Viewing and Printing YTD Deductions on Drexel One

Please Note: These instructions are intended to provide employees with basic information required to access and print their year-to-date deductions summary. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your deductions summary, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One home page

Use your internet browser to access the Drexel One home page at https://one.drexel.edu. There is a link to the Drexel One home page available in the lower left-hand corner of the Drexel University home page, http://www.drexel.edu.

Step 2. Log on to Drexel One
Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Password Reset Wizard” link and follow the instructions.

Step 3. Select the “Employees” tab

From the Drexel One Main Menu, click on the “Employees” tab at the top left of the screen.
Step 3a. Address Verification

Once each academic term, you will be prompted to verify your Employee Campus Mailing address and your Employee Home address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employees Main Menu.

If you do not receive this pop-up message, you will automatically be taken to the Employees Main Menu; skip to Step 4.
Step 4. Select from the Employees Main Menu

Click the "More BannerWeb Employee Services" link.
Step 5. Select “Pay Information”

Click the “Pay Information” link from the Employee Main Menu.
Step 6. Select “Deductions History”

Click on the “Deductions History” link from the Pay Information Menu.
Step 7. Set Date Range

Use the drop-down boxes to select the range of months/years that you would like to summarize. While you may select any range of dates, you would set the “From Date” field to January and the “To Date” field to December of the current year to view a year-to-date summary of your deductions. Once you have set the date fields, click on the “Display” button.
Step 8. View/Print Year-to-Date Deductions Summary

The Deductions Summary screen will display a summary of your pay check deductions for the range of dates selected. Your deductions will be broken down by deduction type and will display the employee and employer deduction amounts. The employer deduction amounts represent the amount paid by the University in addition to the amount withheld from your pay check.

You may print your deduction summary using the browser’s print button located at the top center of the screen. Please make sure that the printer you are using is not in use by others and retrieve your deduction summary immediately.

If you would like to view the detail of the amounts shown, click on any of the deduction type descriptions and skip to step 9.

If you do not want to view the detail of your deductions, you may log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
Step 9. View/Print Deduction Detail

The Benefit/Deduction Year-to-Date screen will show the personal deduction and employer contribution amounts by month for the deduction type and range of dates selected.

You may print your deduction detail using the browser’s print button located at the top center of the screen. Please make sure that the printer you are using is not in use by others and retrieve your deduction detail immediately.

You may log out of Drexel One using the “Logout” icon in the upper-right hand corner of the window. Be sure to close out of your browser once you have logged out of Drexel One.
### Benefit/Deduction Year-to-Date Information

These are your monthly Personal Deductions and Employer Contributions for the benefit/deduction you have chosen. To view a different time period, change the date range at the bottom of the page and click Redisplay.

#### Federal Withholding Tax

**History Start Date:** January 2005  
**History End Date:** December 2005

<table>
<thead>
<tr>
<th>Year Month</th>
<th>Personal Deduction</th>
<th>Employer Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 January</td>
<td>273.26</td>
<td>.00</td>
</tr>
<tr>
<td>February</td>
<td>354.26</td>
<td>.00</td>
</tr>
<tr>
<td>March</td>
<td>356.48</td>
<td>.00</td>
</tr>
<tr>
<td>April</td>
<td>354.26</td>
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<tr>
<td>May</td>
<td>354.26</td>
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<td>June</td>
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<td>.00</td>
</tr>
<tr>
<td>July</td>
<td>531.39</td>
<td>.00</td>
</tr>
<tr>
<td>August</td>
<td>354.26</td>
<td>.00</td>
</tr>
<tr>
<td>September</td>
<td>366.93</td>
<td>.00</td>
</tr>
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<td>November</td>
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<tr>
<td>December</td>
<td>531.39</td>
<td>.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>4,639.17</td>
<td>.00</td>
</tr>
</tbody>
</table>

**From:** January 2001  
**To:** December 2003

**Deduction Summary**

**RELEASE: 7.0**