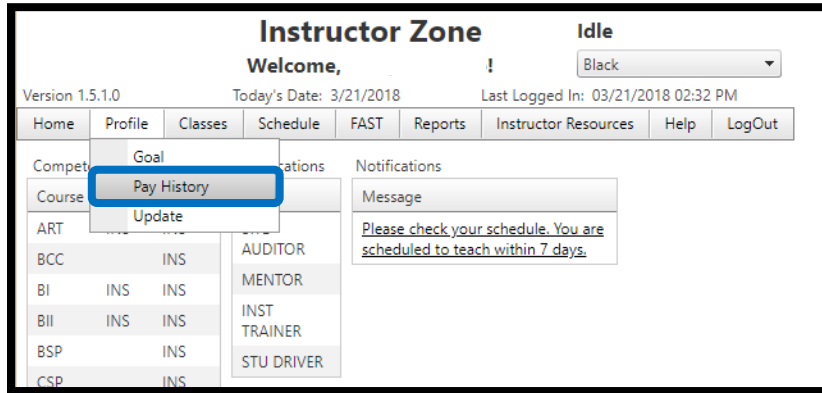


Instructor Zone Profile – Pay History

In this guide you will learn how to view your pay history.

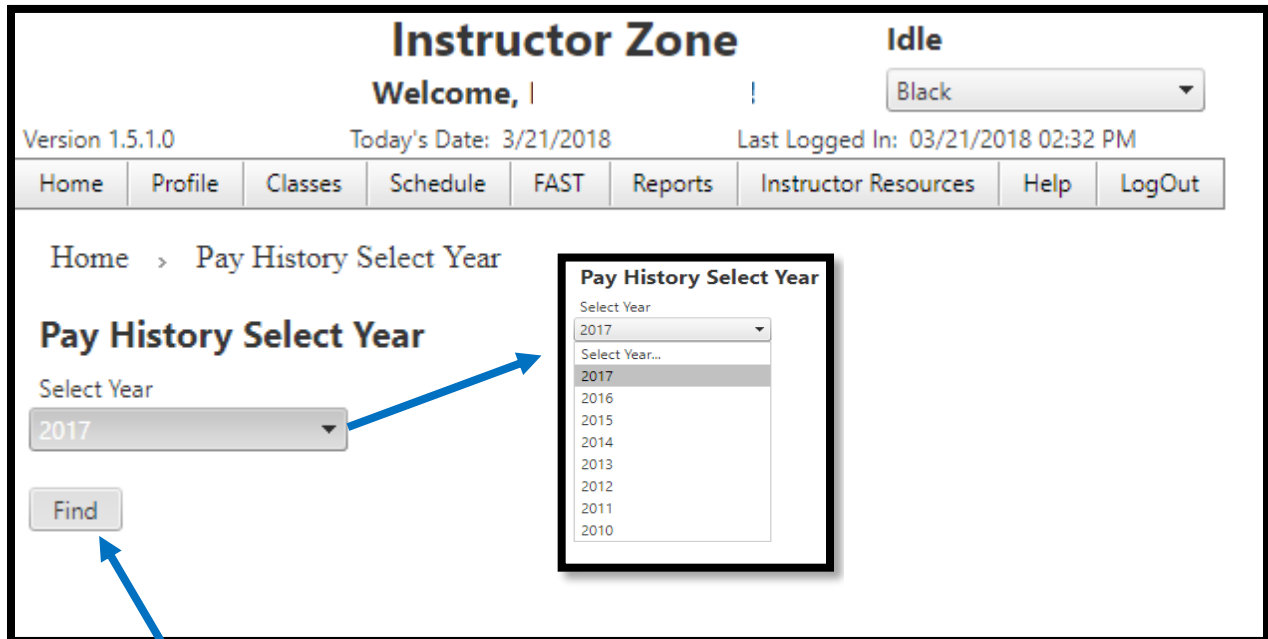
Pay History

To view which classes and assignments have been received by the office and/or paid, hover over the Profile tab and click on Pay History from the drop-down menu.



You will be taken to a screen that will allow you to select a year to view that Pay History.

When you click on the Select Year drop-down menu you can select any year starting from 2011 (or the first year you were an Instructor) to the current season (the system was put in place in 2011).



Click the Find button once you have the year desired selected.

Once you have selected your desired year, a new screen will appear that reads Voucher Summary Select Date.

Instructor Zone Idle
 Welcome, | Black
 Version 1.5.1.0 Today's Date: 3/21/2018 Last Logged In: 03/21/2018 02:32 PM
 Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Pay History Select Year > Voucher Summary Select Date

Voucher Summary Select Date

Details	Check	Date	Payee	Amount	1099
Details	346X1	03/25/15		\$0.00	<input type="checkbox"/>
Details	20354	04/24/15		\$365.00	<input type="checkbox"/>
Details	350X1	04/24/15		\$0.00	<input type="checkbox"/>
Details	351X1	04/24/15		\$0.00	<input type="checkbox"/>
Details	352X1	05/22/15		\$0.00	<input type="checkbox"/>
Details	354X1	05/22/15		\$0.00	<input type="checkbox"/>
Details	355X1	05/22/15		\$0.00	<input type="checkbox"/>
Details	357X1	06/25/15		\$0.00	<input type="checkbox"/>
Details	20529	06/25/15		\$265.00	<input type="checkbox"/>
Details	360X1	06/25/15		\$0.00	<input type="checkbox"/>
Details	363X1	07/24/15		\$0.00	<input type="checkbox"/>
Details	369X1	08/25/15		\$0.00	<input type="checkbox"/>
Details	26676	08/25/15		\$240.00	<input type="checkbox"/>
Details	26738	09/25/15		\$500.00	<input type="checkbox"/>
Details	24805	11/24/15		\$240.00	<input type="checkbox"/>
				Total: \$1,610.00	

Total for 4/24/15 paycheck is \$365.00 (less taxes)

The two most important pieces of information on this screen will be Date and the Amount columns.

- ★ Date: This is the date you will see the direct deposit in your account.
- ★ Amount: This is the amount you will be paid.

NOTE: Match the check dates and amounts to tabulate how much you will be paid from CSI for that check date (see additional examples on the next page).

Additional information about this screen:

- ★ Details: This is a link that will take you to a new screen with advanced information about a particular pay summary.
- ★ Check: This is the assigned check number in REMS, not the check number you will receive from CSI.
- ★ Payee: This is your name abbreviated (the Payee on this example has been whited out for privacy).
- ★ 1099: If you receive a 1099 instead of standard paycheck deductions, the box will be checked next to that particular pay summary.

Voucher Summary Select Date Examples

The screenshot shows the Instructor Zone interface. The page title is "Voucher Summary Select Date". The table below shows a single voucher entry for 04/25/16 with an amount of \$225.00. The total amount is \$225.00.

Details	Check	Date	Payee	Amount	1099
Details	24599	04/25/16		\$225.00	<input type="checkbox"/>
				Total:	\$225.00

In this example, the person should receive a direct deposit for \$225.00 (less taxes) on April 25, 2016.

The screenshot shows the Instructor Zone interface. The page title is "Voucher Summary Select Date". The table below shows multiple voucher entries for 05/25/16 with a total amount of \$1,040.00. The entries are highlighted with a red box.

Details	Check	Date	Payee	Amount	1099
Details	24588	03/25/16		\$290.00	<input type="checkbox"/>
Details	24598	03/25/16		\$375.00	<input type="checkbox"/>
Details	24607	04/25/16		\$460.00	<input type="checkbox"/>
Details	24626	03/25/16		\$715.00	<input type="checkbox"/>
Details	24645	04/06/16		\$384.00	<input type="checkbox"/>
Details	24667	05/25/16		\$560.00	<input type="checkbox"/>
Details	24712	05/25/16		\$480.00	<input type="checkbox"/>
				Total:	\$3,264.00

In this example, the person has taught through several pay periods. The first pay period they were paid for was 03/25/16 where they were paid the following: \$290.00, \$375.00 & \$715.00. They should have received a direct deposit for \$1,380.00 (less taxes) on 03/25/16.

A second example, would be the pay period on 05/25/16. This person was paid the following: \$560.00 & \$480.00. They should have received a direct deposit for \$1,040.00 (less taxes) on 05/25/16.