

ACTION REQUIRED:

**EMPLOYEE'S FIRST CHECK IS MAILED except for those using Bank of America
ALL OTHER CHECK STUBS MAY BE OBTAINED THROUGH EWS.**

Employee Web Services (EWS)

The EWS module (Employee Web Services) allows employees to access their personal information on the web from the convenience of their own computer.

Employee Web Services provides the following features:

- **Web-based:** Employees access personal information and request updates wherever they have Internet access.
- **Easy navigation:** Employees can review personal information, payroll check history, and future W-2 information in one web-based location.
- **Pay Advice:** Employees can view and print check information remotely.

In order to create an EWS account: You must have received your first paycheck from ODU Research Foundation and be active in the Payroll system. (Print any desired information prior to employment termination.) Employee Web Services link: <https://hera.odurf.odu.edu/ews>

You **must** create an Employee Web Services account before you can log on to Employee Web Services for the first time. Your UIN is the employee ID. **If you have created an account and forgotten your user id or password simply repeat the steps for initial set up.**

NOTES:

Pay Information:

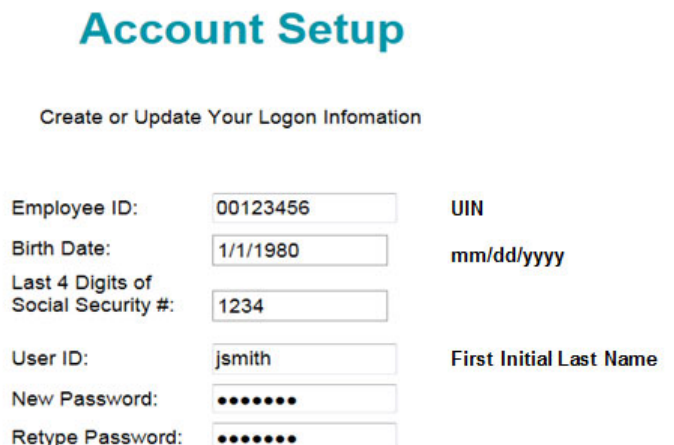
- Deduction Codes represent Employee contributions.
- Benefit Codes represent **Employer** contributions and are shown in detail.
- Tax Codes represent the employee (Amount) and employer (ER) paid taxes and year to date totals.
- Year to date Taxable wages correspond to the W-2 wage boxes.
- Additional life deductions are presented individually by employee, spouse, and/or child(ren).

If you have additional questions, please contact Human Resources or Payroll at 757-683-4293.

Step 1: Click Account Setup



Step 2: Complete the Setup Form and Click the Create/Update Button



Please Read

Important Information Concerning Your Pay

Paycheck information is divided into the following sections:

- Check Date & Number – This section indicates pay date, check number, pay period earnings, deductions, taxes and net pay. Summary – This section is a summary total of the earnings, deductions, taxes comprising the net pay for the current pay period.
- Earnings – This section indicates the earnings code, rate of pay, hours paid and total amount for the current pay period.
- Deductions – This section indicates deductions from your current pay. These deductions cover employee portion of health, dental, vision, insurance and other authorized withholdings.
- Leave – This section indicates the amount of annual and sick leave earned and / or taken during the current pay period. Also indicated is the available balance of accrued and unpaid annual and sick leave earned.
- Taxes – This section indicates the amounts for both the current pay period and cumulative calendar year-to-date of required withholding for taxes. These tax withholdings include any federal and state income taxes, social security and Medicare premiums.
- Bank Account – On EFT remittance advices this section indicates the account number and amount your earnings have been transferred to. This may be one or multiple accounts as requested.

The most common earnings, deductions and tax codes reflected on a paycheck advice are as follows:

EARNINGS CODES		DEDUCTION CODES	
SLRY	Salary Pay	ADD AD-D	Additional AD&D Insurance
ADJSAL	Pro-Rated Salary Pay	ADD LIFE	Additional Life Insurance
HRLY	Hourly Pay	CH LIFE	Child(ren) Life Insurance
RETRO	Retroactive Pay	CRITCARE	Critical Care
OT	Overtime Pay	DENTAL	Dental Insurance
AL	Annual Leave Pay	HMO HLTH	HMO Health Insurance
SICK	Sick Leave Pay	PARKING	Parking Pass Deduction
		PPO HLTH	PPO Health Insurance
		PRINCIP	Principal TSA Deduction
TAX CODES		SP LIFE	Spouse Life Insurance
FIT	Federal Income Tax Withholding	UNITED	United Way contribution
SS	Social Security Tax (FICA)		
MC	Medicare (FICA)		
SWT-VA	State Withholding Tax		

Other information concerning changes in employee net pay:

Virginia State Income Tax Withholding (SWT) – Please note all Virginia State Income Tax withholdings round to the nearest whole dollar. This is compliant with the Virginia Withholding Tax Code.

After the first check, advice information will be available by setting up an account using the following link: <https://hera.odurf.odu.edu/ews>

EWS is only available to active employees. Prior to termination, please print or save any needed pay advice information.