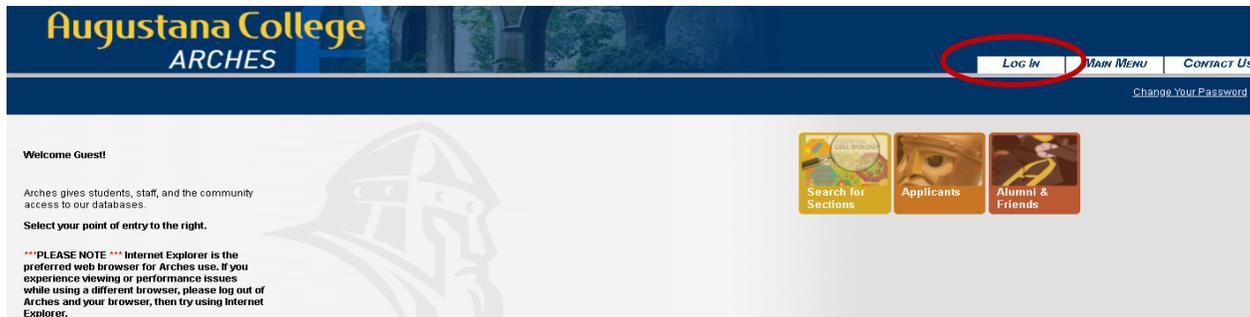


ARCHES -- How to Access Your Earnings Statements

Log into ARCHES

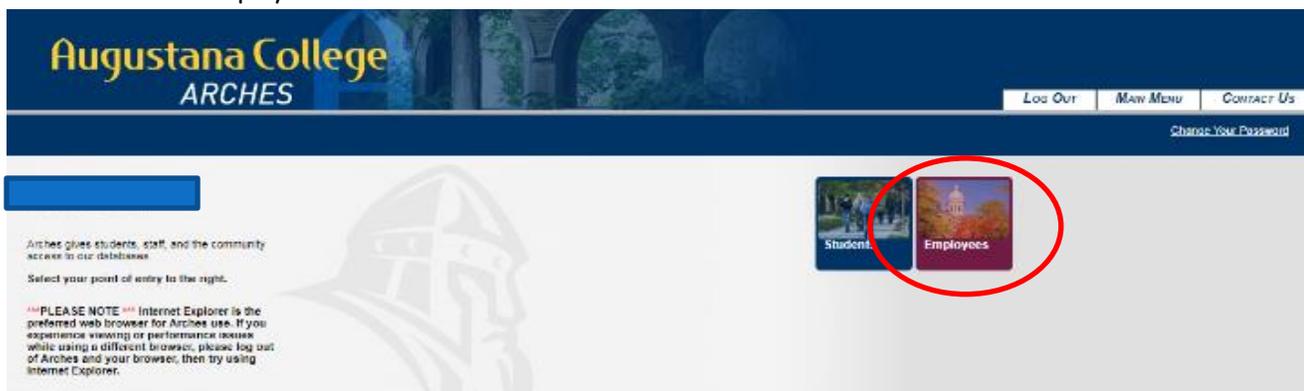
1. Go to: <https://webadvisor.augustana.edu>
2. Click on **Log In**.



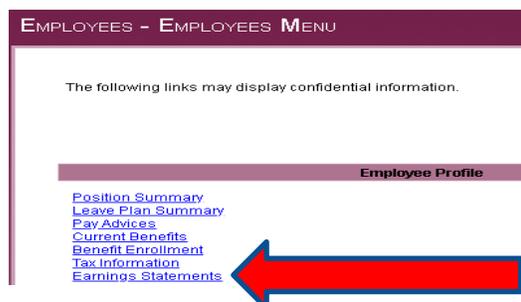
3. Enter your username and password.
 - a. Username = firstnamelastname (ex. johndoe). **MUST BE** entered in all lowercase.
 - b. Password = the password you use to log into the network.
4. Click Submit.

Accessing Earnings Statements

1. Click on the **EMPLOYEE** menu. (Some may also see a Faculty menu.) Example below only shows Student and Employees menus.



2. Click on **Earnings Statements**.



- Again enter your Username and Password. (Same information you entered in step #3 above in Logging into ARCHES.
- Click on the pay date of the Earnings Statement you would like to view and download as a PDF. (Note: You will see the current year along with the option to view past years also.) The example below shows all the Earnings Statements available for "John Doe" in Calendar Year 2017.

Once you select a year, click a pay date to view and download the statement as a PDF.

2017

- 12/22/2017
- 11/30/2017
- 10/31/2017
- 9/29/2017
- 8/31/2017
- 7/31/2017
- 6/30/2017
- 5/31/2017
- 4/28/2017
- 3/31/2017
- 2/28/2017
- 1/31/2017

Earnings Statements.

A new feature to view your earnings and deductions.

Augustana College
639 38th St
Rock Island, IL 61201

Period Beginning: 11/27/2017
Period Ending: 12/10/2017
Pay Date: 12/22/2017

Employee: Ms Jane Doe
123 Main Street
Any Town, USA
SSN: XXX-XX-1234
Employee ID: 0123456
Position: Employee Extraordinaire

Earnings Statement

Amt. This Period Year to Date

Net Pay	\$774.39	\$18,787.48
Advice #	123456	

Federal Withholding Status: Married
State Withholding Status: Not applicable
Federal Exemptions: 0
State Exemptions: 0
Add'l Federal Withholding: \$0.00
Add'l State Withholding: \$0.00

This shows: Total pay after taxes and deductions; Known as Net Pay.

Total YEAR TO DATE net pay; (How much did you bring home in pay so far this year.)

This shows the number of exemptions you filled out on your FEDERAL and STATE W-4 forms at time of hire or as of the last time you updated them.

Beginning and ending dates for the pay period.

Example of a BiWeekly Employee's pay for a 2 week period.

Example shows: Regular hours and Short Term Disability Hours.

Could also see Vacation time, Sick time, Holiday Pay or Overtime here if any were applicable.

Earnings Type	Hours	Rate	This Period	Year To Date
Regular	75.50	14.06	\$1,061.54	\$21,042.11
Holiday				1,340.72
Overtime				5.12
Short Term Disability	3.00	14.06	42.19	267.15
Sick Pay				1,009.98
Vacation				2,484.30
Total Gross Pay			\$1,103.73	\$26,149.38

Taxes, Benefits, and Other Deductions

	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Taxes						
Medicare Portion-FICA	\$15.71	\$373.40	\$15.71	\$373.40	\$1,083.73	\$25,749.38
FICA W/H	\$67.19	\$1,596.46	\$67.19	\$1,596.46	\$1,083.73	\$25,749.38
Fed W/H - Married	\$54.09	\$1,195.46	-	-	\$973.36	\$23,199.62
Illinois State W/H	\$48.18	\$994.61	-	-	\$973.36	\$23,199.62
Benefits						
403B Employee 10%	\$110.37	\$2,290.96	-	-	\$1,103.73	\$22,909.20
403B Employee 8%		\$258.80	-	-		\$3,235.06
403B-EMPLOYER 4% Match	-	-	\$44.15	\$1,045.77	\$1,103.73	\$26,144.26
403B-EMPLOYER 7% Base	-	-	\$77.26	\$1,830.07	\$1,103.73	\$26,144.26
AD&D Under 65	-	-	\$0.29	\$5.04	\$1,103.73	\$21,440.11
GTL - Under 65	-	-	\$1.84	\$31.92	\$1,103.73	\$21,440.11
Ltd Insurance	-	-	\$1.59	\$27.44	\$1,103.73	\$21,440.11
Medical Flex Spending	\$20.00	\$400.00	-	-	\$1,103.73	\$21,434.99
Optional Life Insur-Child	\$1.20	\$22.17			\$1,103.73	\$22,306.89
Optional Life Insur-Employee	\$12.60	\$230.04	-	-	\$1,103.73	\$21,440.11
Totals	\$329.34	\$7,361.90	\$208.03	\$4,910.10		

Section Shows: Taxes, Benefit Premiums and other deductions coming out of your GROSS PAY. Shows what the Employee is paying and also what Augustana is paying.

This shows what you pay per pay period.

This shows what Augustana pays per pay period.

Leave time used "This Period".

AND ... You can see your "Leaves Accruals" too.

Leave Used (In Hours)		
Type	This Period	Remaining
Vacation		59.96
Sick		15.00

Leave time remaining in your accrual after deducting "This Periods" used time.

Taxable Fringe Benefits		
Description	Current	YTD
GTL - Under 65		

What does this mean?
 Employer paid life insurance is considered taxable income to you. You are taxed based on the **VALUE** of the benefit (not the benefit itself). If the value of your benefit is in excess of \$50,000, then certain calculations apply and the taxable value determined will show up on your annual W-2 tax form. For more explanation, please contact the payroll department.

When looking for your "most recent" Earnings Statement, it is only available on your **ACTUAL** pay day. It is not available on the Thursday before. All prior Earnings Statements are available to you 24/7 with ARCHES access and can be easily downloaded or printed as needed.