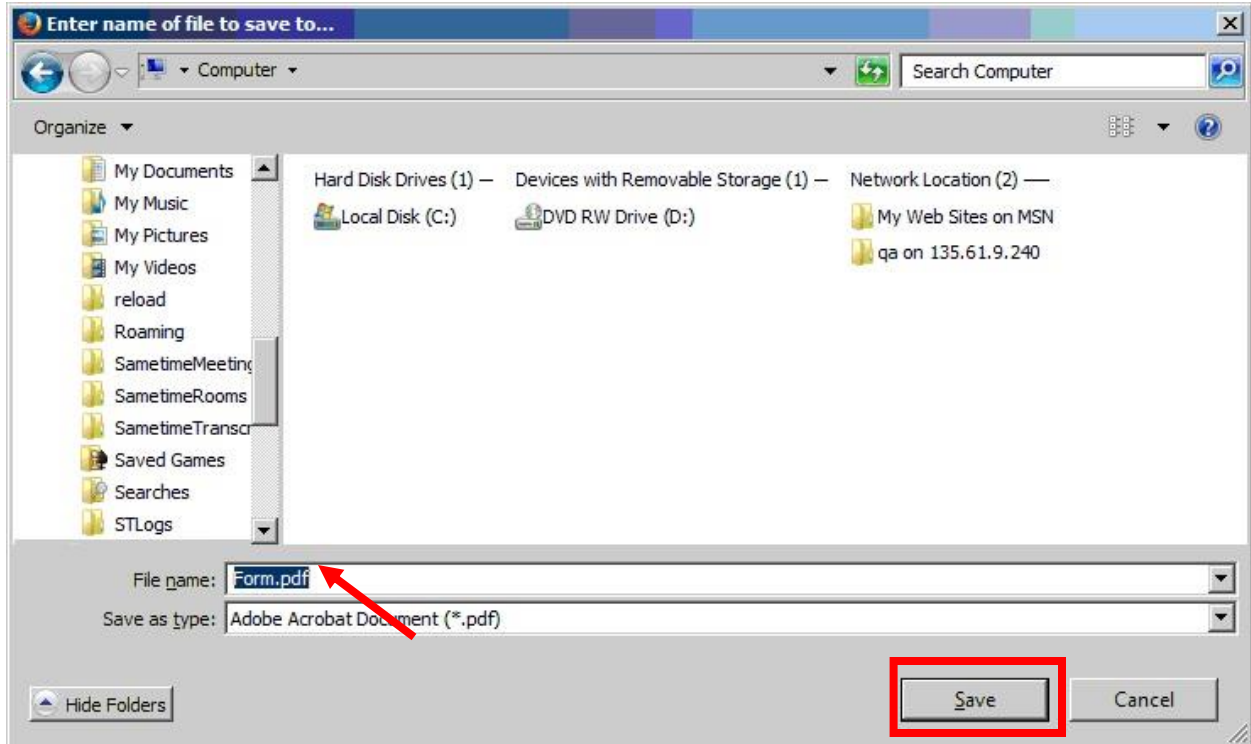


The **Salary Statement** screen can show statements for the last 3 months, the last 6 months, the last 12 months or all statements available. Choose the number you wish to display from the menu bar and then use the left and right scroll arrows to find the exact salary statement you are interested in viewing/printing.

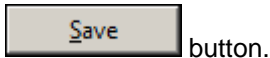
NOTE - the payment date is shown within each salary statement window to aid you in selecting the correct statement to view/print

2. Click the  button to view your salary statement.

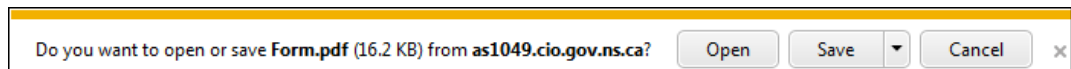
**Enter name of file to save to ...**



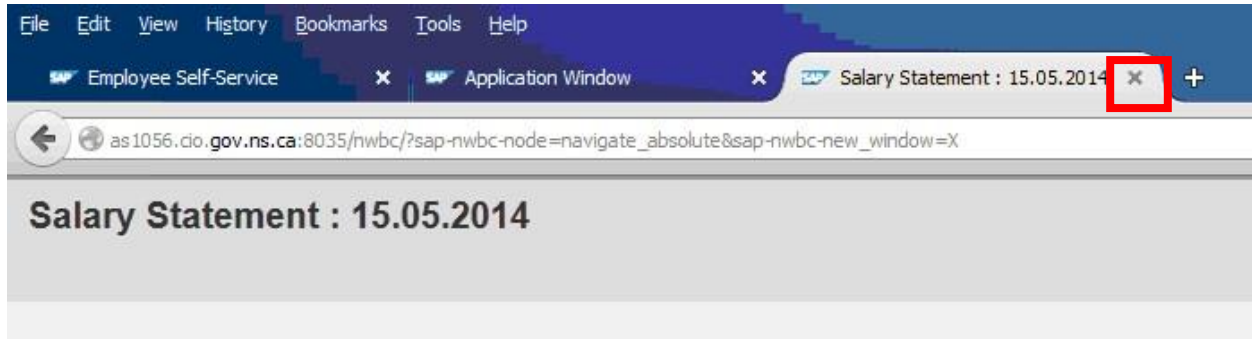
3. Enter a name for the file, navigate to the folder where you want to save it, and click the



**Please note:** Your browser might also display the option to Open the file. This would allow you to view it before you save it.

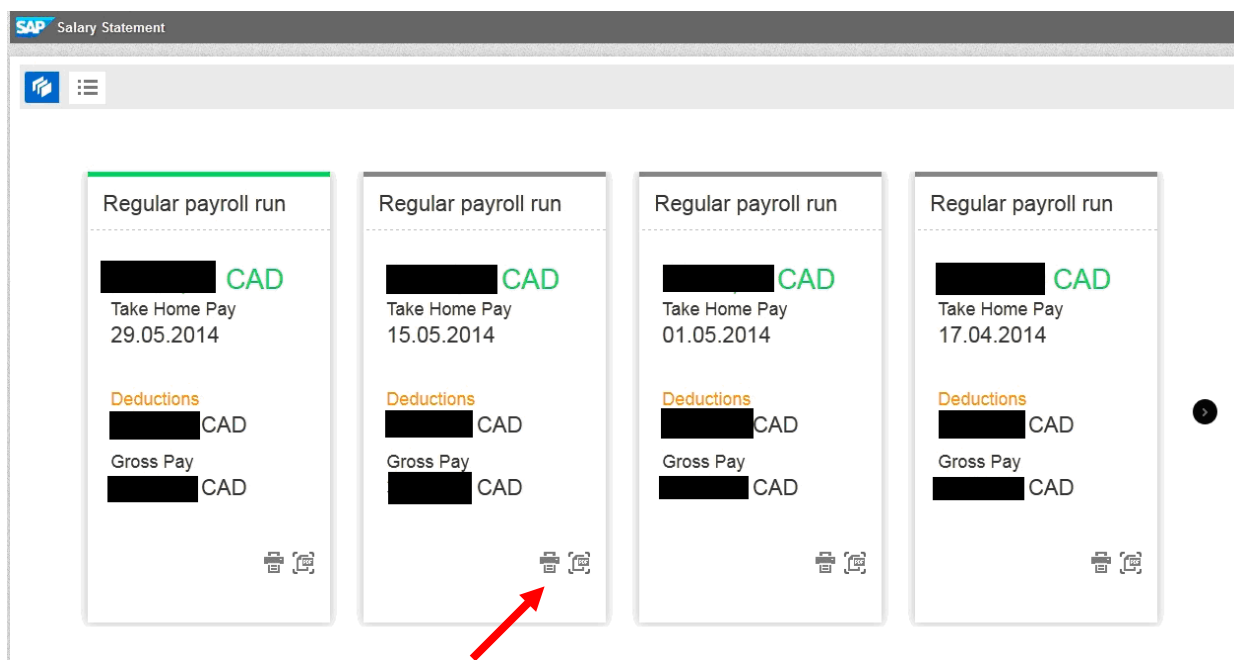


**Salary Statement : DD.MM.YYYY**



- Click the button to close the **Salary Statement** tab and return to the **Employee Self-Service** main page.

**Salary Statement**

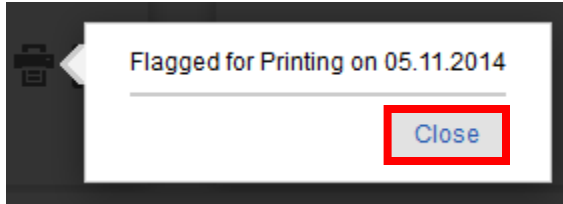


- Click the button to print your salary statement.



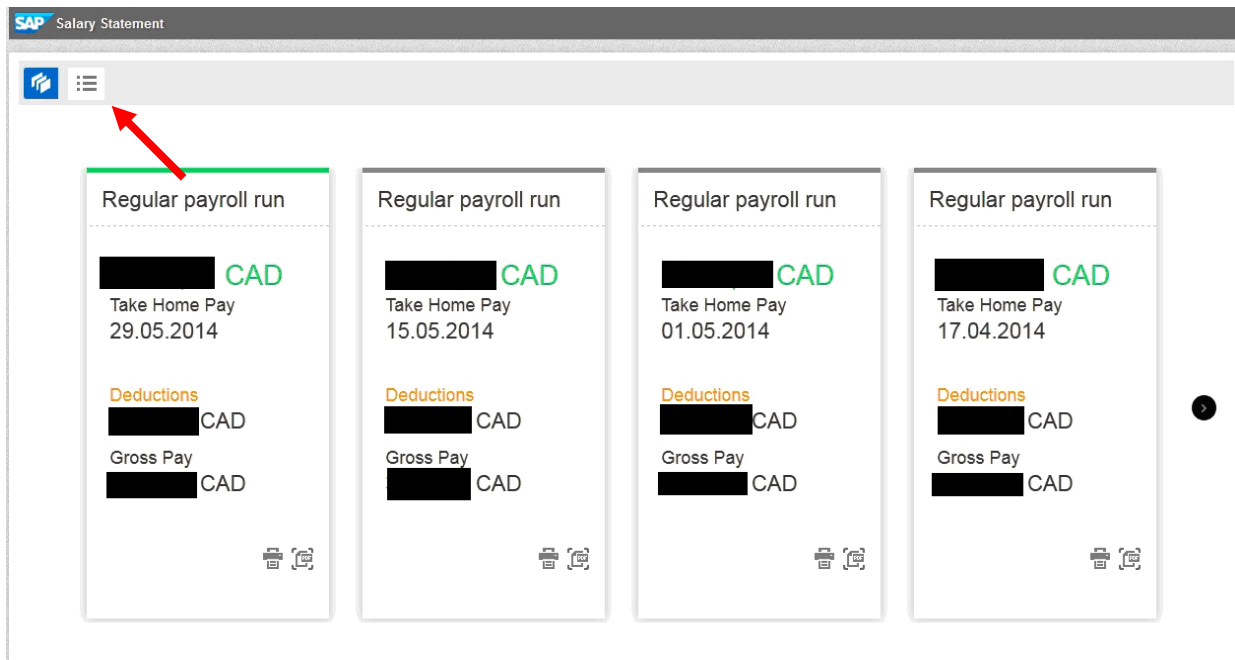
A message will display saying that the statement has been flagged for printing.


### Salary Statement



- 6. Click the  button to dismiss the message.

### Salary Statement






- 7. Click the  button to change the display to a table view.

## Salary Statement

Year	Date	Description	Take Home Pay (CAD)	Deductions (CAD)	Gross Pay (CAD)	Print Icon	Flag Icon
2014	May 29 Sun	Regular payroll run	[Redacted]	[Redacted]	[Redacted]	Print	Flagged for Printing on 25.09.2014
2014	May 15 Sun	Regular payroll run	[Redacted]	[Redacted]	[Redacted]	Print	Flagged for Printing on 05.11.2014
2014	May 01 Sun	Regular payroll run	[Redacted]	[Redacted]	[Redacted]	Print	
2014	Apr 17 Sat	Regular payroll run	[Redacted]	[Redacted]	[Redacted]	Print	
2014	Apr 03 Sat	Regular payroll run	[Redacted]	[Redacted]	[Redacted]	Print	



The  and  buttons work the same in this view as they do in the card view.

- Click the  button to close the window or tab and return to the **Employee Self-Service** main page.

### Result

You have completed the process for viewing and printing a salary statement.