Viewing and Printing Year-to-Date Earnings Information

Please Note: These instructions are intended to provide employees with basic information required to access and print their year-to-date earnings 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 earnings 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.
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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.*
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.
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Step 4. Select from the Employees Main Menu

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

Click the “Pay Information” link from the Employee Main Menu.

Employee Main Menu

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Step 6. Select “Earnings History”

Click on the “Earnings 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 earnings. Once you have set the date fields, click on the “Display” button.
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Step 8. View/Print Year-to-Date Earnings Summary

The View Earnings screen will display a summary of your earnings for the range of dates selected. Your earnings will be broken down by earnings type and will display the hours and gross amounts paid.

You may print your earnings 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 earnings summary immediately.

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

If you do not want to view the detail of your earnings, 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.
Step 9. View/Print Earnings Detail

The View Earnings Detail screen will show the hours and gross pay by month for the earnings type and range of dates selected.

You may print your earnings 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 earnings 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.