

## MARS PAY DETAIL

The MARS Pay Detail is made available on the pay date and can also be viewed for past pay dates.

To access:

1. Log on to the MARS PORTAL
2. Go to the Past Work History tab
3. Choose the pay date from the drop down next to the Payroll Report Date button

PA#	Expense Reporting	WO#	Proj#	Activity	Store#	Name	City	St
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4. Click on the Payroll Report Date button
5. The Pay Detail will pop up.
  - a. Please note it may be multiple pages
6. The Pay Detail may be saved or printed.

Date	Shift#	Store Name	Store#	Address	City	St	Pay Type	Item#	Description	Units	Qty	Rate	Hours	Tax\$	Non Tax\$
02-06-17	901232	Target	1917	4 Centerton Rd	Mount Laurel	NJ	Hourly Rate					15.00	2.45	36.75	
02-06-17	901232						Travel Time					8.44	0.14	1.18	
02-06-17	901232						Mileage Reimb			8.24		0.20			1.65
							Shift Total						2.59	37.93	1.65
02-06-17	912532	In Home					Piece Rate	751724	MAGELLAN MANAGERS DESK - GRAY	1.45	1	15.00		21.75	
02-06-17	912532						Regular Hours						2.23		
							Shift Total						2.23	21.75	0.00
							Daily Total						4.82	59.68	1.65
02-07-17	899908	Office Depot	2459	1701 MORRIS AVE	UNION	NJ	Hourly Rate					15.00	4.28	64.20	
							Shift Total						4.28	64.20	0.00

Please note that each shift is detailed with date, shift ID, store number and address, Pay type, units (if applicable), Rate, hours, all taxable and nontaxable dollars and a Shift Total.

A Daily total, weekly totals and Grand total also appear.

Total dollars represent your pay before taxes.