Pay Stub Detail

Paystub can be found through Employee Self-Service Dashboard. On MyUT, select the Employee tab, then Select the Employee Self-Service Dashboard.
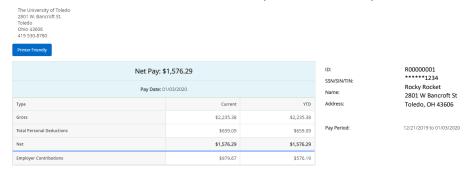

Employee Dashboard

Employee Self-Service Dashboard - tool where you can find your employee information, including pay stubs, leave balances, time off requests, etc.

You can select Latest Pay Stub or All Pay Stubs to review past periods.

Both current and past paystubs are available on your MyUT portal. It is important to review your paystub regularly in order to assure proper payment. Please see below for an explanation of your paystub.

Section 1 – Basic Information and Payment Summary

This section includes both University and Employee information. Two important pieces of information in this section are the Pay Date and Pay Period. The Pay Date is the day which pay is dispersed. The Pay Period is the dates which are covered in this pay check. Please note that your pay schedule may be different than the example and is dependent on your employee class. You can see the different schedule types on the Schedules page of the Payroll website.
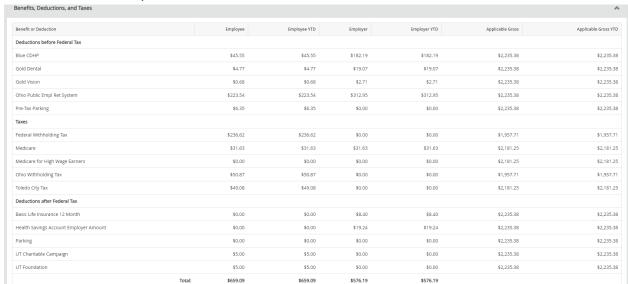
The Payment Summary includes the Gross (amount of earnings only), Total Personal Deductions, Net (amount the employee will receive), and Employer Contributions. Each of these is listed for the current pay period and year to date totals (amount received January 1st of the current year through the current pay).

Section 2 – Earnings

Title	Earnings	Shift	Hours or Units	Rate	Amount	YTD
	Earnings					▲
Mascot	Regular Bi-weekly Pay	1			$2,235.38	$2,235.38
				Total:	$2,235.38	$2,235.38

This section shows each position ("Job") you are working. Each position will be listed as a separate line item. If you have more than one type of earnings (Overtime, Retro Pay, Shift differential, etc.) they will also be listed as a separate line item. If you are an hourly employee, you will also have the number of hours/units and an hourly wage. It is also important to note the difference between the 'Amount' (amount you have earned this pay only) and 'YTD' (amount you have earned since January 1 of that year).

Section 3 – Benefits, Deductions and Taxes

Benefit or Deduction	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Deductions before Federal Tax						
Blue CDHP	$45.55	$45.55	$182.19	$182.19	$2,235.38	$2,235.38
Gold Dental	$4.77	$4.77	$19.07	$19.07	$2,235.38	$2,235.38
Gold Vision	$0.68	$0.68	$2.71	$2.71	$2,235.38	$2,235.38
Ohio Public Empl Ret System	$223.54	$223.54	$312.95	$312.95	$2,235.38	$2,235.38
Pre-Tax Parking	$6.35	$6.35	$0.00	$0.00	$2,235.38	$2,235.38
Taxes						
Federal Withholding Tax	$236.62	$236.62	$0.00	$0.00	$1,957.71	$1,957.71
Medicare	$31.63	$31.63	$31.63	$31.63	$2,181.25	$2,181.25
Medicare for High Wage Earners	$0.00	$0.00	$0.00	$0.00	$2,181.25	$2,181.25
Ohio Withholding Tax	$50.87	$50.87	$0.00	$0.00	$1,957.71	$1,957.71
Toledo City Tax	$49.08	$49.08	$0.00	$0.00	$2,181.25	$2,181.25
Deductions after Federal Tax						
Basic Life Insurance 12 Month	$0.00	$0.00	$8.40	$8.40	$2,235.38	$2,235.38
Health Savings Account Employer Amount	$0.00	$0.00	$19.24	$19.24	$2,235.38	$2,235.38
Parking	$0.00	$0.00	$0.00	$0.00	$2,235.38	$2,235.38
UT Charitable Campaign	$5.00	$5.00	$0.00	$0.00	$2,235.38	$2,235.38
UT Foundation	$5.00	$5.00	$0.00	$0.00	$2,235.38	$2,235.38
Total:	$659.09	$659.09	$576.19	$576.19		

This section shows the Deductions before Federal Tax at the top, your Taxes in the middle, and then the Deductions after Federal Tax on the bottom. It is important to pay close attention to which column you are looking at when reviewing your deductions. From left to right the columns are as follows:

- Employee – The amount which is deducted from your gross pay for each deduction.
- Employee YTD – The total amount deducted from your checks since January 1 of that year.
- Employer – The amount the University of Toledo pays towards each deduction.
- Employer YTD – The total amount the University has paid since January 1 of that year.
- Applicable Gross – The amount which that deduction is based on.
- Applicable Gross YTD – The total amount since Jan 1 of that year which the YTD deduction amounts are based on.

If you have any additional questions about the types of deductions or who to contact if you have a question, please check the Deductions section of the Frequently Asked Questions page of the Payroll Website.