

# 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](mailto: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](http://Atyourservice) website, skip to slide 9 in this PowerPoint for instructions on how to view statement
- Forgot your password...email [payhelp@berkeley.edu](mailto: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.



The screenshot shows the 'At Your Service Online' website interface. At the top left is the University of Colorado seal. The header text reads 'At Your Service Online'. Below the header, there are 'Usage Tips' and a 'Sign In' form. The 'Sign In' form includes fields for 'Username:' and 'Password:', a 'Sign In' button, and two links: 'New User or Don't Have a Username?' and 'Forgot your Username or Password?'. A yellow arrow points from the 'Don't Have a Username?' link in the screenshot to the 'New Users' instruction in the text on the left.

**Usage Tips:**

- Best viewed with Microsoft Internet Explorer 7.0 in Windows and Safari on the Mac.
- Do not use your browser's Back button
- For confidentiality, always Log Off and close your browser when you have finished your online session.

**Sign In**

Username:

Password:

**Sign In**

→ New User or **Don't Have a Username?**

→ **Forgot your Username or Password?**

# E-STATEMENT – NEW USERS

- Reminder: You need your password reset by central payroll before attempting this step



University of California

At Your Service

## Sign In Notification

Security enhancements to At Your Service Online now require that you sign in with your Username instead of your Social Security number. You may change your Username at any time by selecting Security Preferences from the At Your Service Online Main Menu.

To view your current Username or to create a Username if you do not have one, please click Continue.

Continue

Cancel

# E-STATEMENT – NEW USERS



University of California

At Your Service

## Sign In - Identify Yourself

For a limited time, you will be able to sign in with your Social Security number.  
Please enter your Social Security number and password below.

Social Security number:

Password:

Sign In

Cancel

[Forgot your Password?](#)

- Enter your SSN
- Password is your Birthdate



# AYSO MAIN MENU

University of California

At Your Service | Log Off

### About Crystal

- My Contact Information
- My Beneficiaries
- My Security Preferences

### Stay Connected

- UC Berkeley Homepage
- UC Berkeley Directory
- UC Berkeley Benefits
- Campus Directories
- Office of the President
- Our University Newsletter

### Health & Welfare

- Current Enrollments
- Kaiser Permanente
- United Behavioral Health
- DeltaCare USA
- Vision Service Plan
- Health and Insurance
- Find a Doctor
- Provider Number
- Benefit Changes
- Conexis (Health FSA/DepCare FSA)

### Income & Taxes

- Earnings Statement
- Tax Withholdings
- W-2
- Employment Verification
- Internal Revenue Service
- California Franchise Tax Board

### Retirement & Savings

- Retirement Estimates
- Retirement Savings Program
- UCRP and CAP Balances
- Investment Links
- ScholarShare, California's 529 Plan

Privacy Policy and Terms of Use | Contact Us  
All Content Copyright © UC Regents.

To Update  
address or  
email  
address

To view  
earnings  
statement

# AYSO MAIN MENU



University of California

At Your Service | Main Menu | Log Off

About Crystal

Stay Connected

Health & Welfare

Income & Taxes

Retirement

Earnings | Tax Withholdings | W-2 | Employment Verification

Main Menu

## Pay Date Selection

» Help

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

Employee ID:

Location: UC Berkeley

Select a date from the Pay Date column:

Pay Date	Pay Period End Date	Earnings	Net Pay	Notes
02-01-2011	01-31-2011	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
01-03-2011	12-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
***** 2010 *****				
12-01-2010	11-30-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
11-01-2010	10-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
10-01-2010	09-30-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
09-01-2010	08-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
07-30-2010	07-31-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>

To View Pay Summary, click link

To view or print your UCB statement, click link

# SAMPLE OF YOUR STATEMENT

Personal Info/tax allowances



Net Earnings and job info: payrate, title



Total Gross Earnings and Deductions



Taxable Gross Earnings



## UNIVERSITY OF CALIFORNIA - BERKELEY



### STATEMENT OF EARNINGS

Control No. 05827

Page No. 1

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 WITHHOLDING: MARRIED 002 ALLOWANCES  
 STATE WITHHOLDING: MARRIED 002 ALLOWANCES  
 HOME DEPARTMENT NUMBER: FSPAYD STATE ITEMIZED: 000 ALLOWANCES  
 EARNINGS STATEMENT ADDRESS: PERMANENT ADDRESS:

FS PAYROLL  
 FSPAYD 131 UNIV HALL # 1100  
 M

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

EARNINGS DETAIL		PAY PERIOD				
PAY TYPE	TITLE	END DATE	PAY RATE	TIME	GROSS	
REGULAR PAY	ANALYST 3	01/31/11	\$2,068.68	1.0000	\$2,068.68	
		CURRENT EARNINGS/DED	CURRENT UNIV CONTRIBUTION	YEAR-TO-DATE EARNINGS/DED	DESCRIPTION	COVERAGE
*TOTAL GROSS EARNINGS*				\$9,616.00		
RETIREMENT/SAVINGS						
UCRP				154.32		
SOCIAL SECURITY						
Medicare				134.17	1.45% Medicare Gross No Limit	
OASDI				388.64	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*				\$2,068.68		
*TOTAL UNIV CONTR*				\$938.09		
**NET EARNINGS**				\$7,547.32		
FEDERAL TAXABLE GROSS EARNINGS				Y-T-D GROSS EARNINGS		
GROSS EARNINGS:				\$9,616.00		
Kaiser North				182.66		
Parking UCB Pre-tax				180.00		
UCRP				154.32		
TAXABLE GROSS EARNINGS:				\$9,099.02		
CA ST TAXABLE GROSS EARNINGS				\$9,099.02		

Receive your statements electronically. Log onto <http://atyourserviceonline.ucop.edu/> to view/print your statement.

# PRINTING YOUR STATEMENT

https://atyourserviceonline.ucop.edu/ayso/payadvice.do?method=createoespdf&end=08-31-2009&cycle - Windows Internet Explorer

https://atyourserviceonline.ucop.edu/ayso/payadvice.do?method=createoespd

File Edit Go To Favorites Help


- New Tab Ctrl+T
- Duplicate Tab Ctrl+K
- New Window Ctrl+N
- New Session
- Open... Ctrl+O
- Edit
- Save As...
- Close Tab Ctrl+W
- Page Setup...
- Print... Ctrl+P**
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

Web Slice Gallery

ayso/paya...

Page Safety Tools

## UNIVERSITY OF CALIFORNIA - BERKELEY



### STATEMENT OF EARNINGS

Page No. 1

responsibility to verify all information contained in this statement and to notify your  
Retain this statement as your Record of University Earnings and Deductions.

FEDERAL WITHHOLDING: MARRIED 002 ALLOWANCES  
STATE WITHHOLDING: MARRIED 002 ALLOWANCES  
STATE ITEMIZED: 000 ALLOWANCES

HOME DEPARTMENT NUMBER: UKHDSP  
EARNINGS STATEMENT ADDRESS: PERMANENT ADDRESS:

NET EARNINGS OF WILL BE AVAILABLE AS OF 09/01/09 IN ACCOUNT 3659XXXX AT USAA FED SAVING

EARNINGS DETAIL		PAY PERIOD			
PAY TYPE	TITLE	END DATE	PAY RATE	TIME	GROSS
REGULAR PAY					
		CURRENT	CURRENT UNIV	YEAR-TO-DATE	
		EARNINGS/DED	CONTRIBUTION	EARNINGS/DED	DESCRIPTION COVERAGE
TOTAL GROSS EARNINGS*				\$32,249.97	
RETIREMENT/SAVINGS					
DCP Regular				474.03	% of Gross less \$19
SOCIAL SECURITY					
Medicare				467.80	1.45% Medicare Gross No Limit
OASDI				2,000.25	6.2% OASDI Gross \$106,800.00

To Close  
statement  
web page

To Print,  
Click file  
tab and  
click print

# AYSO MAIN MENU



University of California

At Your Service | Main Menu | Log Off

About Crystal

Stay Connected

Health & Welfare

Income & Taxes

Retirement

Earnings | Tax Withholdings | W-2 | Employment Verification

Main Menu

## Pay Date Selection

» Help

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

Employee ID:

Location: UC Berkeley

Select a date from the Pay Date column:

Pay Date	Pay Period End Date	Earnings	Net Pay	Notes
02-01-2011	01-31-2011	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
01-03-2011	12-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
***** 2010 *****				
12-01-2010	11-30-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
11-01-2010	10-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
10-01-2010	09-30-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>
09-01-2010	08-31-2010	\$3,657.50	\$2,924.64	<a href="#">View Statement</a>
07-30-2010	07-31-2010	\$3,404.16	\$2,782.49	<a href="#">View Statement</a>

After viewing your statement, click here to log off AYSO.

# USEFUL AYSO INFORMATION

To take these actions, go to...

([atyourservice.ucop.edu](https://atyourservice.ucop.edu))

## Personal Information

Change your UC password

"Sign in to My Accounts," select "My Security Preferences" and then "Password"

Update your address and personal email

"Sign in to My Accounts," then select "My Contact Information"

Set or change your username, security word, and/or challenge questions

"Sign in to My Accounts," select "My Security Preferences" and then the appropriate button

View your paycheck\*

"Sign in to My Accounts," then select "Earnings Statement" under "Income & Taxes"

Change your tax withholding\*

"Sign in to My Accounts," select "Tax Withholdings," then "Change Withholdings"

View your W-2\*

"Sign in to My Accounts," then select "W-2" under "Income & Taxes"

Print employment verification\*

"Sign in to My Accounts," then select "Employment Verification" under "Income & Taxes"

Calculate your total compensation

Select "Total Compensation" on home page

Name or change your beneficiary

"Sign in to My Accounts," then select "My Beneficiaries"

# RESOURCES

## **AYSO ASSISTANCE**

To reset your AYSO password or get assistance navigating in AYSO...

- You may:
  - Email central payroll customer service at [payhelp@berkeley.edu](mailto: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>