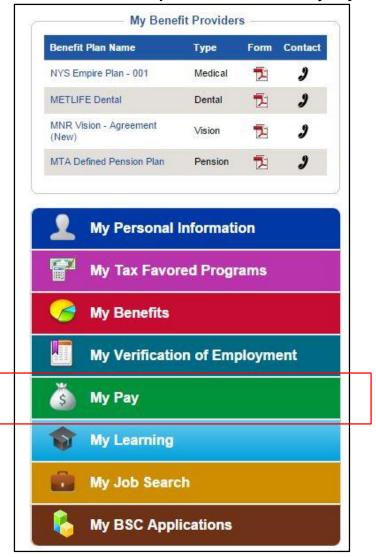


# **My MTA Portal: Viewing Your Paycheck**

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.

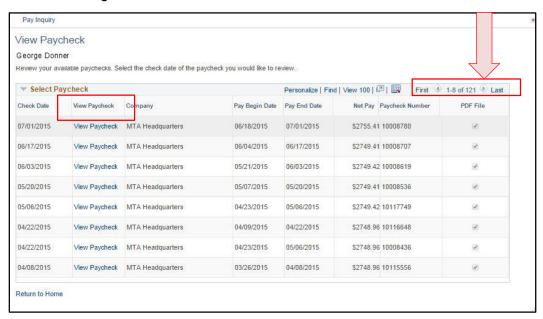




**2.** A detailed menu will appear offering you several options. To look your current and past paychecks, **click** on **View Paychecks**.

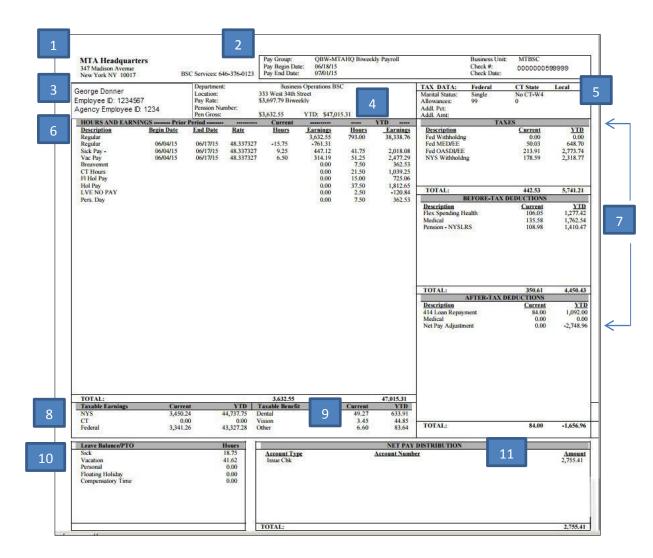


3. This will bring up your View Paycheck page detailing the most recent history of your paycheck, with your most recent (current) paycheck listed first. Click on the link, View Paycheck to see the detail of your check (see next page). To view paycheck history, click on the right arrow next to the "Last."





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



# 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