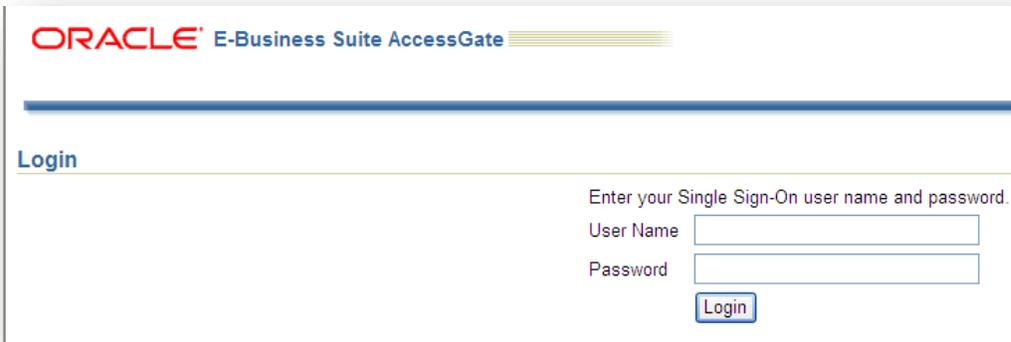


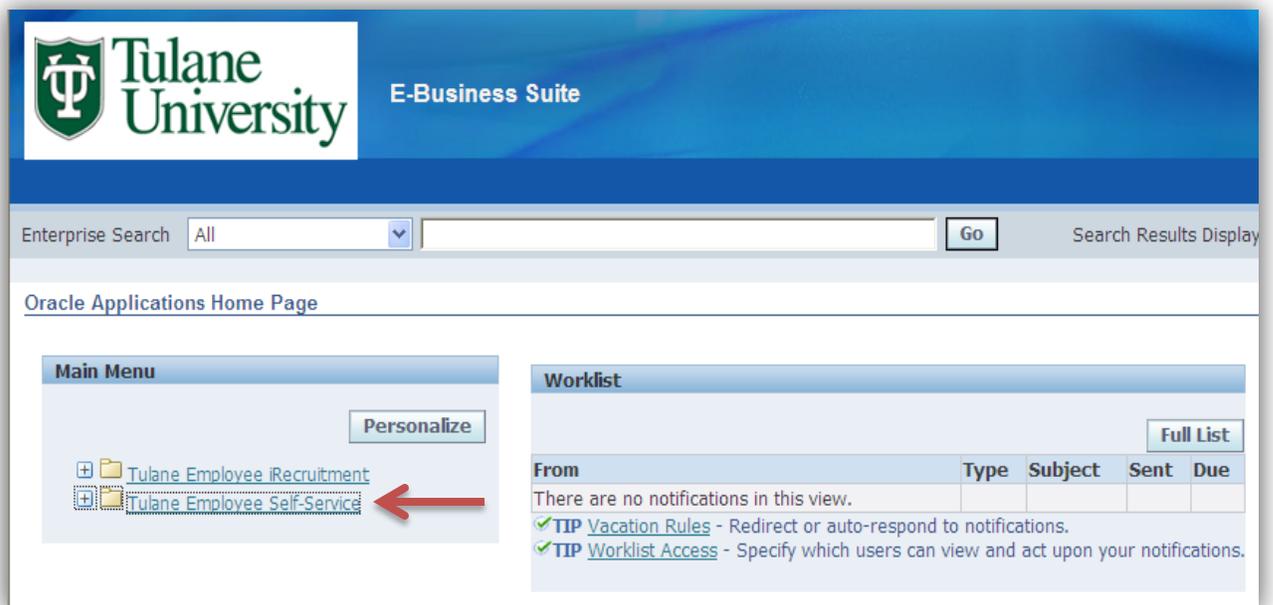
## Step-by-step: How to view your pay advice through HCM

**Step 1:** Sign-in to HCM using your single sign-on Tulane username and password. Click *Login* to access the system. HCM is accessible through <https://ebs.tulane.edu>



The screenshot shows the Oracle E-Business Suite AccessGate login page. At the top, it says "ORACLE E-Business Suite AccessGate". Below that, there is a "Login" section with the instruction "Enter your Single Sign-On user name and password." There are two input fields: "User Name" and "Password". A "Login" button is located below the password field.

**Step 2:** On the left side of your HCM Home Page will be a blue Main Menu box. In the Main Menu box, select the *Tulane Employee Self-Service* link to expand the self-service options.



The screenshot shows the Tulane University E-Business Suite Home Page. At the top left is the Tulane University logo. To its right is the text "E-Business Suite". Below the logo is an "Enterprise Search" box with a dropdown menu set to "All", a search input field, and a "Go" button. To the right of the search box is the text "Search Results Display". Below the search box is the text "Oracle Applications Home Page".

On the left side, there is a "Main Menu" box. It contains a "Personalize" button and two links: "Tulane Employee Recruitment" and "Tulane Employee Self-Service". A red arrow points to the "Tulane Employee Self-Service" link.

On the right side, there is a "Worklist" box. It contains a "Full List" button and a table with the following columns: "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, and the text "There are no notifications in this view." is displayed below the table. Below the table are two tips:

- ✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.
- ✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

## Step-by-step: How to view your pay advice through HCM

**Step 3:** Click *Deposit Advice* to view your Pay advices. *Please note: pay advices prior to August 16, 2013 will not be accessible through HCM.* In order to view previous Pay advices, please view them through Gibson Online under the *My Paycheck & More* link.



# Step-by-step: How to view your pay advice through HCM

**Step 4:** This is a sample of what your pay advice will resemble once you click on the *Deposit Advice* link.


Page 1

<b>Employee Full Name</b> Job Title Employee Number Latest Hire Date Original Hire Date Adjusted Service Date Employee Address	<b>Organization</b> Payroll Pay Basis Frequency Shift Position Grade
--	--

Pay Period and Salary					
Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week					

Summary					
	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current					
YTD					

Hours and Earnings							
Description	Start Date	End Date	Rate	Current Hours	Current Amount	YTD Hours	YTD Amount

Pre Tax Deductions				Taxes			
Description	Current	YTD		Description	Current	YTD	
				Federal Tax			
				LA State Tax			

After Tax Deductions				Accruals		
Description	Current	YTD		Description	Current	Balance

Tax Withholding Information					
Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage

Net Pay Distribution				
Deposit/Check Number	Bank Name	Account Type	Account Number	Amount

Third Party Pay Distribution				
Deposit/Check Number	Bank Name	Account Type	Account Number	Amount

Other Information	
Description	Value
FIT Taxable	

Message(s)
No Message(s) Found