

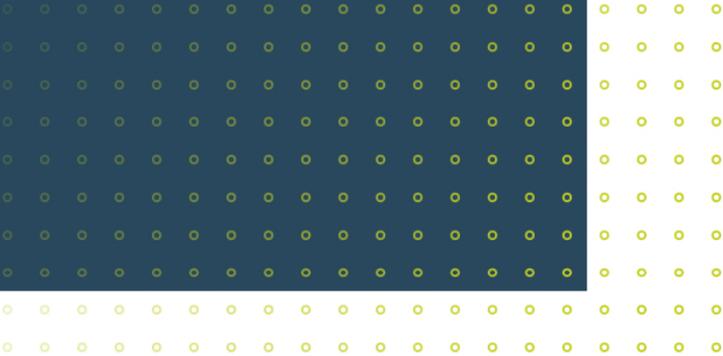
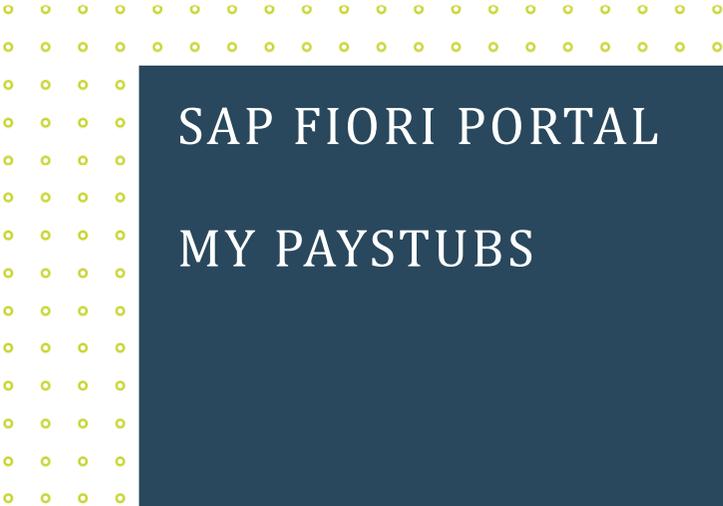


SAP FIORI PORTAL

MY PAYSTUBS



My Paystubs
View my paystubs

A white rectangular button with a blue user icon and a blue dollar sign icon below the text.



The purpose of these instructions is to help you to become familiar with the new SAP Fiori interface for the app “My Paystubs”. With the transactional app “My Paystubs” employees are able to check and manage a digital version of all their paystubs issued by the company for each payroll period, easily and flexibly using their desktop or mobile device. A download and store option (PDF File) is also available.

Notes:

- These instructions refer only to handling the SAP Fiori portal using the application “My Paystubs”.
- For **general information**, regarding the handling of the SAP Fiori Portal and adding new apps, take a look at the document „01.2021_Fiori_Portal_Beschreibung_App_Verwaltun_EN“.
- When the portal was activated, you were granted the required access rights to use this application. All of the Institute’s active staff members who have a valid staff number are granted access in principle.
- Your Personnel Office is available to you if you have any questions regarding your staff master data (staff number, address, bank details, etc.).
- If you have any questions regarding the program (e.g. you cannot access the portal or the app), please contact SAP support services:
Phone: 089/2108-2222
Email: it-helpdesk@gv.mpg.de
- If you have any specific questions regarding your paystubs/pay slips, please consult the Personnel Office at your Institute.
- Access to the portal is currently only available within the MPG network / administration network and VPN if applicable. External access (without VPN) will be realized at a later date.

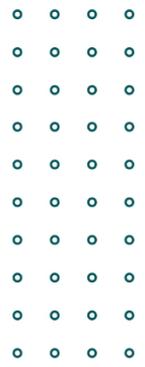


TABLE OF CONTENTS

(STRG + CLICK)

1. **Opening / starting Paystubs app**
 - [1.1 Start the app](#)
 - [1.2 Overview of the App](#)

MAX PLANCK
GESELLSCHAFT





1. OPENING / STARTING PAYSTUBS APP

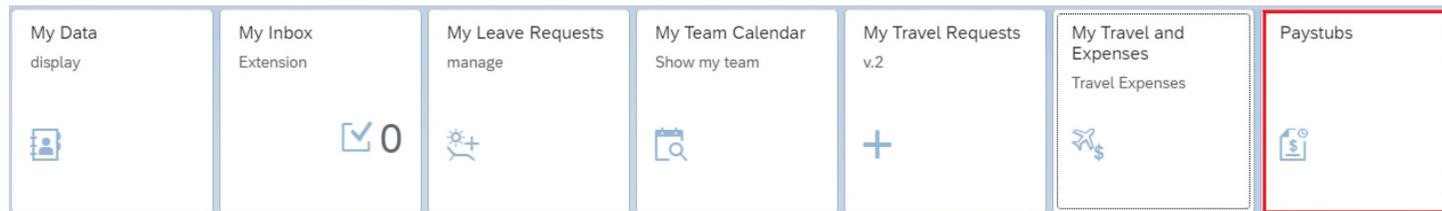
#START

#OPEN

- 1.1. Start the app (1/1)

After you have customized your start page the applications are shown and you are able to directly access them with a single click.

To do so, please select the tile “Paystubs”:





1. OPENING / STARTING PAYSTUBS APP

#OVERVIEW

#PAYROLL

The following screen provides on the left side an overview of the payroll periods (max. 12 periods and the recent one). On the right side you will find the selected period with the payroll details. Please choose the relevant period.

1.2. Overview of the app (1/2)

Paystubs (3)

03/2019
Mar 1, 2019 - Mar 31, 2019

02/2019
Feb 1, 2019 - Feb 28, 2019

01/2019
Jan 1, 2019 - Jan 31, 2019

Im März 2019

INV
MPG Zentrale Dienste, Hofgartenstraße 8, 80539 München

Herrn
Zeus Scheirle
Waldweg 1
11111 Frankfurt

Rückfragen beantwortet
für den Zeitraum 01.03. bis 31.03.2019:

Personalnr.:	A14 / 8	Geburtsdatum:	01.07.2011
Tarifr.-stufe:	4	Eintritt:	4 Austritt:
Steuerklasse:	0.000	Kinderfreibetr.:	4.0
Faktor:	0.000	RK / Jahresfreibetr.:	0.00
Konfession AN/EG:	30.00	Monatsfreibetr.:	0.00
Steuertage:	0.00	Jahreshinzbehr.:	0.00
Basistarif Priv. SV:	0.00	Monatshinzbehr.:	0.00
RV-Nr.:	PRIVAT	KV-Prozentsatz:	0.000
KK:	0110	RV-Prozentsatz:	9.30
DEUV-Schlüssel:	19.00	AV-Prozentsatz:	1.25
SV-Tage:	40.00 h	PV-Prozentsatz:	0.0000
Woch AZ:		Steuer-ID:	Zuschläge:

Lohnart	Kennz.	Anzahl	Betrag/E.	Zusatz	Betrag	Jahreswert
Basisbezüge						
Grundgehalt BBesG	LSGV				3.434,60	
Familienzuschlag	LSGV				472,04	
FamIZ: Ehegattenanteil			87,85			
FamIZ: Kinderbest.teil			384,19			
Sozialversicherung lfd.	LSG				505,44	
Bruttoentgelt						
Gesamtbrutto (EBeschV)					4.412,08	14.736,80
Steuerbrutto, lfd.			4.412,08			14.736,80
KV/PV-Brutto, lfd.			2.873,75			9.226,25
RV-Brutto, lfd.			4.243,33			13.623,33
AV-Brutto, lfd.			4.243,33			13.623,33
Gesetzliche Abzüge						
Lohnsteuer, lfd.			904,41			3.396,07
Solidaritätszuschlag, lfd.			25,63			113,38
Kirchensteuer, lfd.			37,28			165,62
Rentenversicherung, lfd.			394,63			1.266,97
Arbeitslosenvers., lfd.			53,04			170,29
Netto						
Gesetzl. Netto (EBeschV)					2.997,09	
Be- und Abzüge						



1. OPENING / STARTING PAYSTUBS APP

#PDF

- 1.2. Overview of the App (2/2)

The paystub can also be displayed directly in the app as a PDF file.

To do so, please open the app and confirm by clicking the button “Open as PDF ”

Open as PDF

The PDF document is shown in a separate browser window.

Note:

You will receive an email notification that your pay stubs are now available to view. For further payroll details please contact your personnel office or visit the support site ( -Button in the App).



THANK YOU FOR YOUR ATTENTION

In Case of further questions:

**Max-Planck-Gesellschaft
zur Förderung der Wissenschaften e.V.**

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E-Mail: it-helpdesk@gv.mpg.de

Internet: www.mpg.de