

How to View Your Pay Advice

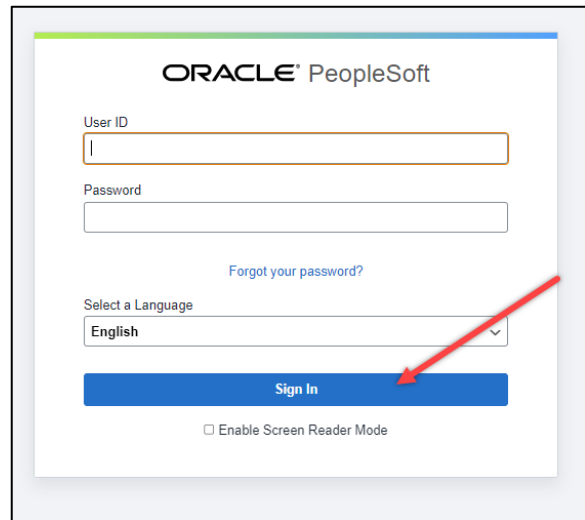
Access your pay advice by logging into **PeopleSoft**. Depending on the type of device used to access PeopleSoft, your pay advice is available in the following formats by device:

- *PDF File format* – Personal Computer (PC, Mac), Tablet (eg. iPad, iPad mini)
- *Mobile Enabled Pages* – Cell phone, Smart phone, Mobile device

1 Sign-in to PeopleSoft

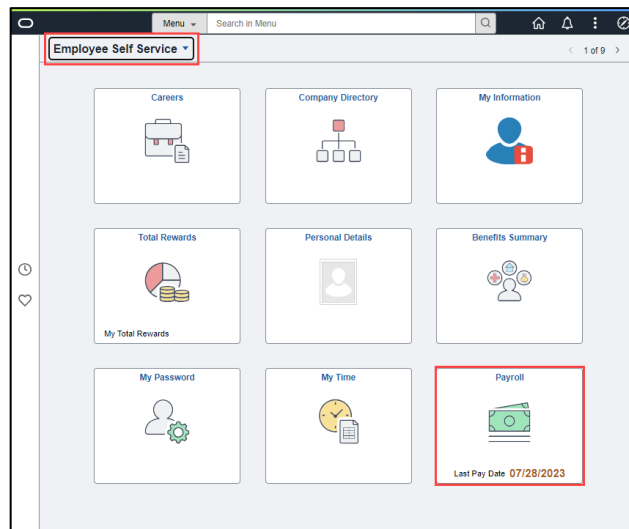
Sign in to PeopleSoft using your Network User ID and Password

Tip – User ID is case sensitive (must use upper case for alpha characters).



2 Access Your Pay Advice

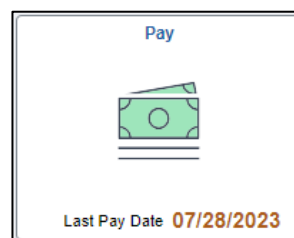
On the Employee Self Service Homepage, click on the Payroll Tile.



3 Select Pay Advice

From the Pay search page, click on the pay advice to be viewed by Cheque Date.

FILTER Click the Filter button to filter the pay advice search by date range.



SORT Click the Sort button to sort the pay advices ascending or descending by date order.

The screenshot shows a web application interface for viewing paycheques. At the top, there are navigation icons for back, home, search, and refresh. The main header reads "Payroll" and "Pay". Below this, the title "Paycheques" is displayed with a "FILTER" button. A "SORT" button is located in the top right corner. A "Filter" dialog box is open, showing date selection fields for "From" (04/28/2023) and "To" (07/28/2023). The main table lists paycheques with columns for "Cheque Date", "Begin Date / Pay End Date", "Net Pay", and "Paycheque Number".

Cheque Date	Begin Date / Pay End Date	Net Pay	Paycheque Number
07/28/2023	07/11/2023 - 07/21/2023		
07/14/2023	06/24/2023 - 07/07/2023		
06/30/2023	06/10/2023 - 06/23/2023		

4 VIEW PAY ADVICE – PDF File Format
**** PERSONAL COMPUTER (PC, Mac)**

- View your Pay Advice on your personal computer in PDF file format.
- The PDF file will open in a new browser tab.
- The PDF file can be printed and/or saved from to browser.
- Turn the pop-up blocker off using your browser/device settings.

City of SURREY 13450 - 104th Avenue Surrey BC V3T 1V8

Pay Group: [redacted] Business Unit: [redacted]
 Pay Begin Date: 10/07/2017 Cheque #: [redacted]
 Pay End Date: 10/20/2017 On-line Cheque Cheque Date: 10/19/2017

PDF Pay Advice

Employee ID: [redacted] TAX DATA: Federal BC
 Department: [redacted] Net Claim Amount: [redacted]
 Location: [redacted] Special Letters: [redacted]
 Job Title: [redacted] Addl. Amount: [redacted]
 Pay Rate: [redacted]

HOURS AND EARNINGS					TAXES		
Description	Rate	Current	YTD		Description	Current	YTD
		Hours	Earnings	Hours			

PDF File Format

On your PC or tablet device, your pay advice is available in **PDF file format**. The PDF pay advice opens in a new browser tab; the file can be printed or saved to your files.

The 'allow popups' setting needs to be enabled on your device / browser to view the PDF file. Please refer to your product help guides to turn the pop-up blocker off.

5 VIEW PAY ADVICE – Mobile Enabled Pages
**** CELL PHONE / SMART PHONE Device**

- View Pay Advice on mobile enabled pages.
- Drill down from summary to detailed pay information (Current/YTD)

SUMMARY → **DETAIL (Current /YTD)**

Paycheque Summary

City of Surrey

Earnings \$ [redacted]
 Taxes \$ [redacted]
 Deductions \$ [redacted]
 Net Pay \$ [redacted]

Payment Date 09/15/2017
 Pay Begin Date 08/26/2017
 Pay End Date 09/08/2017

Earnings >
 Taxes >
 Before-Tax Deductions >
 After-Tax Deductions >
 Net Pay Distribution >

Earnings

Selected Cheque | Year-to-Date

Gross Earnings \$ [redacted]
 Net Pay \$ [redacted]

Payment Date 09/15/2017
 Pay Begin Date 08/26/2017
 Pay End Date 09/08/2017

Details | Earnings Detail by Type > Hours > Amount | 2 rows

Type / Rate	Hours / Units	Amount
Regular	67.50	[redacted]
Statutory Holiday	7.50	[redacted]

Mobile Enabled Pages

On your cell phone or smart phone device, mobile enabled pages are available to view your pay advice. These pages are designed to be compatible with **mobile technology**. Summary and detailed pay advice information (current / YTD) is available by drilling down through sequential and related pages.

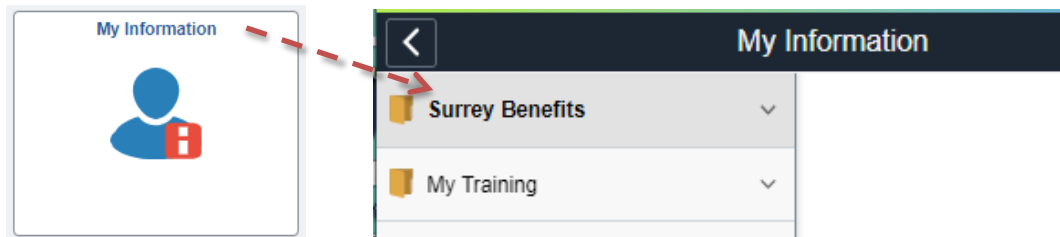
Please note – The PDF file format is not available on small form factor (cell phone or smart phone mobile devices).

6 View Leave Balances

- PDF Pay Advice – Leave Balances reported at bottom of PDF Pay Advice.
- Other – Leave Balances are also available on the **Employee** Self Service Home Page > **My Information** Tile [**Surrey Benefits** Folder]

Prior Year Vacation Hrs	Current Vacation Hrs	Supplementary Vac Hrs	Gratuity Hrs	Statutory Holiday Hrs	OT Banked Hrs
Available - Taken = Balance	Available - Taken = Balance	Available - Taken = Balance Expiry Date:	Prior Yr + Current Yr - Taken = Balance	Available - Taken = Balance	Prior Yr + Current Yr - Taken = Balance
PDF Pay Advice (PC / Tablet)					
Deferred Vacation Bank					
Prior Yr + Current Yr - Taken = Balance					

OR

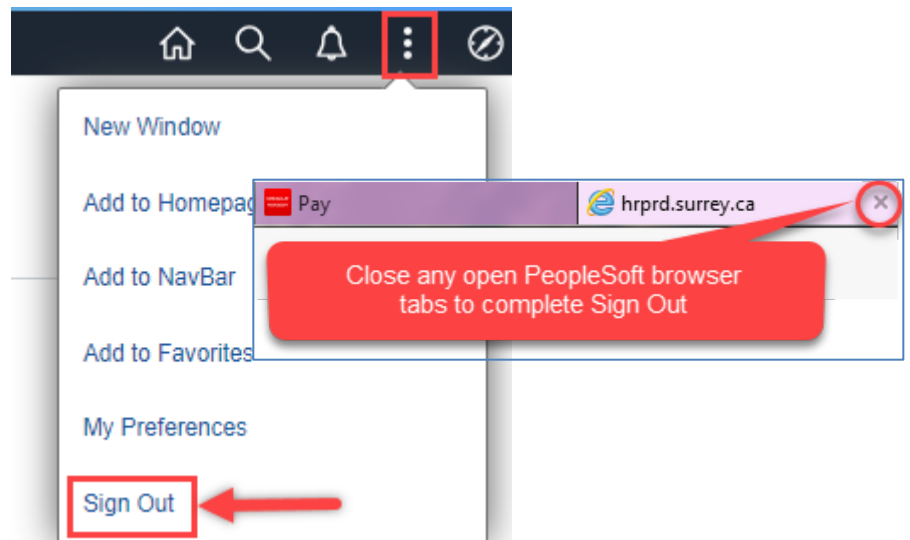


7 Sign Out of PeopleSoft

Click on the Action List button and then the Sign Out button to close your PeopleSoft session.

**** NOTE – The PDF Pay Advice will remain open on a separate browser tab after signing out of PeopleSoft.**

Close the browser tab containing the PDF Pay Advice when done viewing.



If you require assistance with PeopleSoft, email PSoft@surrey.ca.

If you require assistance with the Employee Portal, email IT-ServiceDesk@surrey.ca or call 604-591-4444.