DIRECT DEPOSIT
ONLINE EARNING STATEMENTS

UC BERKELEY
CREATED BY CENTRAL PAYROLL

MAR. 2011
OVERVIEW

• E-statement Policy
• New User vs. Returning User
• Logging on to At Your Service (AYSO) website
• Reset your AYSO password
• How to view your earnings statement online
• Useful AYSO Information
• Resources
ELECTRONIC STATEMENT POLICY

• Effective May 1, Central Payroll will no longer print or mail statement's to home departments for distribution to employees. All employees may print statements online via AtYourService (AYSO) website http://atyourserviceonline.ucop.edu/ayso.
BENEFITS OF AN E-STATEMENT

• You do not have to make a special trip to pick up the statement from your department.

• Statement is accessible from the comfort of your home or any location with computer access.

• Duplicate copies of your statement may be printed.

• No more concerns regarding lost statements in the mail.

• Going green means saving paper.

• You receive an email reminder on payday to let you know your statement is available.
NEW USER OR RETURNING USER

• New Users
  • New hires may use their birth date as their password during the first 30 days after your hire date.
  • All other employees must have their password reset by Central payroll
  • Send an email to payhelp@berkeley.edu
    • with subject heading ‘Reset AYSO password’
    • Include your name, employee ID, and phone number in email
  • Central payroll will send you an email to notify you that your password has been reset.
    • Your temporary password will be your Date of Birth in MMDDYYYY format

• Returning Users
  • Login to the Atyourservice website, skip to slide 9 in this PowerPoint for instructions on how to view statement
  •Forgot your password...email payhelp@berkeley.edu
VIEWING YOUR ONLINE EARNING STATEMENT

• Go to the ‘At Your Service’ (AYSO) website
  • https://atyourserviceonline.ucop.edu/ayso/

• To login, you need to enter a username and password.

• New Users, click on ‘Don’t Have a Username’ User Link and follow directions on the website.

• Forgot Password or Username, click on the applicable link. You will be asked to identify yourself with your SSN or username. If you have an email address on file, a temporary password will be emailed to you. If you do not have an email address on file, Contact Central payroll.
E-STATEMENT – NEW USERS

- Reminder: You need your password reset by central payroll before attempting this step.
E-STATEMENT – NEW USERS

- Enter your SSN
- Password is your Birthdate
AYSO MAIN MENU

To Update address or email address

To view earnings statement
To view or print your UCB statement, click link.

To View Pay Summary, click link.
UNIVERSITY OF CALIFORNIA - BERKELEY

STATEMENT OF EARNINGS

Control No. 05827

IMPORTANT: It is your responsibility to verify all information contained in this statement and to notify your department of any errors. Retain this statement as your Record of University Earnings and Deductions.

EMPLOYER ID NUMBER: FEDERAL WITHOLDING: MARRIED 002 ALLOWANCES
STATE WITHOLDING: MARRIED 002 ALLOWANCES

HOME DEPARTMENT NUMBER: PS PAYROLL STATE ITEMIZED:
PAY ROLL ADDRESS: PERMANENT ADDRESS:

PS PAYROLL
PSPAYP 131 UNIV HALL # 1100

NET EARNINGS OF $2,068.68 WILL BE AVAILABLE AS OF 02/01/11 IN ACCOUNT 3659XXXXX AT USAA FED SAVINGS

EARNINGS DETAIL
PAY TYPE TITLT PAY PERIOD END DATE PAY RATE TIME GROSS
REGULAR PAY ANALYST 3 01/31/11 $2,068.68 1.0000% $2,068.68

*TOTAL GROSS EARNINGS* $9,616.00
RETIREMENT/SAVINGS UCER 154.32
SOCIAL SECURITY Medicare 134.17 1.45% Medicare Gross No Limit
OASDI 386.64 4.2% OASDI Gross $106,800.00
TAXES Federal Tax 794.86
California State Tax 160.18
INSURANCE Medical Insurance 886.10 182.66 Kaiser North (UC pd) W/Adult
Dental Insurance 38.41 DeltaCare USA Con W/Adult
Vision Insurance 13.58 Vision Plan Contrib W/Adult
OTHER Parking UCB Pre-tax 180.00

*TOTAL DEDUCTIONS* $938.09 $2,068.68
**NET EARNINGS** $7,547.32

FEDERAL TAXABLE GROSS EARNINGS Y-T-D GROSS EARNINGS:
GROSS EARNINGS: Kaiser North 182.66
Parking UCB Pre-tax 180.00
UCER 154.32
TAXABLE GROSS EARNINGS: $9,099.02
CA ST TAXABLE GROSS EARNINGS $9,099.02

Receive your statements electronically. Log onto http://atyourserviceonline.uncop.edu/ to view/print your statement.
To Print, Click file tab and click print.

To Close statement web page.

PRINTING YOUR STATEMENT

To Print, Click file tab and click print.
### Pay Date Selection

**Thursday, February 17, 2011, 3:41 PM PST**

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period End Date</th>
<th>Earnings</th>
<th>Net Pay</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-01-2011</td>
<td>01-31-2011</td>
<td>$3,404.16</td>
<td>$2,782.49</td>
<td>View Statement</td>
</tr>
<tr>
<td>01-03-2011</td>
<td>12-31-2010</td>
<td>$3,657.50</td>
<td>$2,924.64</td>
<td>View Statement</td>
</tr>
</tbody>
</table>

**Location:** UC Berkeley

---

After viewing your statement, click here to log off AYSO.
<table>
<thead>
<tr>
<th>To take these actions, go to…</th>
<th>(atyourservice.ucop.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td>Change your UC password</td>
<td>“Sign in to My Accounts,” select “My Security Preferences” and then “Password”</td>
</tr>
<tr>
<td>Update your address and personal email</td>
<td>“Sign in to My Accounts,” then select “My Contact Information”</td>
</tr>
<tr>
<td>Set or change your username, security word, and/or challenge questions</td>
<td>“Sign in to My Accounts,” select “My Security Preferences” and then the appropriate button</td>
</tr>
<tr>
<td>View your paycheck*</td>
<td>“Sign in to My Accounts,” then select “Earnings Statement” under “Income &amp; Taxes”</td>
</tr>
<tr>
<td>Change your tax withholding*</td>
<td>“Sign in to My Accounts,” select “Tax Withholdings,” then “Change Withholdings”</td>
</tr>
<tr>
<td>View your W-2*</td>
<td>“Sign in to My Accounts,” then select “W-2” under “Income &amp; Taxes”</td>
</tr>
<tr>
<td>Print employment verification*</td>
<td>“Sign in to My Accounts,” then select “Employment Verification” under “Income &amp; Taxes”</td>
</tr>
<tr>
<td>Calculate your total compensation</td>
<td>Select “Total Compensation” on home page</td>
</tr>
<tr>
<td>Name or change your beneficiary</td>
<td>“Sign in to My Accounts,” then select “My Beneficiaries”</td>
</tr>
</tbody>
</table>
AYSO ASSISTANCE
To reset your AYSO password or get assistance navigating in AYSO...

• You may:
  • Email central payroll customer service at payhelp@berkeley.edu or call 510-642-1336

MORE INFORMATION ON E-STATEMENTS
Instructions on how to print statements and this PowerPoint may be found on our Payroll website http://controller.berkeley.edu/payroll/EarningsStatements/PaperlessEarningStatements.htm