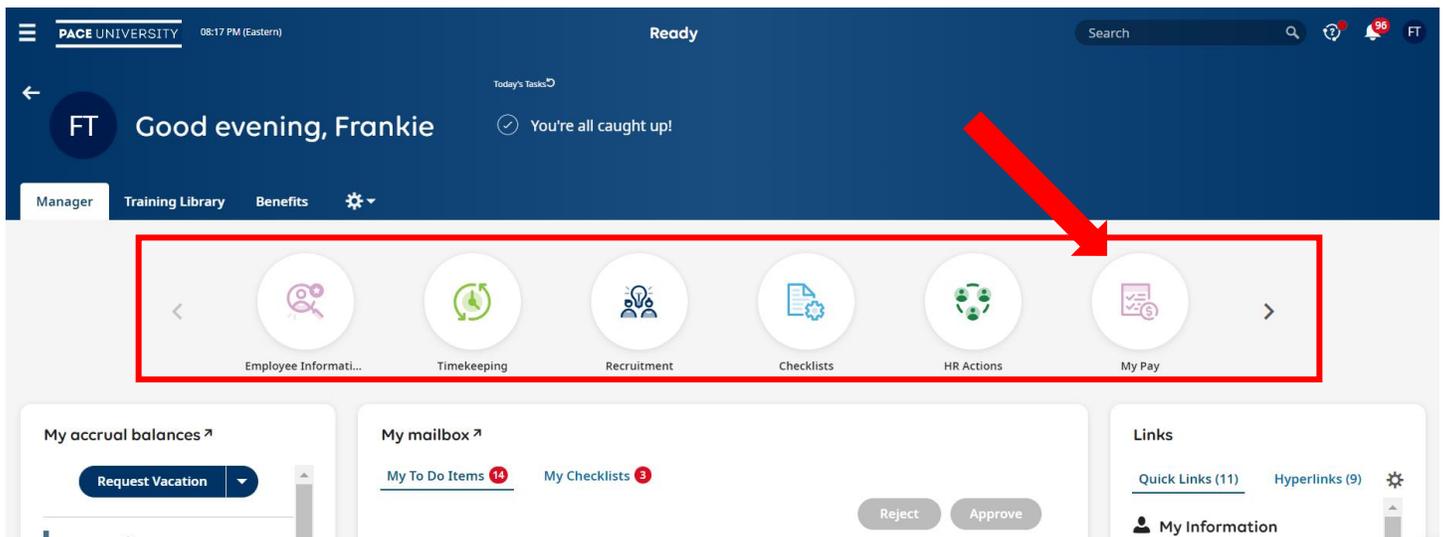


Accessing your Pay Statement:

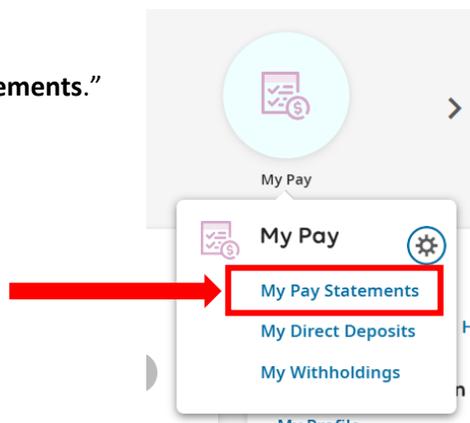
This training document is intended to provide instruction on how to access your Pay Statement within UKG Ready. **PLEASE NOTE: pay statements will be available in UKG Ready for pay periods starting January 1, 2024, onward.**

Log in to UKG Ready by going to the Pace Portal and clicking on the blue UKG Ready Dashboard button under the staff tab.

1. Once logged in, find the “My Pay” icon located under the start ribbon at the top of your screen. Please see below example. **IMPORTANT: depending upon your user type you may have more or less icons than shown below:**



2. Click on the “My Pay” icon and select, “My Pay Statements.”



3. To view your Pay Statement, click on the “Pay Statement” link.

PACE UNIVERSITY 06:45 AM (Eastern)

My Pay > Pay History

← Pay History

Recent Historical

Jan 12, 2024

Net Payment
\$ 1,329.89

Type Regular

Pay Period Start Jan 01, 2024

Pay Period End Jan 15, 2024

Gross \$ 2,214.41

Check \$ 0.00

Direct Deposits \$ 1,329.89

[Pay Statement](#)

4. Your pay statement will open to print or to download.

Pay Date: 01/12/2024
Pay Period: 01/01/2024-01/15/2024

Earnings		Current	YTD
GTL			
Salary		2,214.21	2,214.21
Gross Pay		2,214.41	2,214.41

Deductions		Current	YTD
DLTPPOP		66.82	66.82
Med NCP		422.45	422.45
Supp AD&D		0.54	0.54
Supp Life Ins		4.05	4.05
TIAA EE MIN 3% ER		66.43	66.43
Total		560.29	560.29

Taxes Withheld		Taxable	Taxable YTD	Current	YTD
FIT		1,658.71	1,658.71	116.38	116.38
FICA		1,725.14	1,725.14	106.96	106.96
MEDI		1,725.14	1,725.14	25.01	25.01
SITNY		1,658.71	1,658.71	67.42	67.42
New York		2,214.41	2,214.41	8.26	8.26
Total				324.03	324.03

Company Paid Benefits		Current	YTD
DLTPPOP		39.08	39.08
Med NCP		928.28	928.28
TIAA EE MIN 3% ER		199.28	199.28
FICA		106.96	106.96
MEDI		25.01	25.01
SUTA:NY			
Total		1,298.61	1,298.61

Timesheet		Time Off	In	Out	Total
Mon, 01/01/2024	Holiday				7.00
Tue, 01/02/2024			09:00a	05:00p	8.00
Wed, 01/03/2024			08:30a	04:45p	7.25
Fri, 01/05/2024					7.00
Mon, 01/08/2024					7.00
Tue, 01/09/2024					7.00
Wed, 01/10/2024					7.00
Mon, 01/15/2024					7.00

Tax Allowance Settings		Federal	New York
Mon, 01/01/2024		7.00	7.00
Tue, 01/02/2024		7.00	7.00
Wed, 01/03/2024		7.00	7.00
Thu, 01/04/2024		7.00	7.00
Fri, 01/05/2024		7.00	7.00
Mon, 01/08/2024		7.00	7.00
Tue, 01/09/2024		7.00	7.00
Wed, 01/10/2024		7.00	7.00
Thu, 01/11/2024		7.00	7.00
Fri, 01/12/2024		7.00	7.00
Mon, 01/15/2024		7.00	7.00

Net Pay 1,330.09 1,330.09

Non Cash Fringe Benefit 0.20 0.20

Saving

Checkin

Close Print Download PDF