

Employee Earnings History Online

Welcome to Seattle Community Colleges!

System Identification Number (SID) and Personal Identification Number (PIN):

When your New Hire paperwork arrives in District Human Resources individual System Identification (SID) and Personal Identification numbers (PIN) are automatically created for you. A notification letter for each number is then generated and mailed from Payroll to your home (usually in the same envelope) the following morning. Watch your mail for these letters. If you have not received the letters by the last week of the month in which you were hired you should e-mail Cheryl Stuart (cstuart@sccd.ctc.edu) in Payroll. If you are a new faculty member and you haven't received your numbers the registrar at your campus may be able to print your class roster for you if you need it before the numbers arrive. **These numbers should be considered as sensitive as your social security number and be kept in a safe place accordingly.**

System Identification number (SID) – 9 digit number intended to be used in place of social security number to access certain computer systems. Currently you have the option of using either your SID or Social Security number. Future modifications to this system may make it mandatory to use your SID number along with your PIN to access the Earning History page.

Personal Identification number (PIN) – 6 digit Security code to be used with the SID number or your Social Security number to access the earnings History web page and the Instructor Briefcase.

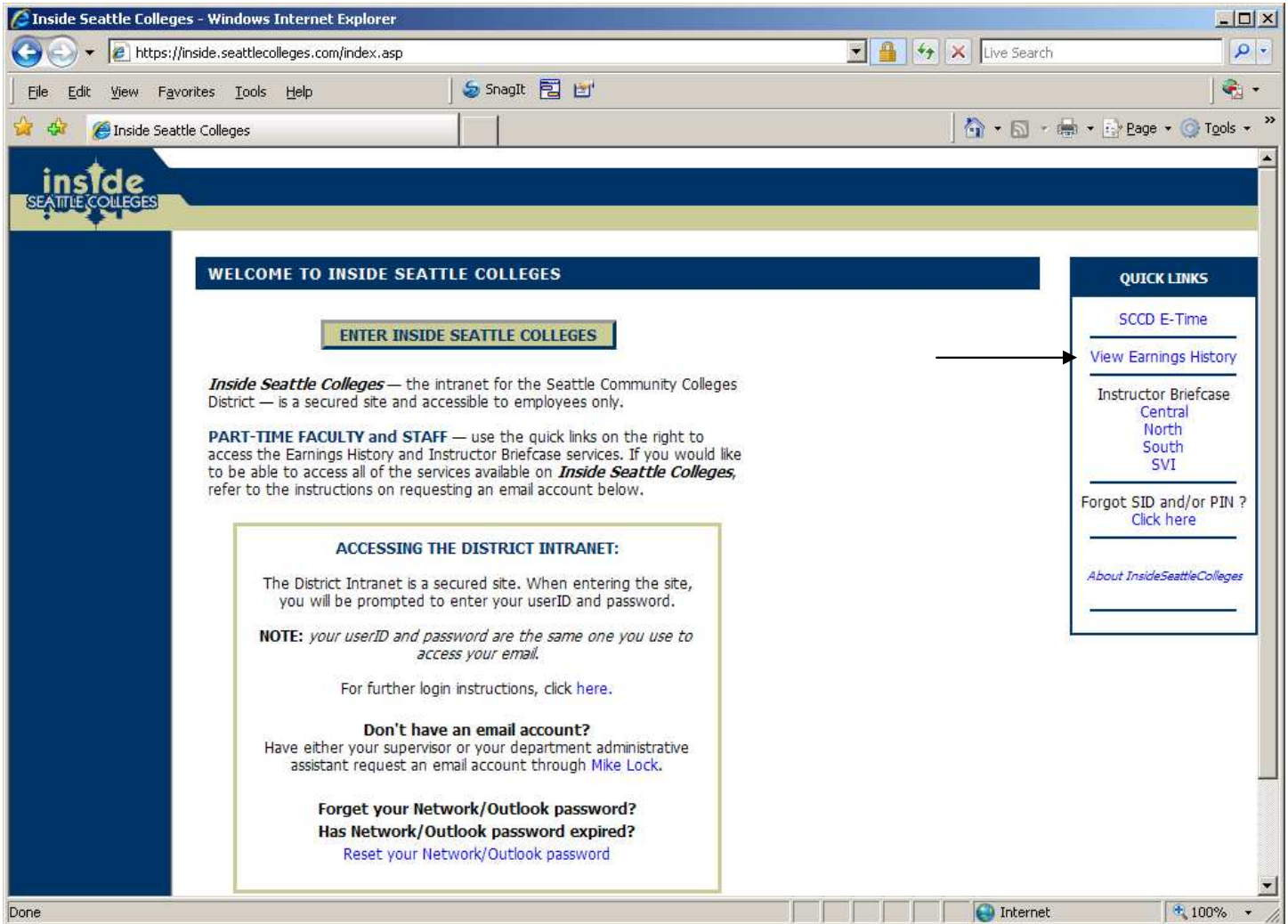
Payroll Check Direct Deposit:

Your first check issued after the Direct Deposit information is entered or changed in the Payroll system will be a paper check; you will need to take it to the bank to deposit it. On this first check cycle Payroll will be sending a pre-note (testing transaction) to the bank to verify the account numbers provided. If the pre-note test is successful then on your next pay day you will receive an e-message reminding you that a deposit has been made for you and directing you to view (and print if desired) your check stub from the following link:

<https://inside.seattlecolleges.com/index.asp>

Employee Earnings History Online

View Earnings History: On the *Inside Seattle Colleges Welcome* page click on the phrase “View Earnings History” in the Quick Links box in the top right portion of the screen (see screen capture below).



Employee Earnings History Online

Logging onto the Earnings History Web page

When the logon window opens you will need to use your social security number (SSN) or System ID (SID) number ALONG WITH your PIN number to access the Earnings History screen. When you have entered your SID and PIN numbers then click on the gray bar marked “View My Earnings History”.

Employee Earnings History

Employee SID:


Employee PIN:

[View My Earnings History](#)

Forgot your SID? You may log on using your employee ID (SSN).

Can't find your SID and/or PIN ? [Click here](#)

[Log Out](#)

 [View Instructions on using Earning History](#)

Done Internet 100%

Employee Earnings History Online

Employee Earnings History Overview

When the main Earnings History page opens note that the screen is divided into 3 quadrants, each contains important information regarding your pay history.

Right side of screen: Check stub (current check always visible when page opens).

Upper left portion: Contains blue phrases to select from to view additional information by topic.

Lower left portion: 2 years of your payroll check history is available.

To view simply click on the desired information by topic or old check date. The details will appear on the right side of the screen. The following pages contain information regarding each of the topic pages.

SEATTLE COMMUNITY COLLEGES

Employee Earnings History for lam N Employee

Current Year-to-Date Balances
Previous Year-to-Date Balances
Leave Balances
View SID Number
PIN Change

Log Out

Your payroll check history information is available for check dates 3/10/2005 through 10/10/2003.

Check Date	Net Pay	Check Type
3/10/2005	1,400.00	Advice
2/25/2005	1,400.00	Advice
2/10/2005	1,400.00	Advice
1/25/2005	1,400.00	Advice
1/10/2005	1,400.00	Advice
12/25/2004	1,400.00	Advice
12/10/2004	1,400.00	Advice
11/25/2004	1,400.00	Advice
11/10/2004	1,400.00	Advice
10/25/2004	1,400.00	Advice
10/10/2004	1,400.00	Advice
9/25/2004	1,400.00	Advice
9/10/2004	1,400.00	Advice
8/25/2004	1,400.00	Advice
8/10/2004	1,400.00	Advice
7/25/2004	1,400.00	Advice
7/10/2004	1,400.00	Handdrawn
6/25/2004	1,400.00	Advice

Seattle Community Colleges
1500 Harvard Ave. Seattle, WA 98122
lam N Employee
*** - ** - 0000

Earnings, Deductions and Contributions
for check dated: 3/10/2005

Gross Pay	1,909.00
Total Deductions	502.76
Net Pay	1,406.24

Earnings

Type of Pay	Hours	Amount
Regular Pay - Salaried	88.00	1,909.00

Employee Deductions and Reductions

Type of Deduction	Amount
PERS II Red	22.53
OASI Ded	117.02
Fed W/h Tax	306.74
Medicare Ins D	27.37
Group Health Red	21.50
Medaid&Sup Pen	5.93
Sccd Tmp Fee	1.67
Total Deductions	502.76

Employee Earnings History Online

Viewing Old Checks

To view the check stub information for an old check you simply click on the desired check date on the list on the lower left portion of the screen. The check stub for that date will appear on the right side of the screen. When viewing an old check please check the date on the screen (see area indicated by arrow) to be sure you have selected the correct check. Please note that the system only has enough space to make 2 years worth of old checks available for viewing. Each new check date will appear at the top of the list and the oldest date will drop off the bottom of the list.

https://sccdweb.sccd.ctc.edu - Payroll Check History Information - Microsoft Internet Explorer

SEATTLE COMMUNITY COLLEGES

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12/10/2004	1,400.00	Advice
11/25/2004	1,400.00	Advice
11/10/2004	1,400.00	Advice
10/25/2004	1,400.00	Advice
10/10/2004	1,400.00	Advice
9/25/2004	1,400.00	Advice
9/10/2004	1,400.00	Advice
8/25/2004	1,400.00	Advice
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7/25/2004	1,400.00	Advice
7/10/2004	1,400.00	Handdrawn
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Earnings, Deductions and Contributions
for check dated: 1/10/2005

Gross Pay	1,909.00
Total Deductions	502.76
Net Pay	1,406.24

Earnings

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Employee Deductions and Reductions

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Total Deductions	502.76

Done

Start

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Employee Earnings History Online

Year-to-Date Balances

To view Current or Previous Year-to-Date and Leave Balances look for the blue “topic” phrases in the top left quadrant of the screen. Click on the phrase for the topic you wish to view and the information will appear on the right side of the screen.

In the near future the check stub information will contain your current pay information along with your Year-to-Date and Leave Balances all on the same page. You will no longer need to click on those phrases to bring up the desired pages. CIS is in the process of making the changes. At this time we have not been given a roll-out date for this update.

SEATTLE COMMUNITY COLLEGES

Employee Earnings History
for
lam N Employee

[Current Year-to-Date Balances](#)
[Previous Year-to-Date Balances](#)
[Leave Balances](#)
[View SID Number](#)
[PIN Change](#)

[Log Out](#)

Your payroll check history information is available for check dates 3/25/2005 through 10/10/2003.

Check Date	Net Pay	Check Type
3/25/2005	1,406.24	Advice
3/10/2005	1,407.91	Advice
2/25/2005	1,406.24	Advice
2/10/2005	1,407.91	Advice
1/25/2005	1,406.24	Advice
1/10/2005	1,407.91	Advice
12/25/2004	1,406.24	Advice
12/10/2004	1,407.91	Advice
11/25/2004	1,406.24	Advice
11/10/2004	1,407.91	Advice
10/25/2004	1,406.24	Advice
10/10/2004	1,407.91	Advice
9/25/2004	1,406.24	Advice
9/10/2004	1,407.91	Advice
8/25/2004	1,406.24	Advice
8/10/2004	1,407.91	Advice
7/25/2004	1,406.24	Advice

PRINT

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Current Year-to-Date Balances

These balances include activity posted for check date 3/25/2005.

Year-to-Date Gross Balances

Total Gross	11,454.00
Tax Deferred	264.18
Taxable Gross	11,189.82
OASI Gross	11,325.00
Medicare Gross	11,325.00

Year-to-Date Deduction/Reduction Balances

PERS II Red	135.18
OASI Ded	702.12
Fed W/h Tax	1,840.44
Medicare Ins D	164.22
Group Health Red	129.00
Medaid&Sup Pen	35.58
SCCD Tmp Fee	5.01

Employee Earnings History Online

Changing your PIN number:

When you change your PIN number the new number **MUST** be a 6 digit number and it **CANNOT** begin with a zero. Our system will drop a zero if it appears at the beginning of this series of numbers. Once you have made your change and confirmed it the information will automatically download to the Payroll system so we always have the most current information in case you forget the number you have created.

The screenshot shows a web browser window titled "Payroll Check History Information - Windows Internet Explorer". The address bar shows the URL: https://sccdweb.sccd.ctc.edu/seadist6/earnhist/ghost/ghost_rq060.asp. The page content is divided into two main sections.

Left Section: SEATTLE COMMUNITY COLLEGES

Employee Earnings History for iam N Employee

- [Current Year-to-Date Balances](#)
- [Previous Year-to-Date Balances](#)
- [Leave Balances](#)
- [View SID Number](#)
- [PIN Change](#) (indicated by an arrow)
- [Log Out](#)

Your payroll check history information is available for check dates 9/10/2008 through 10/10/2006.

Check Date	Net Pay	Check Type
9/10/2008	1,407.91	Advice
8/25/2008	1,406.24	Advice
8/10/2008	1,407.91	Advice
7/25/2008	1,406.24	Advice
7/10/2008	1,407.91	Advice
6/25/2008	1,406.24	Advice
6/10/2008	1,407.91	Advice
5/25/2008	1,406.24	Advice
5/10/2008	1,407.91	Advice
4/25/2008	1,406.24	Advice
4/10/2008	1,407.91	Advice
3/25/2008	1,406.24	Advice
3/10/2008	1,407.91	Advice
2/25/2008	1,406.24	Advice

Right Section: Employee PIN Change

PIN **MUST** be a 6 digit number - PIN CANNOT BEGIN WITH A ZERO

Employee ID or SID:

Old PIN:

New PIN:

Confirm new PIN:

Employee Earnings History Online

Leave Balances

Please note that the Leave Balances that appear on this page will always be one month behind due to the leave reporting process. Copies of the monthly Leave Report are maintained within your department. If you have any questions concerning your leave accrual please contact your department supervisor.

Payroll Check History Information - Windows Internet Explorer
https://sccdweb.sccd.ctc.edu/seadist6/earnhist/ghost/ghost_rq060.asp

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Your payroll check history information is available for check dates 9/10/2008 through 10/10/2006.

Check Date	Net Pay	Check Type
9/10/2008	1,407.91	Advice
8/25/2008	1,406.24	Advice
8/10/2008	1,407.91	Advice
7/25/2008	1,406.24	Advice
7/10/2008	1,407.91	Advice
6/25/2008	1,406.24	Advice
6/10/2008	1,407.91	Advice
5/25/2008	1,406.24	Advice
5/10/2008	1,407.91	Advice
4/25/2008	1,406.24	Advice
4/10/2008	1,407.91	Advice
3/25/2008	1,406.24	Advice
3/10/2008	1,407.91	Advice
2/25/2008	1,406.24	Advice

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Leave Balances

Leave activity posted through month ending 08/08

Type of Leave	Beginning Balance	Leave Taken 08/08	Leave Earned 08/08	Ending Balance
Vacation	20.90		8.70	29.60
Sick - Compensible	64.00	20.00		44.00
Sick - Non-Compensible				
Comp Time				
Personal Holiday	4.00			4.00