Anatomy of a Pay Statement

This is the PeopleSoft delivered pay statement but does contain all the same information seen in Employee Self Service. Year to date totals as of each pay date will be available on that pay date’s statement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Payor Information</td>
<td>Shows the name and address of entity responsible for payment.</td>
</tr>
<tr>
<td>2. Pay Information</td>
<td>Provides the “check” number and date the “check” was issued. Advice # is the check number and will show zero if you have direct deposit.</td>
</tr>
<tr>
<td>3. Employee Name and Address</td>
<td>Employee name and mailing address.</td>
</tr>
</tbody>
</table>
Anatomy of a Pay Statement (cont.)

4. Employee Information
Pay period, work location, and employee’s pay group. The pay group identifies which pay practices are applied, such as contracts, shift differential, on call, bonus eligibility, etc.

5. Tax Data
Marital status for tax purposes, allowances (exemptions), and additional withholding information. This information comes from the W-4 the employee completed.

6. Hours and Earnings
Earnings for this pay period and for the year-to-date, including regular pay, overtime, and additional compensation. Any absences taken will also be reflected here.

7. Taxes

8. Before-Tax Deductions
Amounts taken out of pay before taxes are deducted. Examples are medical plans and flexible spending accounts.

9. After-Tax Deductions
Amounts taken out of pay after taxes such as union dues and charity deductions.

10. Employer-Paid Benefits
Contributions that the University makes on an employee’s behalf for certain benefits (such as medical and dental coverage). This data is provided for your information and does not affect pay. It is not a total of employer-provided benefits.

11. Totals
Current and year-to-date information on earnings, taxes, and deductions.

12. Vacation Sick
Current totals of available vacation and sick balances.

13. Net Pay Distribution
Net pay and accounts to which pay has been directly deposited. This may include more than one account.

14. Message/Paycheck
Usually blank. If the employee does not use direct deposit and receives a paycheck, this is where the detachable check would be.