



My MTA Portal: Viewing Your Paycheck

Note: Screenshots in this document include employee data for illustrative purposes only. All sensitive data has been altered to protect employee privacy.

Navigation:

1. From the ribbon on My MTA Portal, click on **My Pay**.

The screenshot shows the 'My MTA Portal' interface. At the top, there is a section titled 'My Benefit Providers' containing a table with four rows of benefit plans. Below this is a vertical ribbon of navigation options, each with an icon and a label. The 'My Pay' option, which features a money bag icon, is highlighted with a red rectangular box. The other options in the ribbon are 'My Personal Information', 'My Tax Favored Programs', 'My Benefits', 'My Verification of Employment', 'My Learning', 'My Job Search', and 'My BSC Applications'.

Benefit Plan Name	Type	Form	Contact
NYS Empire Plan - 001	Medical		
METLIFE Dental	Dental		
MNR Vision - Agreement (New)	Vision		
MTA Defined Pension Plan	Pension		

- My Personal Information
- My Tax Favored Programs
- My Benefits
- My Verification of Employment
- My Pay**
- My Learning
- My Job Search
- My BSC Applications



2. A detailed menu will appear offering you several options. To look your current and past paychecks, **click on View Paychecks**.



3. This will bring up your **View Paycheck** page detailing the most recent history of your paycheck, with your most recent (current) paycheck listed first. Click on the link, View Paycheck to see the detail of your check (see next page). To view paycheck history, click on the right arrow next to the "Last."

The screenshot shows the "View Paycheck" page for George Donner. It includes a table of paychecks and pagination controls. A red box highlights the "View Paycheck" link in the table header, and another red box highlights the pagination controls. A red arrow points from the "Last" link in the pagination to the next page.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
07/01/2015	View Paycheck	MTA Headquarters	06/18/2015	07/01/2015	\$2755.41	10008780	
06/17/2015	View Paycheck	MTA Headquarters	06/04/2015	06/17/2015	\$2749.41	10008707	
06/03/2015	View Paycheck	MTA Headquarters	05/21/2015	06/03/2015	\$2749.42	10008619	
05/20/2015	View Paycheck	MTA Headquarters	05/07/2015	05/20/2015	\$2749.41	10008536	
05/06/2015	View Paycheck	MTA Headquarters	04/23/2015	05/06/2015	\$2749.42	10117749	
04/22/2015	View Paycheck	MTA Headquarters	04/09/2015	04/22/2015	\$2748.96	10116648	
04/22/2015	View Paycheck	MTA Headquarters	04/23/2015	05/06/2015	\$2748.96	10008436	
04/08/2015	View Paycheck	MTA Headquarters	03/26/2015	04/08/2015	\$2748.96	10115556	



4. When you select a paycheck by date, the result can be seen below:

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MTA Headquarters 347 Madison Avenue New York NY 10017		BSC Services: 646-376-0123																																																																																																					
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George Donner Employee ID: 1234567 Agency Employee ID: 1234		Department: Business Operations BSC Location: 333 West 34th Street Pay Rate: \$3,697.79 Biweekly Pension Number: Pen Gross: \$3,632.55 YTD: \$47,015.31																																																																																																					
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1. **Agency Name/Address**

2. **Pay Group/Pay Dates**

Employees are assigned to a pay group for ease of processing payroll.

3. **Employee Name/Address/ID**

The first number is your BSC ID number. Use it to sign onto the BSC website and when you call the BSC Customer Management Center.

4. **Pensionable Gross**

Shows your department and location, your pay rate, the pension number, your pensionable gross, and year-to-date total earnings.



5. Tax Data

Displays your federal, state, and local tax withholding exemptions.

6. Hours and Earnings

Lists **Prior Period** Adjustments, with begin/end dates, separately from your current pay period earnings. Lists breakdown of pay type, such as regular, sick, vacation bereavement, CT hours, Floating Holiday, Holiday, LEAVE NO PAY, and Personal Day. Total pay shown is consistent with prior pay.

If you have questions about this section of your paycheck, agency payroll employees should contact the department to which you submit your time. MTA Headquarters employees should contact the BSC.

7. Deductions

Three separate sections provide more detail on deductions.

8. Taxable Federal and State Earnings

Shows current and year-to-date wages on which federal and state withholding taxes are based. To the extent that some pre-tax deductions are excluded from federal taxes but taxed in NYS, these amounts may differ.

9. Taxable Benefit

Lists “Imputed income” – the value of non-cash compensation added to taxable wages for certain employer-paid benefits.

10. Leave Balance

Displays up to seven leave balance types with an “as of” date. Note that this information is not displayed on all agency paychecks.

11. Net Pay Distribution

Lists direct deposit and/or printed paycheck elections, such as College Savings and US Savings Bonds.

If you have any further questions about your paycheck, please contact the Business Service Center.

BSC Customer Management Center

Hours: 8:30 a.m. – 5 p.m., Monday-Friday (except MTA HQ Holidays)

Email: bscservice@mtabsc.org

Phone: 646-376-0123

Fax: 212-852-8700

Website: www.mymta.info

MTA Business Service Center

333 W. 34th Street, 9th Floor

New York, NY 10001