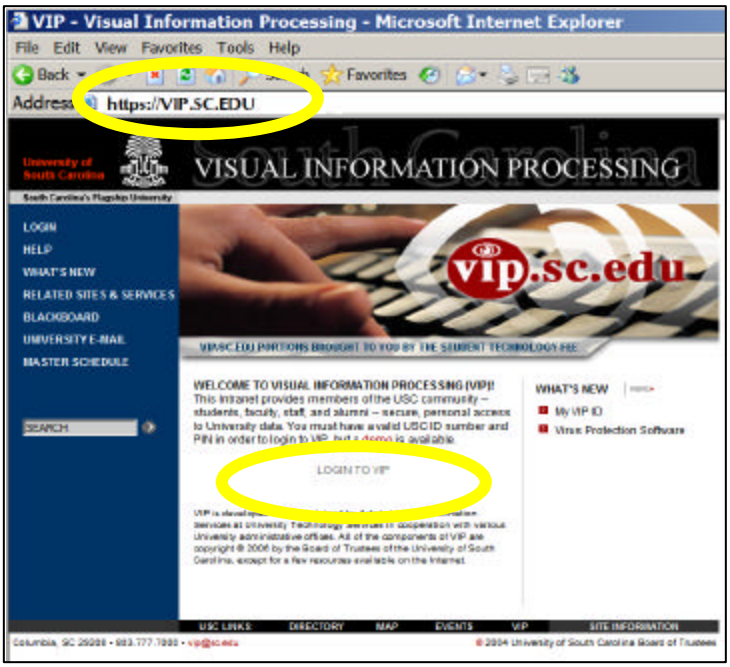
How to Use the VIP "Past Paychecks" Option

University Employees access electronic Pay Stub information by selecting the "Past Paychecks" option on **VIP**, USC's Visual Information Processing System.

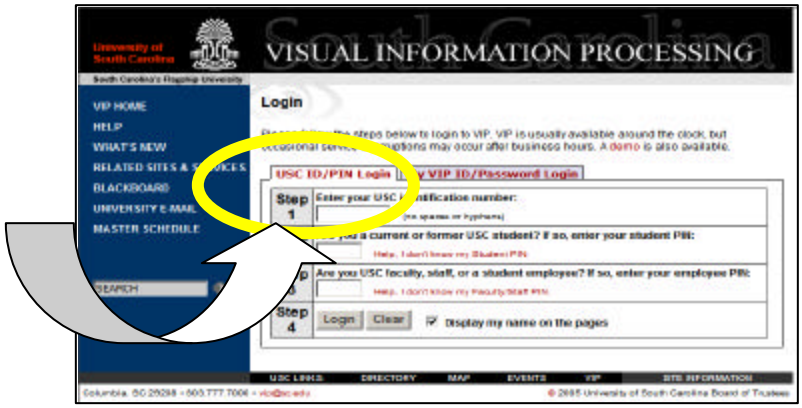
To access VIP, open the computer browser and go to the internet address https://VIP.SC.EDU .

*[**USER NOTE**: If the VIP address is not bookmarked as a favorite, at the top left of the browser screen, select the option "File", then select Open, and type in the address below: https://VIP.SC.EDU .]*



Move the cursor to the "LOGIN TO VIP" option located in the middle of the screen and click the left mouse button to proceed to the login screen.

On the **USC ID/PIN LOGIN** tab, fill out **step 1 and 3,** then click the login button in **step 4**.



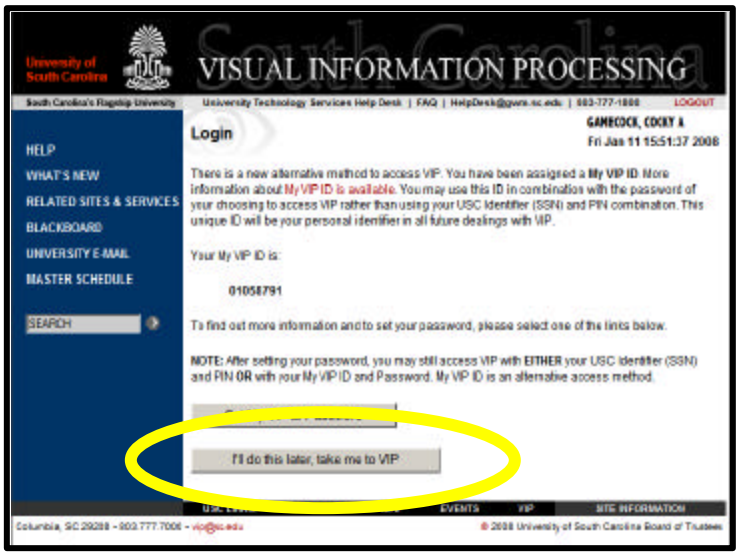
Note: If VIP login fails due to PIN-related errors (invalid or deactivated PIN messages display,) <u>contact Human Resources at 777-3111 for assistance</u>.

For other VIP related problems/issues, <u>contact the University Technology Services (UTS) help desk at 777-1800</u> for assistance.

After successfully logging into VIP**,** general information about the VIP ID will appear on screen**.**

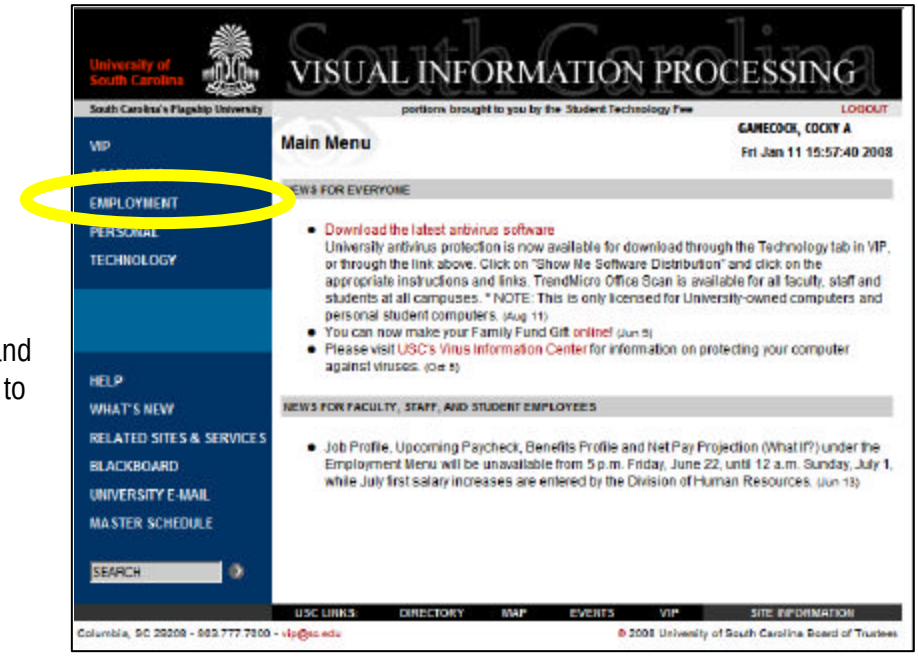
To proceed to VIP, Click the option *"I'll do this later, take me to VIP"*.

***[USER NOTE**: The option to proceed to VIP may appear slightly different than the example shown on the right due to message updates made by UTS.]*



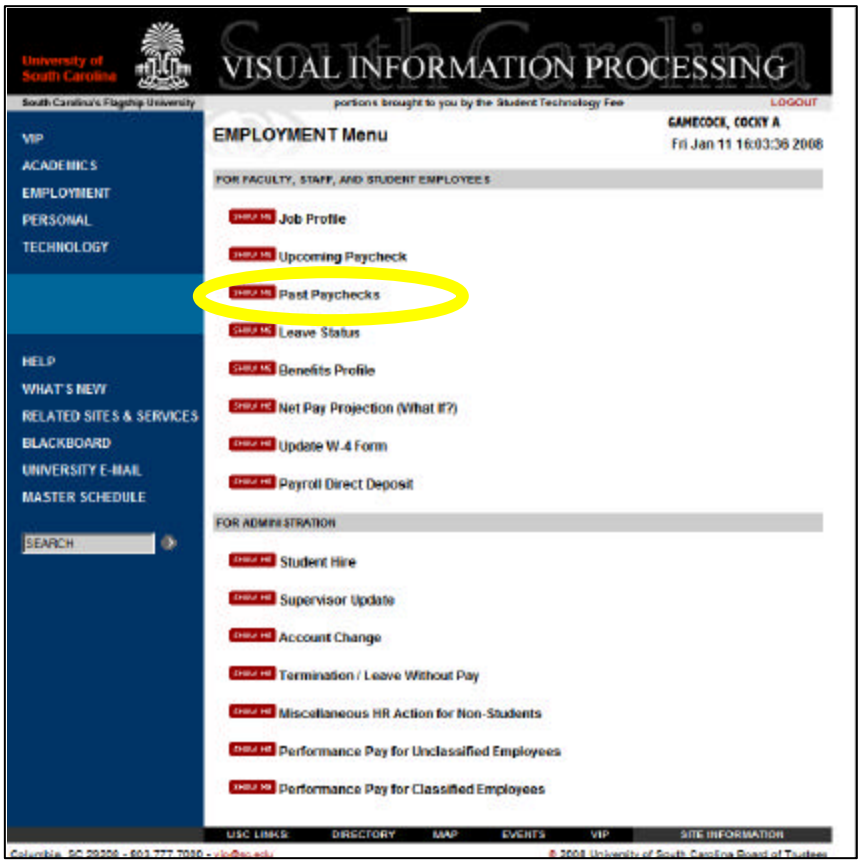
The VIP **Main Menu** will display.

Move the cursor to the **"EMPLOYMENT"** option and click the left mouse button to select.



The **EMPLOYMENT MENU** will display.

Move the cursor to the "**PAST Paychecks"** option and click the left mouse button to select.



The **Paycheck History** page will automatically display the on-line pay stub for the **last** pay date paid.

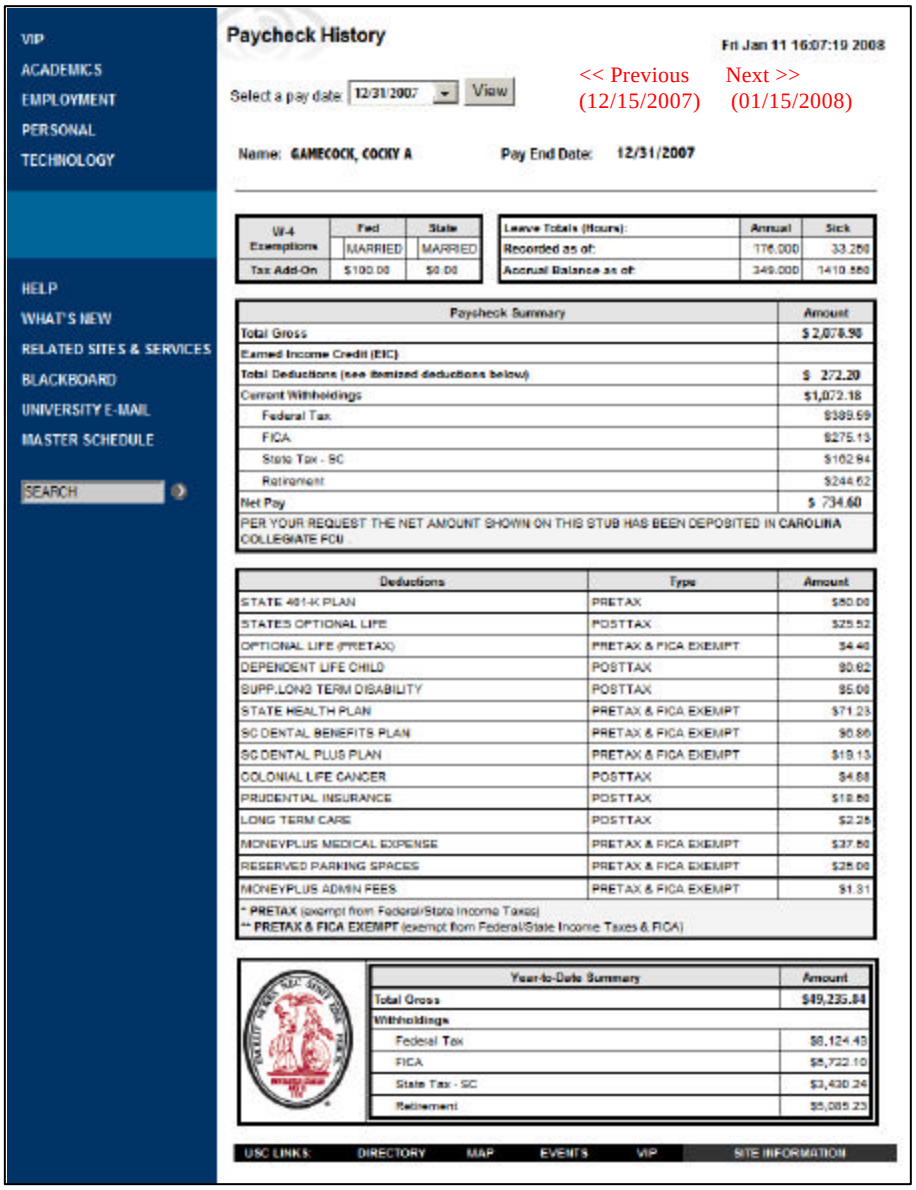
To review the pay stub for a specific pay date,

1) Click the down arrow button located to the right of the ***"Select a pay date"*** window,
2) Select the date from the list that displays,
3) And be sure to click the View button to display the specified pay stub. (Otherwise, the previous stub continues to display).

OR

click **< < Previous** to automatically move to the previous pay date stub, or **>> Next** to automatically move to the next pay stub.

NOTE: Pay stubs for the past 18 months can be retrieved and printed from VIP.



The pay stub is designed to print on a single page as shown on the right. *(The printout may require two pages if there is a long list of deductions on the e-stub.)*

Employees can print the stub and furnish to lending organizations when official pay information is required for loan and/or other purposes.

If the on-line pay stub does not print as expected**, contact your department computer technician OR the University Technology Services (UTS)** help desk at 777-1800 for assistance.

Reminder: The electronic pay stub reflects the payment amount at the time of deposit to your banking institution. The University of South Carolina continues to reserve the right to recall or adjust any deposits improperly created and deposited to an employee.

Name: GAMECOCK, COCKY A **Pay End Date: 12/31/2007**

W-4 Exemptions	Fed	State
	MARRIED	MARRIED
Tax Add-On	$100.00	$0.00

Leave Totals (Hours):	Annual	Sick
Recorded as of:	176.000	33.250
Accrual Balance as of:	349.000	1410.550

Paycheck Summary	Amount
Total Gross	**$ 2,078.98**
Earned Income Credit (EIC)	
Total Deductions (see itemized deductions below)	**$ 272.20**
Current Withholdings	**$1,072.18**
Federal Tax	$389.59
FICA	$275.13
State Tax - SC	$162.94
Retirement	$244.52
Net Pay	**$ 734.60**

PER YOUR REQUEST THE NET AMOUNT SHOWN ON THIS STUB HAS BEEN DEPOSITED IN **CAROLINA COLLEGIATE FCU** .

Deductions	Type	Amount
STATE 401-K PLAN	PRETAX	$50.00
STATES OPTIONAL LIFE	POSTTAX	$25.52
OPTIONAL LIFE (PRETAX)	PRETAX & FICA EXEMPT	$4.40
DEPENDENT LIFE CHILD	POSTTAX	$0.62
SUPP.LONG TERM DISABILITY	POSTTAX	$5.00
STATE HEALTH PLAN	PRETAX & FICA EXEMPT	$71.23
SC DENTAL BENEFITS PLAN	PRETAX & FICA EXEMPT	$6.86
SC DENTAL PLUS PLAN	PRETAX & FICA EXEMPT	$19.13
COLONIAL LIFE CANCER	POSTTAX	$4.88
PRUDENTIAL INSURANCE	POSTTAX	$18.50
LONG TERM CARE	POSTTAX	$2.25
MONEYPLUS MEDICAL EXPENSE	PRETAX & FICA EXEMPT	$37.50
RESERVED PARKING SPACES	PRETAX & FICA EXEMPT	$25.00
MONEYPLUS ADMIN FEES	PRETAX & FICA EXEMPT	$1.31

* **PRETAX** (exempt from Federal/State Income Taxes)
** **PRETAX & FICA EXEMPT** (exempt from Federal/State Income Taxes & FICA)

Year-to-Date Summary	Amount
Total Gross	**$49,235.84**
Withholdings	
Federal Tax	$8,124.43
FICA	$5,722.10
State Tax - SC	$3,430.24
Retirement	$5,085.23