**SuccessFactors Pay Statement Quick Reference Guide**

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This QRG outlines the content and layout of an employee pay statement in SuccessFactors.

Questions regarding benefit deductions including retirement should be directed to [hr@purdue.edu](mailto:hr@purdue.edu) or 765-494-2222 or to the regional campus HR Department. Questions regarding time should be directed to: Purdue West Lafayette – [timeadmin@purdue.edu](mailto:timeadmin@purdue.edu), Purdue Fort Wayne – [payroll@pfw.edu](mailto:payroll@pfw.edu), Purdue Northwest – [pnw-payroll@pnw.edu](mailto:pnw-payroll@pnw.edu).

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| Accessing the Pay Statement | |
| From the SuccessFactors home page, under the Organizational Updates – Additional Actions, click the **Pay Statements 1/1/2019 to Present** tile. |  |
| Reading the Pay Statment | |
| Terminology/Abbreviations | **ER** = Employer  **EE** = Employee  **TX** = Tax |
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| Section | Description |
| 1. Pay Statement Header | The Payroll Period and Pay Date for the currently displayed Pay Statement. |
| 1. Earnings | Earnings for the selected period, including worked time, vacation, holiday, sick, etc. |
| 1. Tax Exemptions | Total number of tax exemptions or additional funds withheld. |
| 1. Payment Total | Total earnings, minus deductions and taxes, resulting in net-pay deposited. |
| 1. Net Pay | Total amount deposited into selected financial institution(s). |
| 1. Taxable Earnings | Imputed Income for the Group Term Life Insurance. |
| 1. Purdue Paid Benefits | Benefits paid by Purdue such as Taxes, Health Insurance, Basic Term Life Insurance, AD&D, Long Term Disability (LTD), Health Savings Account (HSA), and Retirement. |
| 1. Pre-Tax Deductions | Deductions taken before taxes which include medical, dental, Health Savings Account (HSA), Flexible Spending Account (FSA), Limited Purpose Flexible Spending Account (LPFSA), Dependent Care Flexible Spending Account (DCFSA), AD&D, Short Term Disability, and Retirement. |
| 1. Post-Tax Deductions | Deductions taken after taxes which include Long Term Disability (LTD), United Way, Giving to Purdue, Voluntary Benefits (Legal, Critical Illness, Supplemental Hospital, Accident Insurance, and Universal Life). |
| 1. Tax Deductions | Tax amount withheld which include State and Federal Taxes, Social Security, and Medicare. |