

## First Paycheck

Employee Self-Service (ESS): Pay statements will be accessible on the 7th and 22nd of each month. If these dates fall on a weekend or holiday, pay statements will be available on the preceding weekday. If you have any questions regarding your pay or deductions, please contact RCUH HR at (808) 956-8900.

### Items to review on your first pay statement:

- Gross Pay: The total earned before deductions
- Income Tax Withholding: Make sure you have federal and state tax deductions. If these appear incorrect you may review your W-4 and HW-4 forms in your ESS
- Benefit Deductions: Check to make sure your benefits were deducted correctly to ensure your proper enrollment
- Direct deposit bank account information



Log into ESS and review your first pay statement.

Check your direct deposit account to ensure payment was made.



- ✓ [Payroll Schedule](#)
- ✓ [Benefits Spotlight - Understanding Your Pay Statement](#)
- ✓ [New Hire Benefits Information: Important Dates You Need to Know](#)
- ✓ [Paycheckcity.com Salary Calculator](#)

You will receive an email on “Pay Statements are now available” each pay date.

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