# 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 <u>http://atyourserviceonline.ucop.edu/ayso</u>.

# **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
- <u>https://atyourserviceonline.ucop.edu/ayso/</u>
- <u>To login</u>, you need to enter a username and password.
- <u>New Users</u>, 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 a 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.

At Yo	our Service O	nline
	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	Sign In Username: Password: Sign In Sign In
	For confidentiality, always Log Off and close your browser when you have finished your online session.	<ul> <li>→ New User or Don't Have a Username?</li> <li>→ Forgot your Username or Password?</li> </ul>

## E-STATEMENT – NEW USERS

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



University of California

### Sign In Notification

At Your Service

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.



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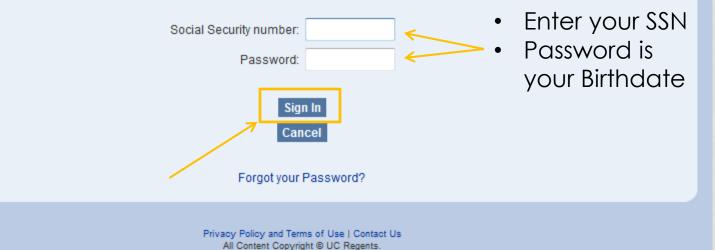
## E-STATEMENT – NEW USERS



University of California

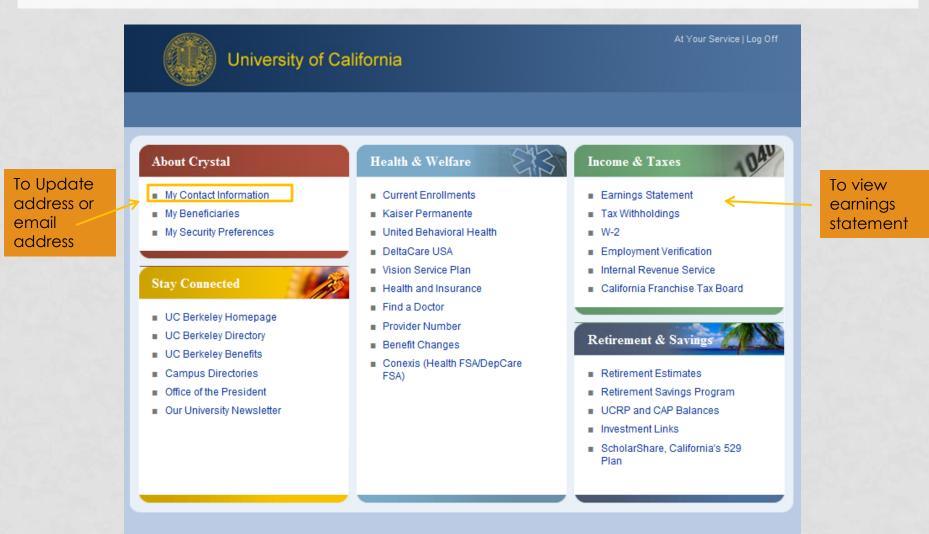
#### Sign In - Identify Yourself

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.



At Your Service

# AYSO MAIN MENU



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# AYSO MAIN MENU

ι U	At Your Service   Main Menu   Log Off							
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		07-30-20	10 07-31-20	\$3,404.1	16 \$2,782.49	View Statement		

## **SAMPLE OF YOUR STATEMENT**

### Personal Info/tax allowances

### Net Earnings and job info:payrate, title

### **Total Gross Earnings** and Deductions

**Taxable Gross Earnings** 



Control No. 05827

#### UNIVERSITY OF CALIFORNIA - BERKELEY



#### STATEMENT OF EARNINGS

Page No

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. EMPLOYEE ID NUMBER: FEDERAL WITHHOLDING: MARRIED 002 ALLOWANCES STATE WITHHOLDING: MARRIED 002 ALLOWANCES

HOME DEPARTMENT NUMBER: FSPAYP

STATE ITEMIZED: EARNINGS STATEMENT ADDRESS -

000 ALLOWANCES

PERMANENT ADDRESS-

ES DAVROLL

FSPAYP 131 UNIV HALL # 1100

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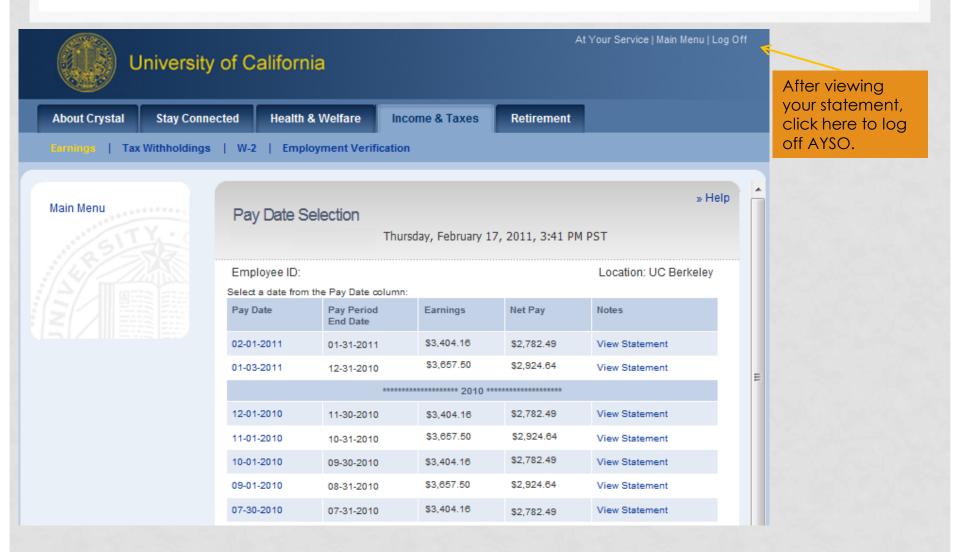
NET EARNINGS OF \$2,068.68 WILL BE AVAILABLE AS OF 02/01/11 IN ACCOUNT 3659XXXX AT USAA FED SAVING

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	TITLE				TIME	GROSS	
REGULAR PAY						\$ \$2,068.68	
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		CURRENT	CURRENT	UNIV	YEAR-TO-DAT	18	
		EARNINGS/DED			EARNINGS/DE		COVERAGE
*TOTAL GROSS	EARNINGS*	,			\$9,616.00		
RETIREMENT/S.	AVINGS						
UCRP					154.32		
SOCIAL SECUR	ITY						
Medicare					134.17	1.45% Medicare Gros	ss No Limit
OASDI					388.64	4.2% OASDI Gross	\$106,800.0
TAXES							
Federal T	ax				794.86		
Californi	a State Tax				160.18		
INSURANCE							
Medical I	nsurance		886.	.10	182.66	Kaiser North (UC pd	i) W/Adult
Dental In	surance		38.	.41		DeltaCare USA Con	
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OTHER							
Parking D	CB Pre-tax				180.00		
*TOTAL DEDUC	TIONS*				\$2,068.68		
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**NET EARNIN					\$7,547.32		
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view/print your statement.

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click pr	-			CURRENT CURRENT UNIV YEAR-TO-DATE			
		TOTAL GROSS EA	RNINGS*	EARNINGS/DED CONTRIBUTION EARNINGS/DED DESCRIPTION COVERAGE \$32,249.97			
		RETIREMENT/SAVI					
		DCP Regular SOCIAL SECURITY		474.03 % of Gross less \$19			
		Medicare OASDI		467.80 1.45% Medicare Gross No Limit 2,000.25 6.2% OASDI Gross \$106,800.00			

## AYSO MAIN MENU



# USEFUL AYSO INFORMATION

To take these actions, go to	(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 Withhold- ings," 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 "Employ- ment 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 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 <u>http://controller.berkeley.edu/payroll/EarningStatements/Pape</u> <u>rlessEarningStatements.htm</u>