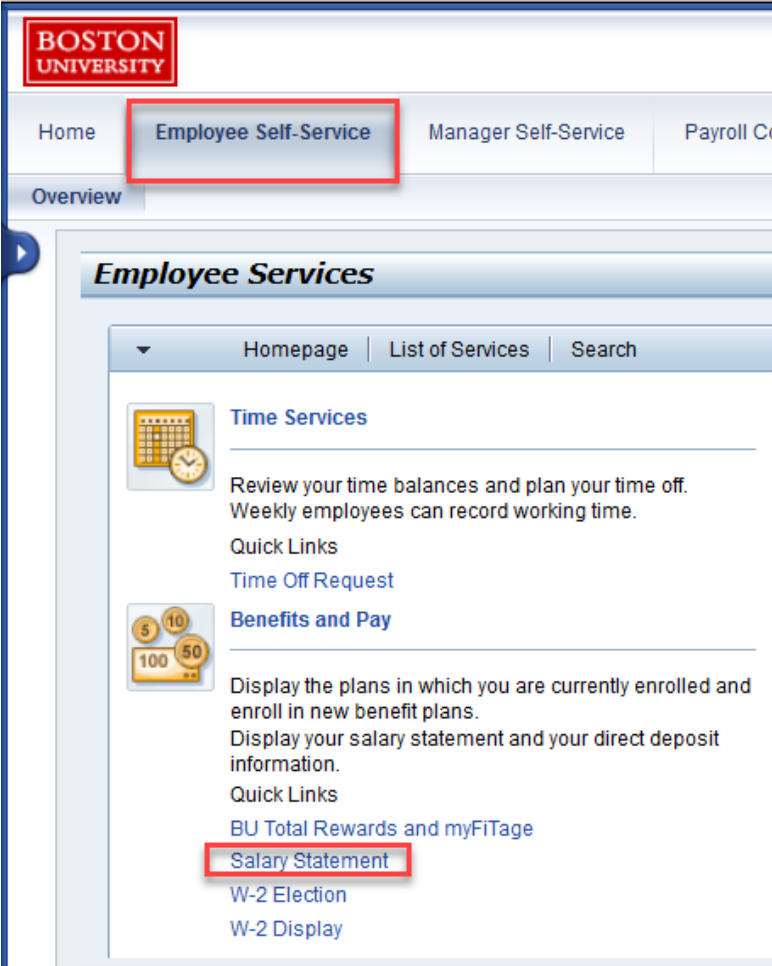


Viewing Salary Statement–Quick Reference Guide

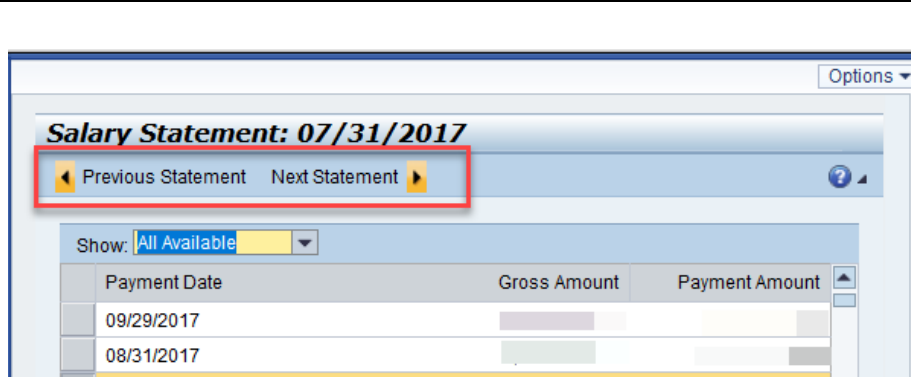
The Employee Self Service (ESS) applications provide you with easy access and information pertaining to your pay and benefits. The Salary Statement is available in the Benefits & Pay section of Employee Self Service



The screenshot shows the Boston University Employee Self Service (ESS) interface. At the top, the Boston University logo is visible. Below it, a navigation bar contains links for Home, Employee Self-Service (highlighted with a red box), Manager Self-Service, and Payroll Center. The main content area is titled 'Employee Services' and includes a search bar and several service categories. The 'Benefits and Pay' category is expanded, showing a list of links: 'Salary Statement' (highlighted with a red box), 'W-2 Election', and 'W-2 Display'. Other categories include 'Time Services' and 'Quick Links'.

1. Log on to **BUworks Central** <https://ppo.buw.bu.edu>
2. Click on **Employee Self Service** tab
3. Click on **Benefits and Pay**
4. Click on **Salary Statement**

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5. The most current Salary Statement launches in a new window. The Payment Date, Gross Amount and Payment Amount are displayed on the statement. Scroll down to see the whole statement for a specific payment date

6. You can select from the “**Show**” drop-down list, all available statements or choose between options “last 3 months, last 6 months or last 12 months”

7. Click on **Previous Statement** (*if highlighted*) to view a Statement of Earnings and Deductions for *previous pay period*

Tip: Use the scroll bar to view additional information and print/download functionality by clicking on the printer icon and downward arrow icon on the top-right of the screen

8. Click on **Next Statement** (*if highlighted*) to view a different statement