Viewing and Printing Year-to-Date Deduction Information

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 portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
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 “help” link and follow the instructions.
Viewing and Printing Year-to-Date Deduction Information

Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note:* If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
Viewing and Printing Year-to-Date Deduction Information

Step 3a.  DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location 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 Employee Services Menu.
Viewing and Printing Year-to-Date Deduction Information

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.

Pay Information

This is information about your pay history since the inception of Banner Human Resources (January 1997).

- Direct Deposit Advice/Pay Stub
- Earnings History
- Deductions History
- Direct Deposit Breakdown
- Select this option to see your direct deposit banking institution.
- Annual Total Compensation Statement
- Administrative Pay Stub

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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 function. 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 “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

![Deductions Summary Table]

Please note that the table shows a summary of deductions from January 1, 2017 to December 31, 2017. The amounts are as follows:

- Federal Income Tax: $3,512.21
- Social Security: $7,105.46
- Medicare: $7,105.46
- State Income Tax: $300.00
- Health Insurance: $6,920.00
- Retirement Contributions: $5,000.00
- Other: $0.00

The totals add up to $30,935.00 for the year.
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 function. 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 “Exit” link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.