

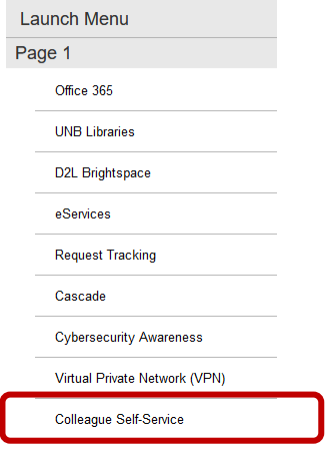
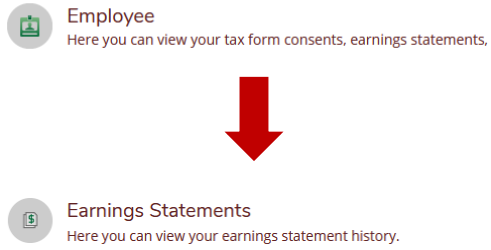
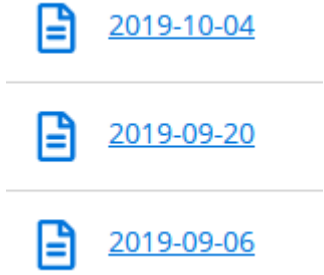
Earnings Statement - Q & A

Question/Comment		Response
1.	What is an Earnings Statement?	<p>The Earnings Statement is a Colleague generated statement that summarizes an employee's pay for the period as well as year to date information. This Statement will replace Pay Advice within e-Services.</p> <p>Other commonly used terms include Pay Stub or Pay Slip.</p>
2.	How do I view my Earnings Statement?	<p>The Earnings Statement is accessed through the myUNB Portal using the Colleague Self-Service tab.</p> <p>Please see Appendix A for more detailed instructions.</p>
3.	I do not have Colleague Self-Service on the Launch Menu of myUNB Portal.	All employees should have this option on the Launch Menu of their myUNB portal. If not, please contact ITS Help Desk at (506) 457-2222.
4.	I am in Colleague Self-Service but I cannot see my Earnings Statement.	If, after following the instructions in Appendix A you still cannot see your Earnings Statement, please contact Payroll Services at (506) 453-4632 or by email at payroll@unb.ca
5.	When I go to view my Earnings Statement, I see duplicate pay dates.	It is possible for you to have duplicate pay dates if you are paid on more than one position on different pay cycles. We have two pay cycles at the University: 1) Bi-Weekly and 2) Timesheet.
6.	When I click on the pay date I want to see, nothing happens.	The Earnings Statement opens as a PDF file. Based on your browser settings you may be given the option to Open with a specific program or to Save File. If you don't see your Earnings Statement, check your downloaded files or contact ITS Help Desk for PDF troubleshooting at (506) 457-2222
7.	It looks different than my old statement.	The Earnings Statement looks different than the Pay Advice, but it includes all the same information.
8.	My address is incorrect.	Your address can be updated directed using e-Services or by emailing payroll@unb.ca
9.	My Position Title is incorrect or one of my positions is missing.	<p>If you hold more than one position, the Position Title on the Earnings Statement will display your <u>primary</u> position as reported within Colleague.</p> <p>Please contact Payroll Services at (506) 453-4632 or by email at payroll@unb.ca with any questions.</p>

Question/Comment	Response
<p>10. I have two positions but my hours and earnings are not separated on the Earnings Statement for each position?</p>	<p>The Earnings Statement combines each earnings type for the positions you hold.</p> <p>Earning types will only be combined when the positions held are paid on the same pay cycle.</p> <p>If you have questions about earnings types, please contact Payroll Services at (506) 453-4632 or by email at payroll@unb.ca</p>
<p>11. My total hours are incorrect.</p>	<p>If you hold more than one position and the positions held are the same earning type and on the same pay cycle, the hours reported on the Earnings Statement will be combined.</p> <p>If you hold more than one position and the positions are paid on different pay cycles, you will have two different Earnings Statements.</p>
<p>12. My pay rate is missing.</p>	<p>If you hold more than one position at different pay rates but for the same earnings type, the rate will not show.</p>
<p>13. Why does my Earnings Statement print on two pages?</p>	<p>The Earnings Statement is formatted differently and as a result may print on two pages.</p>
<p>14. What is Employer/Employer YTD?</p>	<p>Employer – the University’s portion of a particular tax or benefit for that pay period.</p> <p>Employer YTD – the cumulative amount paid by the University for that particular tax or benefit, for calendar year.</p>
<p>15. What is Applicable Gross?</p>	<p>The amount used to calculate a particular tax, benefit or other deduction. The amount is not always your gross pay. E.g. - Pension Plan deduction is excluded from the dollar amount used to calculate income tax.</p>

Appendix A

Accessing your new Earnings Statement

STEP 1	STEP 2	STEP 3
<p>Login to myUNB portal and click Colleague Self-Service from the Page 1 Launch Menu</p>  <p>Launch Menu</p> <p>Page 1</p> <ul style="list-style-type: none">Office 365UNB LibrariesD2L BrightspaceeServicesRequest TrackingCascadeCybersecurity AwarenessVirtual Private Network (VPN)Colleague Self-Service	<p>Select the Employee portlet and then click Earnings Statement</p>  <p>Employee Here you can view your tax form consents, earnings statements,</p> <p>Earnings Statements Here you can view your earnings statement history.</p>	<p>Select the earnings statement pay date you wish to view</p>  <ul style="list-style-type: none">2019-10-042019-09-202019-09-06