

County of San Bernardino
PAPERLESS WITH ELECTRONIC PDF PAY STATEMENTS

Overview

Effective December 14, 2011 (Payday for Pay Period 25) EMACS will discontinue printing paper Pay Statements in an effort to “Go Green”.

You have the ability to access, view, print, save and/or email your Pay Statement from EMACS Self Service using the County’s intranet or from the internet.

Navigation:

Click on the link below then follow the navigation path:

Intranet Access (Within the County) or Internet Access (Outside the County):

[View Paycheck](#)

Main Menu → Self Service → Payroll and Compensation → View Paycheck

PDF Pay Statement Essential Information

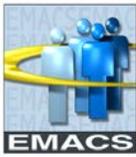
- You have the ability to access, view, print, save and/or email your Pay Statement.
- Your Pay Statement is available in PDF format since May 04, 2011.
- Your Pay Statements will be online within EMACS for three years.
- You will be notified by email each pay period when your Pay Statement is ready for viewing. Emails are usually sent on the Saturday preceding payday.
- Your Pay Statement will print on a single page.
- Non direct deposit paychecks (paper paychecks) are mailed to your mailing address and not viewable in self service.
- Employees who terminate employment will receive their paper Pay Statements at their mailing address for any payments after termination.

For Assistance

- Contact your Payroll Specialist if you need help with printing your Pay Statement.
- Contact the ISD Help Desk (909) 884-4884.

Stay Current

Keep your contact information current in EMACS. This includes your email, home and mailing addresses. This information is used for notifications, mailing benefit information, W-2 Statements and final Pay Statements (after termination). For additional information, click on the links provided below:



County of San Bernardino
PAPERLESS WITH ELECTRONIC PDF PAY STATEMENTS

- [Email Address Update](#)
- [Home and Mailing Address](#)
- [Password Resets](#)

Links to Specific Topics

- [View Paycheck Page](#)
- [Pop-Up Blockers](#)
- [View a Different Paycheck](#)
- [Employees in More Than One Position](#)
- [Copy of “Official” Pay Statements](#)
- [Terminated Employees](#)
- [Pay Statement Announcements](#)
- [ISD Help Desk Contact Information](#)

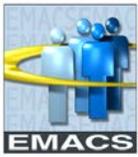
View Paycheck Page

Your most recent (8) eight paychecks are displayed on the search page. If you would like to view paychecks from prior pay periods, expand the list by clicking on the ‘View All’ link or the ‘First or Last’ arrows in the upper right hand corner.

The PDF File check box will be ‘checked’ for pay periods after May 04, 2011. Click on the ‘Check Date’ link and a new window will open. If a new window does not open, you may have to adjust your ‘pop-up blocker settings on your computer. [Pop-Up Blockers](#)

View Paycheck – List View

| View Paycheck | | | | | | |
|--|--------------------------|----------------|--------------|-----------|-----------------|-------------------------------------|
| John Public | | | | | | |
| Review your available paychecks below. Select the check date of the paycheck you would like to review. | | | | | | |
| Select Paycheck | | | | | | |
| Check Date | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
| 2011-05-18 | County of San Bernardino | 04/23/2011 | 05/06/2011 | \$2277.08 | 6679589 | <input checked="" type="checkbox"/> |
| 2011-05-04 | County of San Bernardino | 04/09/2011 | 04/22/2011 | \$2277.08 | 6660317 | <input checked="" type="checkbox"/> |
| 2011-04-20 | County of San Bernardino | 03/26/2011 | 04/08/2011 | \$2316.85 | 6641188 | <input type="checkbox"/> |
| 2011-04-06 | County of San Bernardino | 03/12/2011 | 03/25/2011 | \$2316.86 | 6621701 | <input type="checkbox"/> |
| 2011-03-23 | County of San Bernardino | 02/26/2011 | 03/11/2011 | \$2316.85 | 6602496 | <input type="checkbox"/> |
| 2011-03-09 | County of San Bernardino | 02/12/2011 | 02/25/2011 | \$2316.85 | 6583121 | <input type="checkbox"/> |
| 2011-02-23 | County of San Bernardino | 01/29/2011 | 02/11/2011 | \$2316.85 | 6564017 | <input type="checkbox"/> |
| 2011-02-09 | County of San Bernardino | 01/15/2011 | 01/28/2011 | \$2316.86 | 6544553 | <input type="checkbox"/> |



County of San Bernardino
PAPERLESS WITH ELECTRONIC PDF PAY STATEMENTS

Field Descriptions

| Field | Description |
|---|--|
| View All | Defaults to include the last 8 paychecks. Expand the list to see other pay periods. |
| Check Date Company Pay Begin and End Date Net Pay Paycheck Number | Click on a heading link to change the sort order of the paychecks viewed. |
| Check Date | Select the paycheck information you want to view. |
| PDF File | If checked 'On', PDF format is available for the selected check date. (Prior to 05/04/11 – the information is in an electronic format) |

[Back to top](#)

Pop-Up Blockers

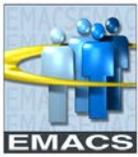
When a paycheck in PDF is selected for viewing, a new window will open. You may need to adjust your 'pop-up' blocker setting so the new window can open for the PDF Statement. Also, on some computer systems, you may need to press the '**control key**' as you select a paycheck to view. If you want to view another paycheck, close your PDF window. The 'View Paycheck' list page will still be available for selecting other paychecks.

[Back to top](#)

View a Different Paycheck (For paychecks prior to 05/04/11 payday).

Once inside your View Paycheck, click on the [View a Different Paycheck](#) link to go back to the View Paycheck list. You can once again reorder the sort or click on a different date to view that paycheck.





County of San Bernardino
PAPERLESS WITH ELECTRONIC PDF PAY STATEMENTS

[Back to top](#)

Employees in More Than One Position

If you work in more than one position and both positions **are in the same company**, your pay information is combined into one Pay Statement.

If you work in more than one position and your positions **are in different companies**, you will see one Pay Statement for each company listed by check date.

View Paycheck - List Multiple Companies

View Paycheck

Mark Twain

Review your available paychecks below. Select the check date of the paycheck you would like to review.

| Select Paycheck | | | | | | |
|----------------------------|-----------------------------|----------------|--------------|-----------|-----------------|-------------------------------------|
| Check Date | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number | PDF File |
| 2011-09-21 | Fire Administration | 08/27/2011 | 09/09/2011 | \$3191.79 | 6844032 | <input checked="" type="checkbox"/> |
| 2011-09-07 | Fire Limited Term-Paid Call | 08/13/2011 | 08/26/2011 | \$88.56 | 6825194 | <input checked="" type="checkbox"/> |
| 2011-09-07 | Fire Administration | 08/13/2011 | 08/26/2011 | \$3191.79 | 6824931 | <input checked="" type="checkbox"/> |
| 2011-08-24 | Fire Administration | 07/30/2011 | 08/12/2011 | \$3191.79 | 6806413 | <input checked="" type="checkbox"/> |
| 2011-08-10 | Fire Administration | 07/16/2011 | 07/29/2011 | \$3129.52 | 6787418 | <input checked="" type="checkbox"/> |
| 2011-07-27 | Fire Administration | 07/02/2011 | 07/15/2011 | \$3097.81 | 6768337 | <input checked="" type="checkbox"/> |
| 2011-07-13 | Fire Limited Term-Paid Call | 06/18/2011 | 07/01/2011 | \$39.36 | 6749300 | <input checked="" type="checkbox"/> |
| 2011-07-13 | Fire Administration | 06/18/2011 | 07/01/2011 | \$3129.52 | 6749016 | <input checked="" type="checkbox"/> |

[Back to top](#)

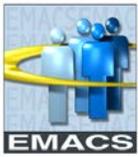
Copy of "Official" Pay Statements

Pay Statements for paychecks issued on or after May 04, 2011 are 'official' and can be used for loan applications, etc. For paychecks issued prior to May 04, 2011, contact EMACS Payroll or call the ISD Help Desk for an official copy. A \$5.00 fee will be charged for each statement.

[Back to top](#)

Terminated Employees

Paper Pay Statements will continue to print for employees who have terminated employment from the County and will be sent via US mail to the mailing address in EMACS.



County of San Bernardino
PAPERLESS WITH ELECTRONIC PDF PAY STATEMENTS

It is important to make sure the mailing addresses are current in EMACS. Otherwise, there could be delays in receiving your final payments and other important information from the County. [Stay Current](#).

[Back to top](#)

Pay Statement Announcements

Messages and electronic inserts are posted on the EMACS intranet website. A link to the announcements is included in the EMACS bi-weekly email 'Your paycheck data for the next scheduled payday'.

[EMACS Announcements](#)

[Back to top](#)

ISD Help Desk Contact Information

If you need additional assistance, contact the ISD help desk and your question will be routed to the appropriate group.

- **Computer** – In your web browser address bar, enter (or click) the ISD Help Desk Link:

<http://countyline.sbcounty.gov/isd/helpdesk/default.asp>

or

Phone - Call (909) 884-4884.

[Back to top](#)