



## **METHOD OF COMPENSATION**

You have the option of being paid through our direct deposit program or receiving a payroll check. You should contact the Payroll Department if you have questions about your method of compensation.

### **Review Your Pay Stub**

With each paycheck, you will receive a pay stub that provides detail of your pay and any deductions for the pay period, as well as information about your benefits. Please review each paycheck and pay stub when you receive it to make sure that your pay is correct.

Employees may also receive employment-related announcements (including payroll processing updates or changes to policy) on their pay stubs.

The Agency works hard to ensure that all employees are paid correctly, but mistakes can happen. When mistakes do occur and are called to our attention, the Agency will promptly make any necessary corrections. If you believe an error has occurred, or if you have a question about your paycheck or pay stub, please promptly report the matter to either your coordinator or your designated Payroll Representative at Ext 3506.

## **ORACLE-ACCESSING YOUR PAYSTUB**

Oracle Fusion Application Cloud is the web application that allows employees to view paystubs and access year end documents. Upon hire, employees are sent an email with the link and instructions to create an account. Please see below email for reference.

*Hello (**Employee Name**),*

*Please click on the link below to register and have access to view/print your paystubs and W2 form.*

*Oracle link - <https://login-ewjd-saasfaprod1.fa.ocs.oraclecloud.com>*

*User ID: WGC- (**To be provided upon hire**)*

*Click on Forgot Password and you will receive an email with a link to reset your password.*

*Sincerely,*

Once an account has been created, you will be able to access your paystubs following the steps below.

Step 1: Login to Oracle

Step 2: Click the “Home” Tab in the top right corner of the page

Step 3: Under the Me” Tab, select ***My Payslips***

Step 4: Click on the dropdown menu to view the payslip time period.

*\*Change the filter option to view payslips for the last 12 months or even a custom data range\**