

Pay Stub Description

This change is in response to requests received from many USNH employees asking us to provide more detailed payment, earnings and deduction information than has been available on the pay stub since the July 2003 implementation of the SCT Banner-HR product.

Detailed below are some of the specific changes you'll find on the new improved document:

- ❖ Annual rate will be provided for salaried exempt appointments.
- ❖ Up to 25 active earnings will be listed.
- ❖ Up to 25 deduction lines will be listed.
- ❖ Earnings entries will contain the long description and also the employee's position-suffix.
- ❖ Earnings will show the current period earned amount and the year-to-date amount for the position-suffix earn code.
- ❖ Deduction lines will display the employee's current pay period amount and the YTD amount.
- ❖ Deduction lines will display the employer's current pay period contribution amount and the YTD amount.
- ❖ The Applicable Gross pay period and YTD amounts are displayed for Federal Taxes, FICA-OASDI and FICA-Medicare as these are the amount used when preparing the annual IRS W2 Form.

Sample Pay Stub



University of New Hampshire * Keene State College *
Plymouth State University * Granite State College
DURHAM, NEW HAMPSHIRE 03824
Tel. 603-862-1400

25000

*****\$1,272.19

Joseph A Smith
Human Resource Office
Dunlap Center
Campus-System Office . USNH

Sample

CTL		1					
Details	Name	Joseph A Smith					
	ID	#####9999					
	SSN	###-##-9999					
	Dist Org	XSYSCM					
	Check No	25000					
	Check Date	07/15/05					
	Pay Period End Date	07/15/05					
	Gross Amount	2,427.97					
	Total Deductions	1,155.78					
	Total Direct Deposit	1,272.19					
Total Check	0.00						
Distribution	Type	Bank Name	Amount				
	Checking	CITIZENS BK	1,272.19				
Jobs	Position	Description	Annual Rate				
	YB0099 00	INFORMATION TECHNOLOGIST III	63,370.00				
Leave	Type	Balance					
	Vacation Leave	32.00					
Current Earnings	Type	Position	Hours	Rate	Current	Year to Date	
	Salary Earnings	YB0099 00			2,427.97	33,991.59	
Benefits and Deductions	Type	Applicable Gross	Applicable Gross YTD	Employee	Employee YTD	Employer	Employer YTD
	AD&D \$25,000+			0.00	0.00	0.12	1.68
	Cigna HMO+			6.88	96.32	165.12	2,311.68
	Delta U&C+			8.85	123.90	10.29	144.06
	FICA Medicare Tax	2,419.99	33,879.87	35.09	491.26	35.09	491.26
	FICA OASDI Tax	2,419.99	33,879.87	150.04	2,100.55	150.04	2,100.55
	Federal Tax	1,746.33	24,448.63	286.39	4,009.46	0.00	0.00
	Fidelity ARC			0.00	0.00	24.28	339.92
	Fidelity Deferred Annuity			145.68	2,039.52	242.80	3,399.20
	IRS Group Term Life Insurance	27.98	391.72	0.00	0.00	0.00	0.00
	LTD 66 2/3% Benefit+			4.88	68.32	11.34	158.76
	Life Insurance 3 X Salary +			15.35	214.90	6.42	89.88
	Premium Waiver Opt C+			1.24	17.36	2.89	40.46
	TIAA-CREF SRA			500.00	7,000.00	0.00	0.00
	UNH Recreation Center			0.00	0.00	0.00	0.00
Voluntary AD&D			1.38	19.32	0.00	0.00	

USNH has redesigned the pay stub to provide employees with additional pay, earnings and deduction information. Go to the USNH HR Website for a full description of the new check document.

Remember, you can also access your HR and payment info at <http://wise.unh.edu>

from Encl on 10/13/05

Pay Check Description

Sections:	Information Description	Additional Description/ Comments
Details		Payroll document section which contains specific details about the payment; name, ID, check number, dates gross amount, total deductions, amount direct deposited, and amount remaining to be paid via a check.
	Name	Employee's full name including suffix as maintained in HR System.
	ID	Employee's unique number(USNH ID)
	SSN	Employee's Social Security Number as assigned by U.S. Social Security Administration
	Dist Org	Banner Organization code used to inform the check process of the campus and address type to use to mail the employee's direct deposit notice or check.
	Check No	Unique number assigned by the payroll run to direct deposit notice or check
	Check Date	Date the check is issued
	Pay Period End Date	The last day of the pay period for which the payment is made
	Gross Amount	Sum of cash earnings (see Current Earnings section for breakdown)
	Total Deductions	Sum of the employee's withholdings/deductions (see Benefit and Deduction section for breakdown)
	Total Direct Deposit	Sum of the total amount direct deposited (see Distribution section for breakdown)
	Total Check	The amount to be paid via a check after direct deposits. This amount will be \$0.00 if the employee has authorized direct deposit for the net amount.
Important Information		Text box used to communicate system-wide messages to all USNH employees. For instance, box used to remind employees to use USNH's Web self service located at WISE.UNH.EDU.
Distribution		<p>The distribution section displays up to 6 active direct deposit entries. The data displayed is for fixed amount or net pay amounts. If the employee has chosen direct deposit for fixed amount and a check for the remaining net, he/she will receive two documents; one check and one direct deposit notice. If the employee has more than 6 active direct deposit elections, they should visit WISE.UNH.EDU for the full list. (Terminated or inactive direct deposit entries do not display.)</p> <p>Employees will have ability to choose to STOP receiving a direct deposit notice.</p>
	Type	Indicates the type of bank account: checking or savings.
	Bank Name	Name of Bank
	Amount	Amount to be direct deposited

Jobs		<p>Active jobs information is supplied in this section for status salaried appointments. Data will display for up to 6 active job records.</p> <p>Data will not display in the jobs section for non-status salary jobs or for any hourly based appointments.</p>
	Position	Employee's position-suffix active on this payroll period
	Description	Job title for active position-suffix
	Annual Rate	Annual salary rate for active position-suffix
Leave		The leave section will display data for any employee whose leave accrual/use is maintained through Banner. Up to 4 active leave records will display.
	Type	Type of leave: Vacation, Sick Leave, Earned time, Sick pool
	Balance	The accrued balance available before the payroll run. Balances are maintained in hours for operating staff and units for exempt staff.
Current Earnings		<p>Current pay period earnings (cash and non-cash) are displayed in this section. Up to 25 current pay period earnings are displayed with data separated by position-suffix-rate. Two lines of information will display if the employee receives a mid-pay period rate change. The information is sorted by position-suffix description. Information can be obtained via WISE.UNH.EDU. if the employee has more than 25 current pay period earnings lines.</p> <p>The sum of cash earnings equals the gross amount found in the Details section. Non-cash earnings are displayed, but do not factor into the gross amount.</p>
	Type	Description (Long) of the current earnings.
	Position	Position-suffix for the current earnings
	Hours	<p>If hourly appointment, the # of hours associated with this earnings will display</p> <p>If salary and base record, no data will display</p> <p>If hourly or salary and paid via special rate, the number of units will display, i.e., 1 or 10</p>
	Rate	<p>If hourly appointment, the hourly rate for the appointment will display</p> <p>If salary, no data will display</p> <p>If hourly or salary and paid via special rate, the special rate will display</p> <p>Note: if the employee experiences a mid-pay period rate change, two records will display. This is true for hourly and salary appointments</p>
	Current	The current pay period pay amount for the position-suffix-rate
	Year to Date	The current calendar year amount associated with the position-suffix-earnings type

Benefits and Deductions		<p>This section contains detail information about employee's deductions/withholdings information. Displays up to 25 deductions/withholding lines, including both current and historical deduction types.</p> <p>Note that the Applicable Gross amount is displayed for Federal tax, FICA-OASDI tax, FICA-Medicare Tax, and Group Term Life as these are the reportable amounts shown on the employee's Annual W2 statement.</p>
	Type	Description (Long) of the deduction/withholding
	Applicable Gross	<p>The sum of earnings (cash and non-cash) applicable for this deduction.</p> <p>For Federal Tax, the sum of all earnings less core pre-tax medical-dental benefit deductions, less deferred retirement, less pre-tax parking = applicable gross.</p>
	Applicable Gross YTD	The sum of calendar year to date applicable gross amount
	Employee	The current pay period employee amount withheld from check
	Employee YTD	The sum of calendar year to date employee withheld amount
	Employer	The current pay period employer amount contributed for this benefit type
	Employer YTD	The sum of calendar year to date employer contributed amount.