

ALL university employees (College Park, UMBI, UMS, UMES, UMCES) that receive a bi-weekly paycheck from the university will be able to view, and print, their individual bi-weekly earnings statement via the Internet. Before anyone can view an On-Line Earnings Statement, the user will need to get the latest version of the Adobe Acrobat reader if they do not already have the software. This is the software that will format and display the On-Line Earnings Statement (PDF document) on your computer. The Adobe Systems Incorporation provides the Acrobat reader for free! To get Acrobat Reader go to the Adobe web site by clicking on the 'Get Acrobat Reader' icon at the bottom of the "On-Line Earnings Statement" screen and follow the directions on downloading the Acrobat Reader to your computer. The On-Line Bi-weekly Earnings Statement will be available from pay period 200409 (10/19/2003-11/01/2003). Each new electronic earnings statement will become available on the day of each "check issue date", which is generally the first Friday of each pay period.

For those employees that currently COMPLETE a PHR bi-weekly timesheet, the bi-weekly earnings statement can be accessed via the "PHR Time Entry Main Menu" <https://was-2.umd.edu/phertimeentry/menu>. Once at the "PHR Time Entry Main Menu":

1. Click "View/Print Bi-Weekly Earnings Statement"
2. Select the appropriate Pay Period
3. Click "View/Print Bi-Weekly Earnings Statement"
4. Use the print icon on your web browser to print the document
5. Click the "Back" button on your web browser to select an additional pay period, return to the "Time Entry Main Menu", and/or "Log Out".

For those employees that DO NOT COMPLETE a PHR bi-weekly timesheet, the bi-weekly earnings statement can be accessed via the ARES Home Page, <http://www.ares.umd.edu/>. Once at the "ARES Home Page":

1. Click "Payroll and Human Resources"
2. Click "View/Print Bi-weekly Earnings Statement"
3. Select the appropriate Pay Period
4. Click "View/Print Bi-Weekly Earnings Statement"
5. Use the print icon on your web browser to print the document
6. Click the "Back" button on your web browser to select an additional pay period, return to the "ARES Main Menu", and/or "Log Out".