**What On-line Pay Advices Mean To You? **

In an effort to keep up with technology, we offer employees the ability to view their pay advices on-line.

***Benefits to the Employee/College:***

* **Reduced costs to the college** – On-line Pay Advices lower postage costs, forms costs, and printing costs. This helps save taxpayer dollars, as well as helps the College to become more Earth friendly. If all staff elected on-line pay advices, the College would save over $5,000 per year.
* **Immediate access** - Paystubs will be available to view two days before payday.
* **Income Verification** -Employees will be able to print copies of their paystubs from a computer with an internet connection, allowing for faster income verification.
* **Detailed Direct Deposit** **Information** - When a paycheck is deposited into multiple bank accounts, our current paystubs do not show the distribution. This method will show the amounts allocated to each bank account.
* **Historical Income Information** – All paystubs from January 1, 2007 through the current date will be available for viewing.
* **Reduced risk of identity theft** – A paystub will no longer be mailed which will eliminate the possibility of mail theft.

Understandably, there are many questions that need to be answered. We have compiled a list of the most ***Frequently Asked Questions***:

* **Is this mandatory?** – No. If you do not wish to participate in this program, you can opt out.
* **How do I Opt Out of this Program? -** All staff and student employees will automatically be set up with on-line pay advices unless they opt out. If you have Direct Deposit and you do not want to participate in on-line pay advices, you must complete the opt-out form on our website and return it to payroll. This is an optional benefit that can be turned on or off at any time.
* **If I do not opt out of the program, will I still receive a paper paystub?** – If you are on Direct Deposit and do not opt out, you will not receive a paper paystub. If you currently receive a paper check, you will continue to receive a paper check and will not have access to online pay advices.
* **If I receive a paper check and want to view my pay check on-line, how do I sign up?** Please call or e-mail payroll and they will activate your account.
* **If I only have Direct Deposit and do not opt out, can I view my advices online and still receive a paper copy?** – No.
* **How Do I Sign up?** – If you elect Direct Deposit, you will automatically be enrolled unless you fill out a form to opt out.
* **When will I be able to view my paystubs online?** – You will be able to view your advices two days before payday.
* **Will I be able to view paystubs from previous payroll periods?** Yes, if you do not opt out, you will be able to view paystubs from January 1, 2007 to the current date.
* **How do I view and print my pay advice?** Follow these easy steps:
	+ Open your internet browser (for most this is Internet Explorer)
	+ Access [www.clackamas.edu](http://www.clackamas.edu)
	+ Click on **myClackamas**
	+ Login using your email address and password
	+ Within the **myCougarTrax** tab
	+ Click on **Employee Information**
	+ Click on **Pay Advices**
	+ Click on the pay date (i.e. **1/30/09**) you would like to view under Current Year
	+ Select **File** and **Print**
* **My online pay advice shows my vacation and sick leave balance information but not my Personal Leave information. Where can I find detail information about my Personal Leave?** Click on the “**+**” to the left of **Employee Information** and then click on **Leave Plan Summary** (which is right above the **Pay Advices** tab).

**Questions: Please contact: Michelle Dodgion x3092 or Maria Perez X3457.**

**Common Earnings Glossary**

**CF = Confidential Employees**

**CWS = Federal Work Study**

**HC = Half Package Classified**

**PC = Part-time Classified**

**PE = Part-time Exempt**

**PF = Part-time Faculty**

**RC = Regular Classified**

**RE = Regular Exempt**

**RF = Regular Faculty**

**STU1 = Student 6+Credits**

**Common Deductions Glossary**

**FED = Federal Tax**

**FICA = Social Security and Medicare**

**STAT = State Tax**

**WC = Workers Compensation**

**OTTX = Oregon Statewide Transit Tax**