

MyPortal – My Earnings Statements

Use these procedures to view and manage your earnings statements.

Earnings statements are available for employees who are paid through the State of Washington central payroll system, Human Resource Management System (HRMS). Earnings statements are not available in MyPortal for employees of higher education institutions because they manage their own payroll systems.

MyPortal accounts will be available for 30 days after they separate from state service.

Related Procedures:

[MyPortal – Display Earnings Statements](#)

[MyPortal – Download PDF Earnings Statements](#)

[MyPortal – Print PDF Earnings Statements](#)

[MyPortal – Download and Print HTML Earnings Statements](#)

[MyPortal – Search Earnings Statements](#)

MyPortal - Display Earnings Statements

Use this procedure to display your earnings statements.

Tips:

- Earnings statements will be available at least two days prior to payday.
- When you leave state service (for example, you resign or retire), you will still have access to your earnings statements in MyPortal for thirty days.
- Earnings statements are displayed in PDF (portable document format) or HTML (hypertext markup language) for users of assistive technologies.
- Earnings statements can be printed using standard print functionality.

Related Procedures:

[MyPortal – My Earnings Statements](#)

[MyPortal – Download PDF Earnings Statements](#)

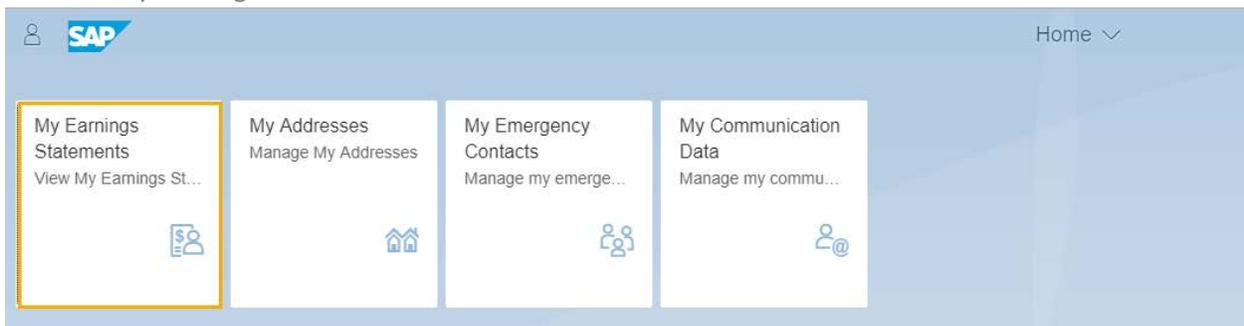
[MyPortal – Print PDF Earnings Statements](#)

[MyPortal – Download and Print HTML Earnings Statements](#)

[MyPortal – Search Earnings Statements](#)

Step 1

Click the My Earnings Statements tile.

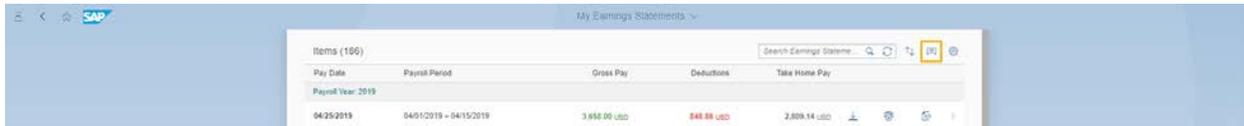


You will see a list of your available earnings statements categorized by year and sorted by Pay Date in Descending order.

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay
Payroll Year: 2019				
04/25/2019	04/01/2019 - 04/15/2019	3,850.00 USD	545.89 USD	3,304.11 USD
04/10/2019	03/15/2019 - 03/31/2019	3,850.00 USD	545.85 USD	3,304.15 USD
03/25/2019	03/01/2019 - 03/15/2019	3,850.00 USD	545.84 USD	3,304.16 USD
03/11/2019	02/15/2019 - 02/29/2019	3,850.00 USD	545.87 USD	3,304.13 USD
02/26/2019	02/01/2019 - 02/15/2019	3,850.00 USD	545.86 USD	3,304.14 USD
02/11/2019	01/15/2019 - 01/31/2019	3,850.00 USD	545.89 USD	3,304.11 USD
01/25/2019	01/01/2019 - 01/15/2019	3,850.00 USD	545.85 USD	3,304.15 USD
01/10/2019	12/15/2018 - 12/31/2018	3,536.50 USD	629.90 USD	2,906.60 USD
Payroll Year: 2018				
12/24/2018	12/01/2018 - 12/15/2018	3,536.50 USD	615.06 USD	2,921.44 USD
12/10/2018	11/16/2018 - 11/30/2018	3,536.50 USD	615.06 USD	2,921.44 USD
11/26/2018	11/01/2018 - 11/15/2018	3,536.50 USD	618.67 USD	2,917.83 USD
11/09/2018	10/15/2018 - 10/31/2018	3,536.50 USD	619.67 USD	2,916.83 USD
10/25/2018	10/01/2018 - 10/15/2018	3,536.50 USD	626.05 USD	2,910.45 USD
10/10/2018	09/15/2018 - 09/30/2018	3,536.50 USD	626.67 USD	2,909.83 USD
09/25/2018	09/01/2018 - 09/15/2018	3,536.50 USD	635.11 USD	2,901.39 USD
09/10/2018	08/15/2018 - 08/31/2018	3,536.50 USD	667.17 USD	2,869.33 USD

Tips:

You can organize your earnings statements by clicking the Group your Earnings Statements icon.



The Group By screen below will be displayed. Select Ascending or Descending along with Payroll Year or Payroll Type to group your earnings statement results. If you select None, it will default the results by Pay Date and whatever Ascending/Descending option is selected.

Group By

- Ascending
- Descending
- Payroll Year
- Payroll Type
- None

OK Cancel

Step 2

Click on a Pay Date row or the arrow at the end of the row to view an earnings statement.

My Earnings Statements ▾

Items (186) Search Earnings State...     

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay				
Payroll Year: 2019								
04/25/2019	04/01/2019 – 04/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD				
04/10/2019	03/16/2019 – 03/31/2019	3,658.00 USD	848.85 USD	2,809.15 USD				
03/25/2019	03/01/2019 – 03/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD				
03/11/2019	02/16/2019 – 02/28/2019	3,658.00 USD	848.87 USD	2,809.13 USD				
02/25/2019	02/01/2019 – 02/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD				
02/11/2019	01/16/2019 – 01/31/2019	3,658.00 USD	848.88 USD	2,809.12 USD				
01/25/2019	01/01/2019 – 01/15/2019	3,658.00 USD	848.85 USD	2,809.15 USD				
01/10/2019	12/16/2018 – 12/31/2018	3,586.50 USD	829.90 USD	2,756.60 USD				
Payroll Year: 2018								
12/24/2018	12/01/2018 – 12/15/2018	3,586.50 USD	818.08 USD	2,768.42 USD				
12/10/2018	11/16/2018 – 11/30/2018	3,586.50 USD	818.06 USD	2,768.44 USD				
11/26/2018	11/01/2018 – 11/15/2018	3,586.50 USD	818.07 USD	2,768.43 USD				
11/09/2018	10/16/2018 – 10/31/2018	3,586.50 USD	819.67 USD	2,766.83 USD				
10/25/2018	10/01/2018 – 10/15/2018	3,586.50 USD	826.08 USD	2,760.42 USD				
10/10/2018	09/16/2018 – 09/30/2018	3,586.50 USD	826.07 USD	2,760.43 USD				

Your selected earnings statement will be displayed. You can scroll, print, download, or zoom in on your earnings statement using the standard toolbar functionality of your document.

DEPT OF FINANCIAL INST
PO BOX 41200
OLYMPIA WA 98504-1200



STATE OF WASHINGTON
Earnings and Deductions Statement

██████████
444 SAP AVE
TUMWATER WA 98502

Personnel #	██████████
Payroll Date	02/25/2019
Pay Period	2019-04
Pay Period Begin	02/01/2019
Pay Period End	02/15/2019
Payroll Area	11 Semi-Monthly
Exemptions #	09
W/H Status	Single
Anniversary Date	07/16/2011
Personnel Area	1020
Location	1400

Total Earnings	Allowances (Added)	Mandatory Deductions (Subtracted)	Employee Deductions (Subtracted)	Adjustments (Added)	TOTAL NET PAY
2,550.00	0.00	400.00	450.00	0.00	2,550.00



MyPortal - Download PDF Earnings Statements

Use this procedure to download your earnings statements in PDF format.

Related Procedures:

MyPortal – My Earnings Statements

MyPortal – Display Earnings Statements

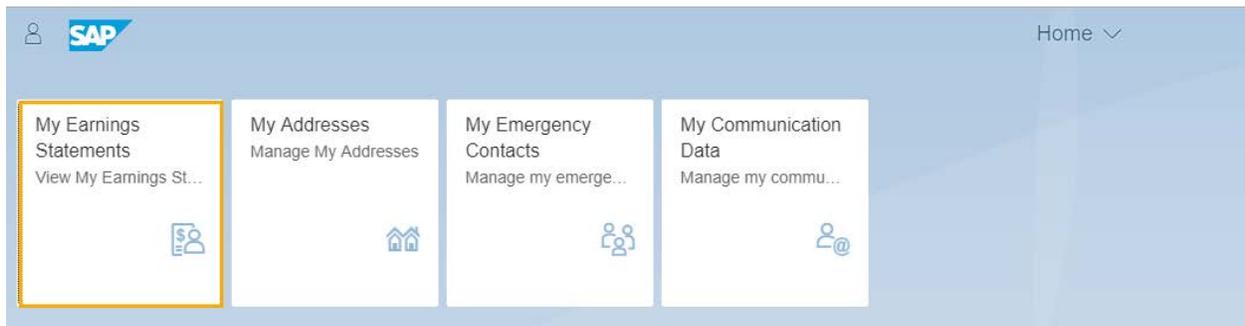
MyPortal – Print PDF Earnings Statements

MyPortal – Download and Print HTML Earnings Statements

MyPortal – Search Earnings Statements

Step 1

Click the My Earnings Statements tile.



Step 2

Click the Download PDF icon on any pay date row to download the earnings statement in PDF format.

My Earnings Statements ▾

Items (186) Search Earnings State... 🔍 ↺ ↑↓ 📄 ⚙️

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay				
Payroll Year: 2019								
04/25/2019	04/01/2019 – 04/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
04/10/2019	03/16/2019 – 03/31/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄	>
03/25/2019	03/01/2019 – 03/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
03/11/2019	02/16/2019 – 02/28/2019	3,658.00 USD	848.87 USD	2,809.13 USD	↓	📄	📄	>
02/25/2019	02/01/2019 – 02/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
02/11/2019	01/16/2019 – 01/31/2019	3,658.00 USD	848.88 USD	2,809.12 USD	↓	📄	📄	>
01/25/2019	01/01/2019 – 01/15/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄	>
01/10/2019	12/16/2018 – 12/31/2018	3,586.50 USD	829.90 USD	2,756.60 USD	↓	📄	📄	>
Payroll Year: 2018								
12/24/2018	12/01/2018 – 12/15/2018	3,586.50 USD	818.08 USD	2,768.42 USD	↓	📄	📄	>
12/10/2018	11/16/2018 – 11/30/2018	3,586.50 USD	818.06 USD	2,768.44 USD	↓	📄	📄	>
11/26/2018	11/01/2018 – 11/15/2018	3,586.50 USD	818.07 USD	2,768.43 USD	↓	📄	📄	>
11/09/2018	10/16/2018 – 10/31/2018	3,586.50 USD	819.67 USD	2,766.83 USD	↓	📄	📄	>
10/25/2018	10/01/2018 – 10/15/2018	3,586.50 USD	826.08 USD	2,760.42 USD	↓	📄	📄	>
10/10/2018	09/16/2018 – 09/30/2018	3,586.50 USD	826.07 USD	2,760.43 USD	↓	📄	📄	>

The earnings statement will be downloaded in PDF format. How the pdf is downloaded will vary depending on the browser. In the example below, the PDF file is displayed at the bottom of the page and you can click on the file to open it.



MyPortal - Print PDF Earnings Statements

Use this procedure to print your earnings statements in PDF format.

Related Procedures:

MyPortal – My Earnings Statements

MyPortal – Download PDF Earnings Statements

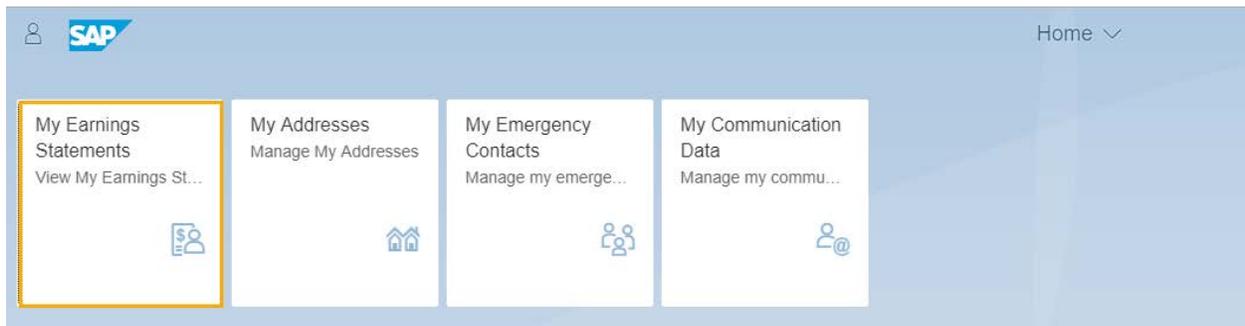
MyPortal – Display Earnings Statements

MyPortal – Download and Print HTML Earnings Statements

MyPortal – Search Earnings Statements

Step 1

Click the My Earnings Statements tile.



Step 2

Click the Print PDF icon on any Pay Date row to print the earnings statement in PDF format.

My Earnings Statements ▾

Items (186) Search Earnings State... 🔍 ↻ ⬆️ ⬆️ ⚙️

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay			
Payroll Year: 2019							
04/25/2019	04/01/2019 – 04/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄 >
04/10/2019	03/16/2019 – 03/31/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄 >
03/25/2019	03/01/2019 – 03/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄 >
03/11/2019	02/16/2019 – 02/28/2019	3,658.00 USD	848.87 USD	2,809.13 USD	↓	📄	📄 >
02/25/2019	02/01/2019 – 02/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄 >
02/11/2019	01/16/2019 – 01/31/2019	3,658.00 USD	848.88 USD	2,809.12 USD	↓	📄	📄 >
01/25/2019	01/01/2019 – 01/15/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄 >
01/10/2019	12/16/2018 – 12/31/2018	3,586.50 USD	829.90 USD	2,756.60 USD	↓	📄	📄 >
Payroll Year: 2018							
12/24/2018	12/01/2018 – 12/15/2018	3,586.50 USD	818.08 USD	2,768.42 USD	↓	📄	📄 >
12/10/2018	11/16/2018 – 11/30/2018	3,586.50 USD	818.06 USD	2,768.44 USD	↓	📄	📄 >
11/26/2018	11/01/2018 – 11/15/2018	3,586.50 USD	818.07 USD	2,768.43 USD	↓	📄	📄 >
11/09/2018	10/16/2018 – 10/31/2018	3,586.50 USD	819.67 USD	2,766.83 USD	↓	📄	📄 >
10/25/2018	10/01/2018 – 10/15/2018	3,586.50 USD	826.08 USD	2,760.42 USD	↓	📄	📄 >

Tips:

In Chrome the Print icon is right after the Download icon and in the Columns popup box.

In Internet Explorer and Firefox the Print icon is not displayed on the Earnings Statements line and is not listed in the Columns popup box.

Step 3

Use the standard print functionality of your PDF reader to print the PDF earnings statement.

MyPortal – Download and Print HTML Earnings Statements

Use this procedure to download and print your earnings statements in HTML format. This format is recommended for users of assistive technologies.

Related Procedures:

[MyPortal – My Earnings Statements](#)

[MyPortal – Download PDF Earnings Statements](#)

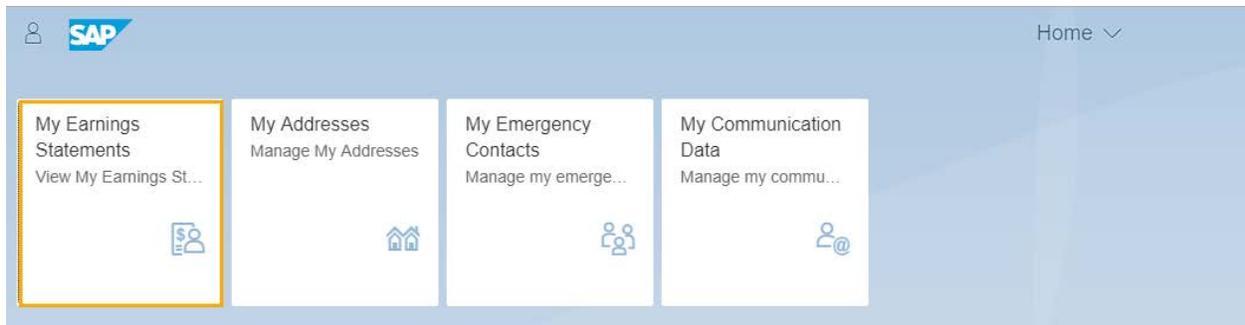
[MyPortal – Print PDF Earnings Statements](#)

[MyPortal – Display Earnings Statements](#)

[MyPortal – Search Earnings Statements](#)

Step 1

Click the My Earnings Statements tile.



Step 2

Click the Download HTML icon on any Pay Date row to download and print the earnings statement in HTML format.

My Earnings Statements ▾

Items (186) Search Earnings Stateme... 🔍 ↻ ↕ [≡] ⚙

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay				
Payroll Year: 2019								
04/25/2019	04/01/2019 – 04/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
04/10/2019	03/16/2019 – 03/31/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄	>
03/25/2019	03/01/2019 – 03/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
03/11/2019	02/16/2019 – 02/28/2019	3,658.00 USD	848.87 USD	2,809.13 USD	↓	📄	📄	>
02/25/2019	02/01/2019 – 02/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	📄	>
02/11/2019	01/16/2019 – 01/31/2019	3,658.00 USD	848.88 USD	2,809.12 USD	↓	📄	📄	>
01/25/2019	01/01/2019 – 01/15/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	📄	>
01/10/2019	12/16/2018 – 12/31/2018	3,586.50 USD	829.90 USD	2,756.60 USD	↓	📄	📄	>
Payroll Year: 2018								
12/24/2018	12/01/2018 – 12/15/2018	3,586.50 USD	818.08 USD	2,768.42 USD	↓	📄	📄	>
12/10/2018	11/16/2018 – 11/30/2018	3,586.50 USD	818.06 USD	2,768.44 USD	↓	📄	📄	>
11/26/2018	11/01/2018 – 11/15/2018	3,586.50 USD	818.07 USD	2,768.43 USD	↓	📄	📄	>
11/09/2018	10/16/2018 – 10/31/2018	3,586.50 USD	819.67 USD	2,766.83 USD	↓	📄	📄	>
10/25/2018	10/01/2018 – 10/15/2018	3,586.50 USD	826.08 USD	2,760.42 USD	↓	📄	📄	>
10/10/2018	09/16/2018 – 09/30/2018	3,586.50 USD	826.07 USD	2,760.43 USD	↓	📄	📄	>

The earnings statement will be downloaded in HTML format. How the HTML file is downloaded will vary depending on the browser. In the example below, the HTML file is displayed at the bottom of the page and you can click on the file to open it.



Step 3

Use the standard print functionality of your browser to print the HTML earnings statement.

MyPortal – Search Earnings Statements

Use this procedure to search the earnings statements.

Related Procedures:

MyPortal – Earnings Statements

MyPortal – Download PDF Earnings Statements

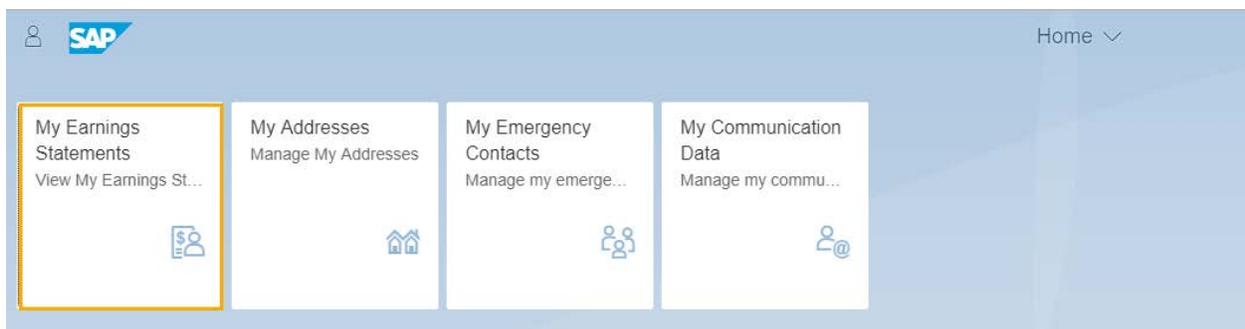
MyPortal – Print PDF Earnings Statements

MyPortal – Download and Print HTML Earnings Statements

MyPortal – Display Earnings Statements

Step 1

Click the My Earnings Statements tile.



Step 2

Enter keywords into the search text box to locate earnings statements by criteria such as pay date, year, gross pay, deductions or take home pay.

My Earnings Statements ▾

Items (7) 2809 ↑↓ [] [] []

Pay Date	Payroll Period	Gross Pay	Deductions	Take Home Pay				
Payroll Year: 2019								
04/25/2019	04/01/2019 – 04/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	🔗	>
04/10/2019	03/16/2019 – 03/31/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	🔗	>
03/25/2019	03/01/2019 – 03/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	🔗	>
03/11/2019	02/16/2019 – 02/28/2019	3,658.00 USD	848.87 USD	2,809.13 USD	↓	📄	🔗	>
02/25/2019	02/01/2019 – 02/15/2019	3,658.00 USD	848.86 USD	2,809.14 USD	↓	📄	🔗	>
02/11/2019	01/16/2019 – 01/31/2019	3,658.00 USD	848.88 USD	2,809.12 USD	↓	📄	🔗	>
01/25/2019	01/01/2019 – 01/15/2019	3,658.00 USD	848.85 USD	2,809.15 USD	↓	📄	🔗	>

Tips:

As you start entering your search criteria, your results will begin to filter as you're typing.