ACCESS PAY STATEMENTS FROM HOME

Installing VMware View

Windows

1. Open a web browser, such as Google Chrome or Internet Explorer, and navigate to **www.rmu.edu/view**
2. Log in using your RMU username and password
   a. If you do not know your ID, call the Help Desk for assistance at **412-397-2211.**
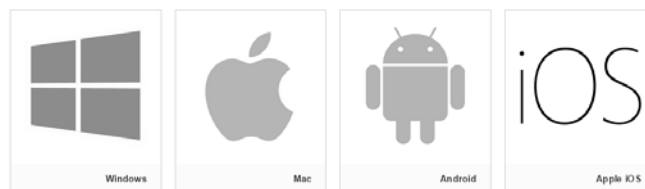   b. If you do not know your password, reset it by clicking **"Forgot Password"** under the green **Sign In** button.
3. Select the icon for the device type (Figure 1)
4. Users will be redirected to the VMware Download webpage
5. Select **Go To Downloads** for the operating system the device is using
   a. If you do not know your operating system, call the Help Desk at **412-397-2211**.
6. Select the blue **Download** button to download the VMware installer (Figure 2)
7. Open the downloaded file
8. Select **Run** to install VMware Horizon View Client
9. The installation wizard will open (Figure 3)
10. Select **Next**
11. Select the check mark next to **I accept the terms in the License Agreement**, then select **Next**
12. Select **IPv4**, then select **Next**
13. Select **VMware Horizon Client**, then select **Next** (Figure 4)
14. Enter **view.rmu.edu** into the field next to **Default Horizon Connection Server**, then select **Next** (Figure 5)
15. Uncheck **Set default option to login as current user**, then select **Next**
16. Select the check boxes next to the two location options to access the program, then select **Next** (Figure 6)
17. Select **Install**
18. Wait for the program to install, then select **Finish**
19. Restart the computer
20. Once the computer has started back up and the user has logged in, the **VMware Horizon View Client** icon will appear on the desktop and in the Start Menu **All Programs** folder
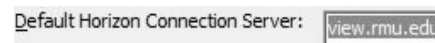

Figure 1

Figure 3

Figure 2

Figure 4

Figure 5

Figure 6

Mac

1. Open a web browser, such as Google Chrome or Safari, and navigate to **www.rmu.edu/view**
2. Log in using your RMU username and password
   a. If you do not know your ID, call the Help Desk for assistance at **412-397-2211.**
   b. If you do not know your password, reset it by clicking **"Forgot Password"** under the green **Sign In** button.
3. Select the icon for the device type (Figure 7)
4. Users will be redirected to the VMware Download webpage
5. Select **Go To Downloads** for the operating system the device using
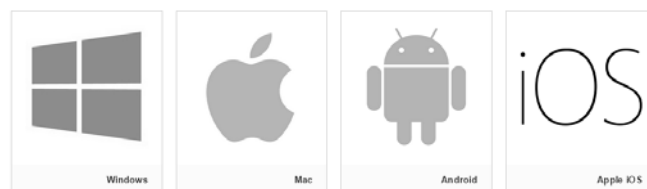   a. If you do not know your operating system, call the Help Desk at **412-397-2211**.
6. Select the blue **Download** button to download the VMware installer (Figure 12)
7. Open the downloaded file
8. Select **Agree** (Figure 9)
9. Drag the VMware Horizon Client icon to the Applications folder to install the program (Figure 10)
10. Open VMware Horizon View Client
11. When prompted, enter your password
12. Enter **view.rmu.edu** into the Connection Server field (Figure 11)
13. Select Continue and Accept the disclaimer
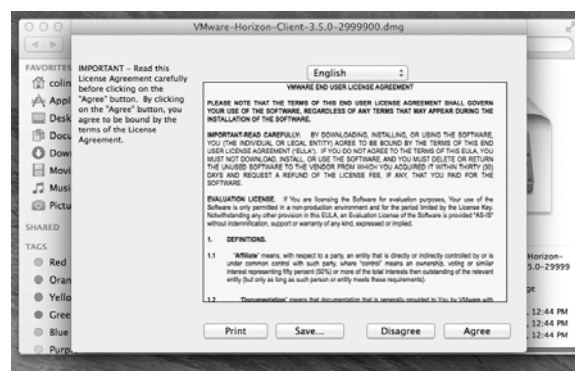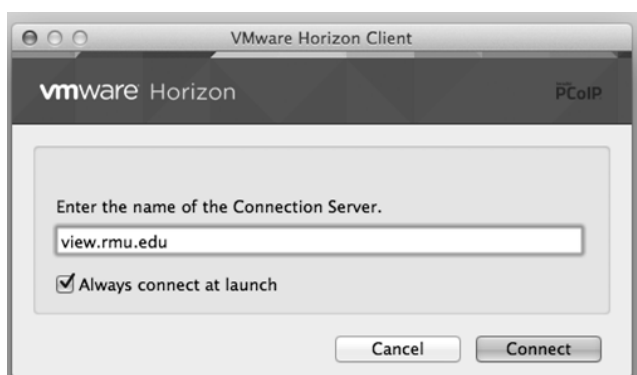
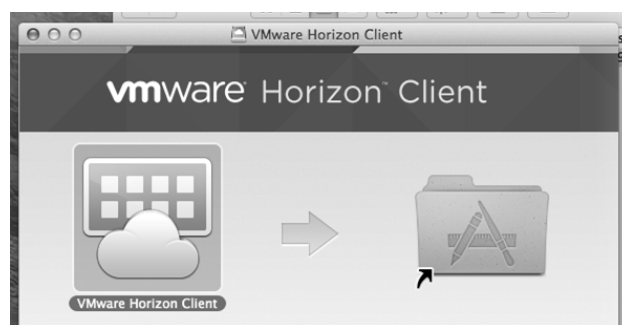**Figure 7**

Figure 8

Figure 9

Figure 11

Figure 10

Using VMware View

1. Open the **VMware Horizon View Client**
2. Double click the **view.rmu.edu** server (Figure 12)
3. Read and Accept the **Disclaimer**

4. Enter your RMU **username** and **password**, then select **Login** (Figure 13)

    a. If you do not know your RMU username or password, contact the **Help Desk** at **412-397-2211.**

5. Select **Administrative View** by double clicking on the icon

6. The computer will then display a Robert Morris University desktop, which is connected to the RMU network

7. Access Unit4 normally.

8. To **Log Out** of the VMware connection

    a. Select the **X** from the drop down bar at the top of the screen (Figure 14); when prompted, select **OK** to disconnect

    b. In the upper left corner of the VMware Horizon Client windeow, select the **Disconnect** icon (Figure 15)

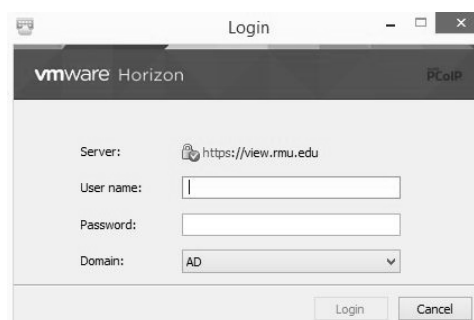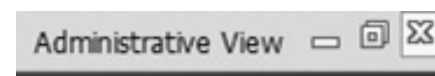   c. Select **OK** to close out of the VMware program

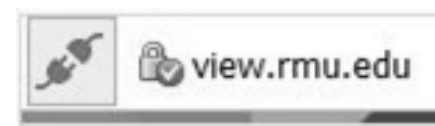**Figure 12**

Figure 13

Figure 14

Figure 15

Access Pay Statements

1. From the left menu of the home screen, select **Your employment** (Figure 16)
2. Select **Your personnel information** from the **Your employment** tab (Figure 17)
3. Select the blue paperclip icon in the top right of the screen (Figure 18)
4. To change the window view, select one of the **Change view** options (Figure 19)
   a. **Grid** view icon looks like 9 boxes ▦
   b. **List** view appears with a three bar pattern ☰
      i. Items within the list view can be sorted by date
   c. **Detailed** view is a square icon ◼
5. Double-click the PDF of the pay statement to be viewed (Figure 20)
   a. *Note: the number beneath the PDF symbol references the year (2015) and the starting month (06-June) of the most recent pay statement.*
6. The pay statement opens as a PDF file
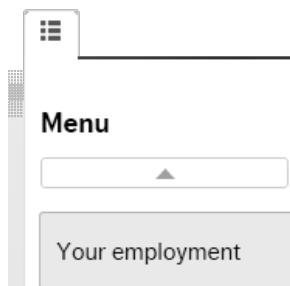   a. An example of a pay statement is included on the back of the guide (Figure 21)
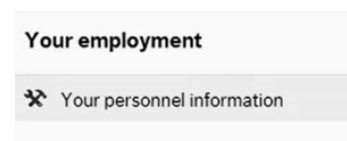
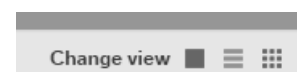**Figure 16**
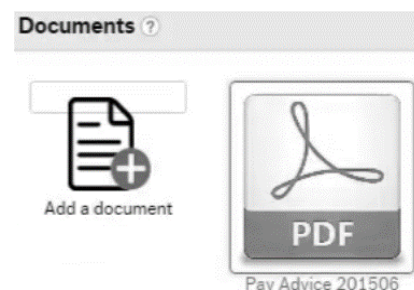
Figure 17

Figure 18

Figure 19

Figure 20

Print Pay Statements

NOTE: If users would like to print their Pay Statement, they must do so from a computer on the RMU campus.

1. Open the PDF file
2. If the file downloads as an Adobe PDF:
   a. Open the PDF
   b. Select **File**
   c. From the dropdown menu, select **Print**
   d. Select **Print** from the print window
3. If the file opens in an internet browser:
   a. Select the printer icon from the bottom right corner of the screen
   b. Select **Print**

Pay Statement Questions?
Contact Human Resources
humanresources@rmu.edu
(412) 397-6270

Unit4 Questions?
Contact the Help Desk
help@rmu.edu
(412) 397-2211

Pay Statement Example

Robert Morris University
6001 University Boulevard
Moon Township, PA 15108

EMPLOYEE NO.	EMPLOYEE NAME	PAY PERIOD	PERIOD START	PERIOD END	DEPOSIT DATE	NET PAY
001776	Robert Morris Jr.	06	1-Jun-15	30-Jun-15	30-Jun-15	351.60

MESSAGE

EARNINGS	RATE	HOURS	CURRENT AMOUNT	YEAR TO DATE
Regular hours		53.94	425.05	425.05
Other Taxable Earnings			**425.05**	**2,940.97**
Total Earnings			**425.05**	**2,940.07**

DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Federal Income Tax	-23.34	-159.93
Social Security Deduction	-26.35	-182.34
Pennsylvania Local Tax (Home)	-2.13	-14.70
State Unemployment Insurance	-0.30	-2.06
Medicare Employee	-6.16	-42.64
School District Tax (Home)	-2.13	-14.71
Pennsylvania State Tax (Home)	-13.05	-90.29
Taxes	**-60.41**	**-506.67**

EMPLOYER PAID BENEFITS	CURRENT AMOUNT	YEAR TO DATE
Social Security ER	26.35	26.35
Medicare Employer	6.16	6.16
Employer Paid Benefits	**32.51**	**32.51**
Total Employer Paid	**32.51**	**32.51**

* This deduction reduces taxable gross

Total Deductions	-60.41	-506.67

Net Pay		351.60

Robert Morris University

Robert Morris Jr.
1776 Colonial Way
Pittsburgh, PA 15225

Figure 21

UNIT4

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