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Payroll Information

Using PeopleSoft ePay through the eCampus internet portal, you can conveniently review your payroll information in the Human Resources database. The payroll information contained in this section of the application includes:

♦ Paycheck History
♦ Leave Accruals Information
♦ Voluntary Deduction Information
♦ Direct Deposit Information
♦ Advice Options

Following are brief descriptions and instructions for using the Payroll Information pages in eCampus.
**View Paycheck**

The View Paycheck link opens a view of your most recent pay statement. You can click on the View a Different Payment link at the upper right of the page to view prior pay statements. The Paycheck Selection Page will display a listing of past payments made to you. Click on the pay end date for the payment you would like to view.
View Leave Accruals

The View Leave Accruals link opens a view of your current balances for Sick and Vacation hours. You can click on the View a Different Pay End Date link at the upper left of the page to view prior leave accruals. If you believe the information is inaccurate, please contact the Human Resources Department directly.
Voluntary Deductions

The Voluntary Deductions link opens a view of your current Voluntary Deductions. If you believe the information is inaccurate or if at anytime you wish to change your deductions, please contact the Human Resources Department directly.
The Direct Deposit link opens a view of your current direct deposit distributions. If you believe the information is inaccurate or if at anytime you wish to change your distributions, please download the Direct Deposit form from the Human Resources website (http://www.scu.edu/hr/forms/index.htm) or contact Human Resources directly.
Advice Options

The Advice Options link opens a view of your current Advice delivery method. The default is set to “Receive eAdvices Only”.

The University also provides its employees with the option to receive a paper advice in addition to the electronic advice. To receive a paper advice, employees must select the "Receive Paper Advices" option. Employees who elect to receive a paper advice must pick up the advice in person in the Department of Human Resources within three business days after the pay date.