

Quick Reference:

Viewing Your Paycheck Online

ORACLE
PEOPLESOFT

Access to this system from off-campus requires two-factor authentication using Duo.
[Click here to register for Duo or learn more about OU's \(Norman Campus Users\) two-factor authentication requirements.](#)
[Click here to register for Duo or learn more about OUHSC's \(HSC Campus Users\) two-factor authentication requirements.](#)

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

STEP 1
Sign In to PeopleSoft using your OU 4 x 4 and password.

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Employee Self Service

Update Name & Contact

Personal Details

Payroll

Benefit Details

Open Enrollment

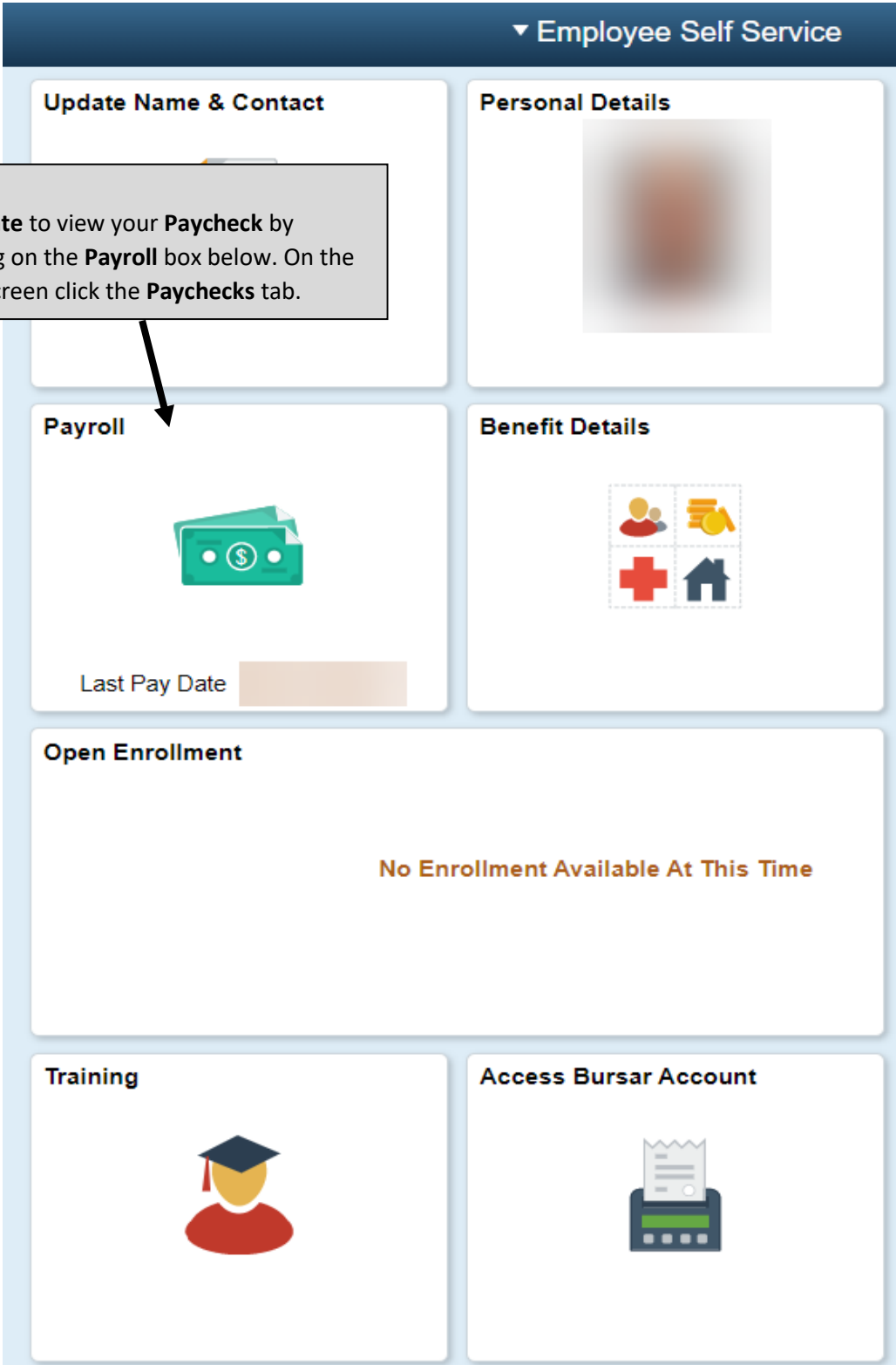
Training

Access Bursar Account

Step 2
Navigate to view your Paycheck by clicking on the Payroll box below. On the next screen click the Paychecks tab.

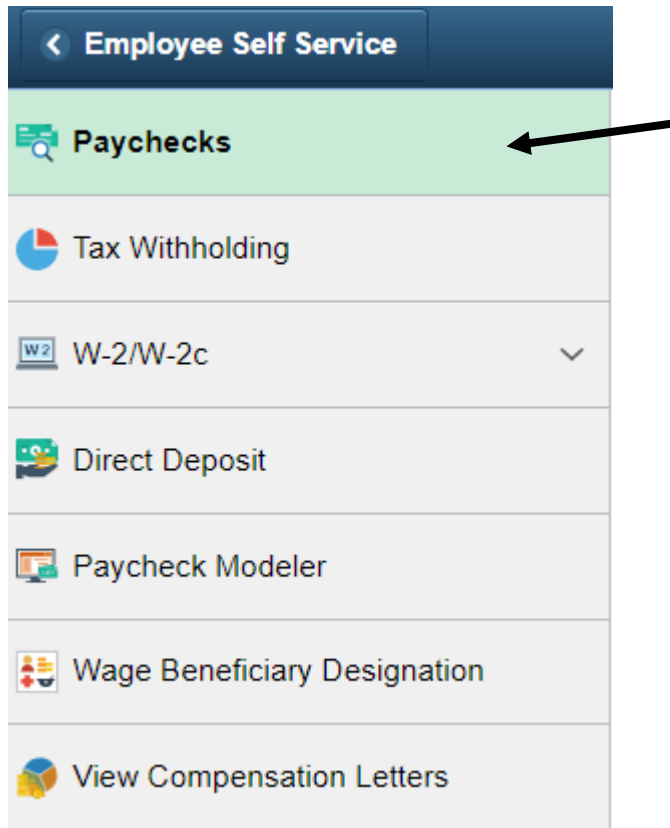
Last Pay Date

No Enrollment Available At This Time

The image shows a screenshot of an "Employee Self Service" portal. The interface is organized into a grid of service tiles. The "Payroll" tile, which features a green icon of a stack of money, is highlighted with a grey callout box. This callout box contains the text "Step 2" and instructions: "Navigate to view your Paycheck by clicking on the Payroll box below. On the next screen click the Paychecks tab." An arrow points from the callout box to the "Payroll" tile. Other visible tiles include "Update Name & Contact", "Personal Details", "Benefit Details", "Open Enrollment" (with a message "No Enrollment Available At This Time"), "Training", and "Access Bursar Account". The "Payroll" tile also includes a "Last Pay Date" field with a text input box.

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Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
	University of Oklahoma	03/27/2021 04/09/2021		
	University of Oklahoma	03/13/2021 03/26/2021		
	University of Oklahoma	02/27/2021 03/12/2021		
	University of Oklahoma	02/13/2021 02/26/2021		
	University of Oklahoma	01/30/2021 02/12/2021		
	University of Oklahoma	01/16/2021 01/29/2021		

STEP 3

Click the on the Paycheck you want to view to see the earnings statement PDF.

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University of Oklahoma Payroll and Employee Services, 905 Asp, Room 244 Norman OK 73019		Pay Group: HRY-Hourly Payroll Pay Begin Date: 02/13/2021 Pay End Date: 02/26/2021	Business Unit: NORMN Check #: Check Date:					
Employee ID: Department: Location: Job Title: Pay Rate:	TAX DATA:		Federal Marital Status: Single Allowances: N/A Addl. Percent: N/A Addl. Amount: Resident: Mult Job/Spse Wrks:					
			OK State Single 0 x					
HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Administrative Leave-Hourly	17.850000	10.00	178.50	10.00	178.50	Fed Withholding	98.51	211.57
Regular Pay	17.850000	70.00	1,249.50	150.00	2,677.50	Fed MED/EE	19.82	48.37
Overtime			0.00	2.75	73.63	Fed OASDI/EE	84.78	206.84
PEAK Employees			0.00	24.00	480.00	OK Withholding	49.00	109.00
TOTAL:		80.00	1,428.00	186.75	3,409.63	TOTAL:	252.11	575.78
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Health Insurance B	27.19	27.19	Long Term Disability -After Tx	1.55	1.55	Health Insurance B	274.96	274.96
Dental BT	16.99	16.99				Dental BT	7.66	7.66
Vision Service Plan	3.69	3.69				Basic Life Insurance	0.98	0.98
Norman Regular Parking	12.96	25.92				Basic Life Insurance*	0.24	0.24
						AD&D - Before Tax	0.10	0.10
TOTAL:		60.83	73.79	TOTAL:	1.55	1.55	*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current	1,428.00	1,367.41	252.11	62.38	1,113.51			
YTD	3,409.63	3,336.08	575.78	75.34	2,758.51			
NET PAY DISTRIBUTION								
Payment Type	Account Type	Account Number	Amount					
	Issue Chk		1,113.51					
TOTAL:			1,113.51					

For Norman leave balance information, go to the Workforce Time System at <https://time.ou.edu>. For OUHSC leave balance information, go to the TAL System at <https://ouhsc.ecotimchbbs.com/ecotimesso/>

MESSAGE: