
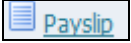








ESS - US: Payslip

Step	Action
1.	IMPORTANT NOTICE: Our company is committed to safeguarding associate privacy interests. Please know that all information used in this tutorial/guide is fictitious. No actual associate names or data has been used.
2.	Click the ASM US Employee Self Service link. 
3.	Click the Payslip link. 
4.	The <i>Payslip</i> page is displayed. NOTE: The last issued payslip will automatically populate on the screen.
5.	Click the AVPageView scrollbar.
6.	The Pay Period section is displayed. The following fields can be viewed: - Pay Period (Bi-Week) NOTE: All employees are paid Bi-Weekly
7.	The Summary section is displayed. The following fields can be viewed, such as: - Current and YTD earnings - Earnings Description (Auto Allowance, Regular Salary, Expense Reimbursement) - Imputed Earnings Description (GTL Basic Life) In this example, Current, YTD, Earnings Description (Auto Allowance and Regular Salary), and Imputed Earnings Description (GTL Basic Life) is shown.
8.	The Pre Tax Deductions section is displayed. The following fields can be viewed, such as: - Medical Pretax - Dental Pretax - Vision Pretax In this example, Medical and Dental Pretax is shown.
9.	Click the AVPageView scrollbar.

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10.	<p>The Taxes section is displayed. The following fields can be viewed, such as:</p> <ul style="list-style-type: none"> - Federal Tax - Social Security - Medicare - State Taxes <p>In this example, Federal Tax, Social Security, Medicare and the State Taxes for New Jersey is shown.</p>
11.	<p>The Time Off Balances section is displayed. The following fields can be viewed, such as:</p> <ul style="list-style-type: none"> - Sick - Vacation - Floating Holiday <p>In this example, Sick, Vacation, and Floating Holiday is shown.</p>
12.	<p>The Tax Withholding Information section is displayed. The following fields can be viewed:</p> <ul style="list-style-type: none"> - Federal (Marital Status, Exemptions, Additional Amount) - State (Marital Status, Exemptions, Additional Amount) <p>In this example, Federal and the State of New Jersey is shown.</p>
13.	<p>Click the Choose a Payslip list.</p> 
14.	<p>Click the 02-MAR-2012 - Job - Check 1 list item.</p> 
15.	<p>Click the Go button.</p> 
16.	<p>Click the AVPageView scrollbar to view entire payslip.</p>
17.	<p>Click the ADP iPay link.</p> 
18.	<p>NOTE: The ADP iPay Statements webpage will be displayed. Click "Login" and enter in your ADP iPay login credentials to access and print current or past statements.</p>
19.	<p>Click the Close button.</p> 
20.	<p>Click the Home link.</p> 

Step	Action
21.	This topic covered: - Viewing a payslip End of Procedure.