

## Viewing and Printing Your Pay Advice

ESS provides an easy, timesaving way for you to keep your personal information up to date. This web-based tool displays your human resources information in web pages, offering easy navigation and a quick way to access and update data.

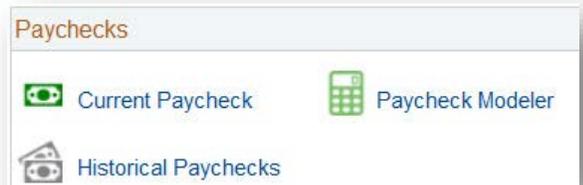


### Payroll and Compensation

This handy feature lets you view your paycheck and print your current and prior pay advice (the stub that documents your earnings). You can also preview your paycheck up to two days before you actually receive it. (Paycheck Review shows the checks processed in the normal payroll cycle and received every other Friday. Checks processed outside of the normal payroll cycle are not available for viewing.)

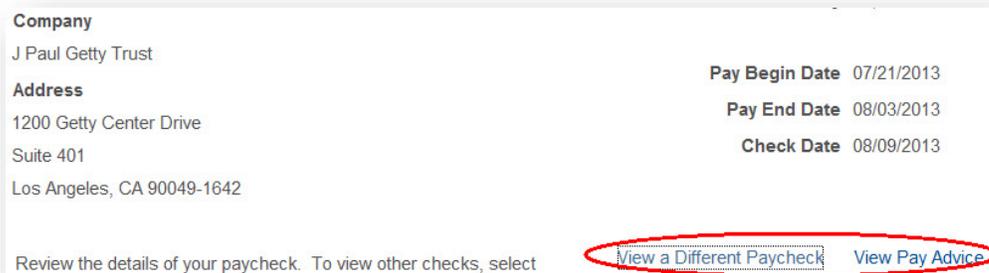
### Viewing Your Paycheck

On the Home page of Employee Self Service, click **Current Paycheck**.



Your most recent pay advice will display in an easy-to-read format. The upper part of the page shows your earnings and taxes. Scroll down to the lower part of the page to review detailed deduction and benefit information.

Two helpful links appear on the upper right of the paycheck view:



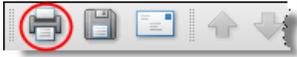
To view previous paychecks, click the **View a Different Paycheck** link. Then select another paycheck from a list of dates that appears.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
<a href="#">2013-08-09</a>	J Paul Getty Trust	07/21/2013	08/03/2013		1101479
<a href="#">2013-07-26</a>	J Paul Getty Trust	07/07/2013	07/20/2013		1100274
<a href="#">2013-07-12</a>	J Paul Getty Trust	06/23/2013	07/06/2013		1099061
<a href="#">2013-06-28</a>	J Paul Getty Trust	06/09/2013	06/22/2013		1097839

## Viewing and Printing your Pay Advice

To print a pay advice, navigate to the correct paycheck view (either the default, i.e., the most current, or by selecting another paycheck from the list of dates available through the **View a Different Paycheck** link).

When the correct View Paycheck page displays, click the **View Pay Advice** link on the upper right. The Pay Advice appears, formatted to print, as a PDF file. Click the **Print** icon.



**J Paul Getty Trust**  
 1200 Getty Center Drive, Suite 401  
 Los Angeles, CA 90049-1642

Pay Group:	02/21/2010 - 03/06/2010	Business Unit:	ITS
Pay Begin Date:	02/21/2010	Advice #:	00990710
Pay End Date:	03/06/2010	Advice Date:	03/12/2010

Employee ID:	00000	TAX DATA:	Federal	CA State
Department:	00000	Marital Status:	Married	Married
Location:	The Getty Center	Allowances:		
Pay Rate:	00000 Annual	Addl. Pct.:		
		Addl. Amt.:		

HOURS AND EARNINGS					TAXES			
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular			366.00			Fed Withholding		
Personal Days	0.00		8.00			Fed MED/EE		
Holiday Pay	0.00		58.00			Fed OASDI/EE		
Sick Pay	0.00		16.00			CA Withholding		
Vacation Pay	0.00		8.00			CA OASDI/EE		
<b>Total:</b>					<b>Total:</b>			

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Medical Deduction			Pre Paid Legal Services Plan			Group Life Insurance-Imputed		
Dental Deduction						Group Life Insurance-Imputed*		
FSA Health Care Deduction								

If you have any difficulty with viewing or printing your data from ESS, please call the Getty Digital Help Desk at ext. 1199.

