



TEXAS WOMAN'S
UNIVERSITY

How To Access Your Payslip

Receiving Payment

You can receive payment two ways:

1. Direct Deposit
2. Mail

Receiving Payment Through Direct Deposit

We recommend you to sign up for direct deposit. This is an easy and convenient way to receive your payments.

Sign up is easy! Payroll will enter your **initial** direct deposit. Changes can thereafter be made through TWU Employee Self-Service.

- You can access the Direct Deposit form at [HERE](#)

Receiving Payment Through the Mail

We do offer paychecks to be mailed to residential addresses, however there is a seven day waiting period and a \$5.00 fee to replace a check for any reason. ***Direct deposit is highly recommended as a form of payment.***

Accessing Online Payslips

Log on to Pioneer Portal

Log In

Password

Log In

Don't have an account? [Create one.](#)
[Forgot/reset password](#)

To access your portal payslips, log in to Pioneer Portal at

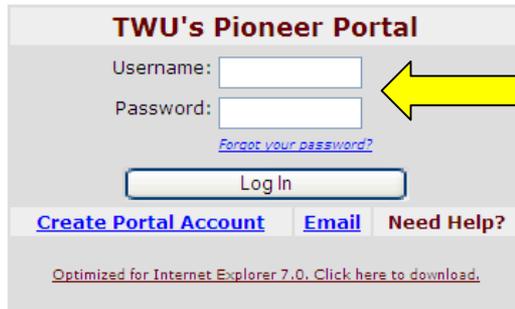
<https://portal.twu.edu/>

- Enter your Login
- Enter your Password

Accessing Online Payslips...

To access your portal payslips, log in to Pioneer Portal, My Info, Payslip Information

- Accessible on and off campus
- Consolidated pay and deduction information for all assignments
- Year to date summary is included on the payslip



TWU's Pioneer Portal

Username:

Password:

[Forgot your password?](#)

[Create Portal Account](#) [Email](#) [Need Help?](#)

[Optimized for Internet Explorer 7.0. Click here to download.](#)



Faculty/Staff Information

- Payslip Information

Payslip Detail Information

Pay Period		Payment Date	Pay Begin Date	Pay End Date
Calendar Month		12/1/2016	11/1/2016	11/30/2016

Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD (1/1/2016 - 12/1/2016)	53,553.96	10,305.03	10064.1	372.27	32,812.56
Current	4,462.83	898.09	831.06	31.12	2,702.56

Hours and Earnings	
Description	Current Amount
Exempt Staff Salary (H1X01-WF-CoveredNet)	4,382.83
Longevity Pay (H1X01-WF-CoveredNet)	80.00

Pre-Tax Deductions	
Description	Current
FSA Hlth	166.00
Medical	353.68
Parking Fee	8.08
Superior Vision	6.69
TRS	343.64
Voluntary 403B	20.00

Taxes	
Description	Current
Federal Tax	530.54
Medicare	56.96
Social Security	243.56

After-Tax Deductions	
Description	Current
Community Health Charities	3.00
LT Disability	28.12

Accruals		
Description	Rate	Balance
Compensatory Time	n/a	.00
Sick		8 477.00
Vacation		10 100.16

Tax Withholding Information	
Type	Additional Amount
Federal	180.00

Net Pay Distribution				
Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
66305702	WF	C	xxxxx	500.00
66305702	NStar Bank	C	xxxxx	742.00
66305702	LMCU	C	xxxxx	400.00
66305702	Consumers Coop CU	C	xxxxx	400.00
66305702	Chase	C	xxxxx	660.56

TWU Employee Self-Service

What you can do in TWU

Employee Self-Service:

-
- Update Address/Contact Info.
 - Update W-4 information
 - Update Direct Deposit Information
 - Create/Enter Timecard Data (staff ee)
 - Locate Previous Timecards (staff ee)
 - Print Your W-2
 - Select Print or Mail W2 (**choose 1**)
 - Elect Privacy Settings for your info.
- **You should Use Internet Explorer when accessing TWU Employee Self-Service**
 - **You have to be on campus or VPN to access TWU Employee Self-Service**

TWU Employee Self-Service

Use Internet Explorer

ORACLE.TWU.EDU

TEXAS WOMAN'S UNIVERSITY

You are about to connect to a secured information system. Access to this system is for official business only. Unauthorized access is prohibited. Any misuse of this information system or the data that it contains will be prosecuted to the full extent of the law.

- (A) Unauthorized use is prohibited;
- (B) Usage may be subject to security testing and monitoring;
- (C) Misuse is subject to criminal prosecution; and
- (D) Users have no expectations of privacy except as otherwise provided by applicable privacy laws.

* Username

Log In

(example: jpioneer)

* Password

Password

Please log in with your portal username and password

Connect

Cancel

Accessibility

None

TWU Employee Self-Service

 Personal Information	←	Update Address/Contact Info.
 W4 Information	←	Update W-4 information
 Payroll Direct Deposits	←	Update Direct Deposit Information
 Timecard Entry	←	Create and Enter Timecard Data (staff ee)
 Timecard Search	←	Locate Previous Timecards (staff ee)
 W-2 Information	←	Print Your W-2
 W-2 Distribution Method	←	Select Print or Mail W2 (choose 1)
 TWU Privacy Setting	←	Elect Privacy Settings for your info.

TWU Employee Self-Service-Personal Information

Personal Information

Employee Name **Reese Noname**
Organization Email Address **Rnoname@twu.edu**

Employee Number :
Business Group **TWU**

[Back](#)

Basic Details

Full Name **Reese Noname**
Marital Status **Married**
Date of Birth **8/9/66**
Social Security **123-45-6789**
Employee Number **4567**
Organization Email Address **Rnoname@twu.edu**

 [Update](#)

Click Update or Add to make changes.

Contact Number Used By Payroll Office

 [Add](#)

Permanent & ERS Address

Address Line 1
City
State
Zip Code
County
Type

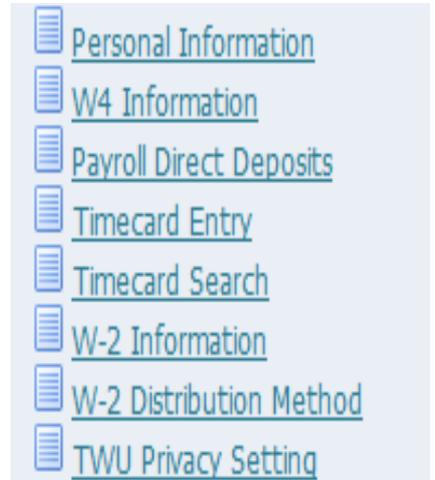
 [Update](#)

TWU Employee Self-Service

Click Update or Add to make changes.



Follow the same instructions on the left to make changes to the other screens on the right.



VACATION BALANCES

Total State Employment Including Prior Service	Hours Accrued per Month	Days Accrued per Year	Maximum Hours to Carry Forward to Next Fiscal Year
Less than 2 years	8	12	180
2 but less than 5 years	9	13.5	244
5 but less than 10 years	10	15	268
10 but less than 15 years	11	16.5	292
15 but less than 20 years	13	19.5	340
20 but less than 25 years	15	22.5	388
25 but less than 30 years	17	25.5	436
30 but less than 35 years	19	28.5	484
35 or more years	21	31.5	532

LONGEVITY PAY

Longevity pay is for full time staff employees only

less than 2 years	\$0/month	22-23 years	\$220/month
2-3 years	\$20/month	24-25 years	\$240/month
4-5 years	\$40/month	26-27 years	\$260/month
6-7 years	\$60/month	28-29 years	\$280/month
8-9 years	\$80/month	30-31 years	\$300/month
10-11 years	\$100/month	32-33 years	\$320/month
12-13 years	\$120/month	34-35 years	\$340/month
14-15 years	\$140/month	36-37 years	\$360/month
16-17 years	\$160/month	38-39 years	\$380/month
18-19 years	\$180/month	40-41 years	\$400/month
20-21 years	\$200/month	42 +	\$420/month

OVERTIME AND COMP TIME

- **Overtime**

The TWU official work week is Sunday through Saturday. All overtime must be approved in advance by the employee's supervisor. Working unapproved overtime will result in disciplinary action up to and including dismissal. Overtime accruals will be used before compensatory time accruals. Overtime that is not taken within twelve months of the time it is accrued will be paid. However, every effort must be made to take off all overtime as soon as possible after it is accrued.

- **Compensatory Time**

In situations in which the employee has not worked more than 40 hours in a work week but the total hours, for the week, including paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours calculated at one times the additional hours worked. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period following the end of the work week in which the compensatory time was accrued. Compensatory time not used within twelve months or prior to termination/resignation of employment will be dropped.

Questions?

PAYROLL AND RECORDS DEPARTMENT

Manager: **Amanda Noday**

(940) 898-3562

E-mail: anoday@twu.edu

Sr. HR Generalist: **Jane Sewald**

(940) 898-3561

E-mail: jsewald@twu.edu

Sr. HR Generalist: **Carla Fortenberry**

(940) 898-3551

E-mail: cfortenberry@twu.edu

Thank you for completing the How To Access Your Payslip Information training

In order to receive full credit for this training please follow the link and complete your information.

<https://www.surveymonkey.com/r/LTTBHXC>