

HUMAN RESOURCE INFORMATION SYSTEM



GROSS-TO-NET CALCULATOR

**Iowa Department of Administrative Services
State Accounting Enterprise
Centralized Payroll**



November 2009

Human Resource Information System

Gross-to-Net Calculator

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Human Resource Information System

Gross-to-Net Calculator

Introduction, Accessing the Payroll Calculator, and Exiting the Screen

Gross-to-Net is a payroll calculator modeled after the actual payroll calculation program used for state employees' pay warrants. This calculator can be used to project changes in deduction amounts and net pay when there are changes in pay amounts, hours worked, mandatory and voluntary deductions, including all pre-tax deductions such as retirement, insurances, deferred compensation or flexible spending plans. Federal and state tax withholding, retirement rates, OASDI and Medicare (FICA), and insurance deductions are calculated using current rates on HRIS Production.

The Gross-to-Net Calculator is accessed through the employee's timesheet. For instructions on accessing the timesheet, please refer to the HRIS Time Reporting System Manual. When viewing the timesheet, enter "GN" in the header action field to go to the calculator.

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:																																																																																																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>----- KEY INFORMATION -----</p> <p> LAST NAME: SMITH</p> <p> FIRST NAME: JOHN</p> <p> SOCIAL SECURITY: xxx-xx-xxxx</p> <p> EMPLOYEE NUMBER: 12345 ID:</p> <p>----- EARNINGS INFORMATION -----</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ELIG</th> <th style="text-align: left;">HOURS</th> <th style="text-align: left;">EARNINGS</th> </tr> </thead> <tbody> <tr> <td>REGULAR.....:</td> <td>80.00</td> <td>1,476.00</td> </tr> <tr> <td>OVERTIME.....:</td> <td>2 0.00</td> <td>0.00</td> </tr> <tr> <td>HOLIDAY OVT: 2</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>OTHER PAY...:</td> <td></td> <td>0.00</td> </tr> <tr> <td>*PAY NOT SUBJ TO RETIRE:</td> <td></td> <td>0.00</td> </tr> <tr> <td>TAXABLE EXP:</td> <td></td> <td>0.00</td> </tr> <tr> <td>PRETAX: Y PRETAX DATE: 08/19/1991</td> <td></td> <td></td> </tr> <tr> <td>FED TAX STATUS.: 1</td> <td></td> <td></td> </tr> <tr> <td>HOURLY RATE.....:</td> <td></td> <td>18.45</td> </tr> <tr> <td>ANNUAL GROSS.....:</td> <td></td> <td>38,376.00</td> </tr> <tr> <td>GROSS PAY.....:</td> <td></td> <td>1,476.00</td> </tr> </tbody> </table> </div> <div style="width: 48%;"> <p>----- CONTROLS INFORMATION -----</p> <p> PP IN MONTH: 1 FILING STATUS: S </p> <p>----- DEDUCTION INFORMATION -----</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FEDERAL WH.:</th> <th style="text-align: left;">STATE WH...:</th> <th style="text-align: left;">OASDI.....:</th> <th style="text-align: left;">MEDICARE...:</th> </tr> </thead> <tbody> <tr> <td>001 0.00</td> <td>01 001 0.00</td> <td>Y</td> <td></td> </tr> <tr> <td>150.88</td> <td>55.82</td> <td>91.51</td> <td>21.40</td> </tr> <tr> <td colspan="4">RETIREMENT.:EXMPT N PLAN 1</td> </tr> <tr> <td colspan="4">HEALTH INSC: PLAN CX600</td> </tr> <tr> <td colspan="4">DENTAL INSC: PLAN DX400</td> </tr> <tr> <td colspan="4">LIFE INSC...: PLAN A2</td> </tr> <tr> <td colspan="4">CR UNION...: 339.00</td> </tr> <tr> <td colspan="4">CHAR ORG...: 0 0.00</td> </tr> <tr> <td colspan="4">DEF COMP...:PP 3 75.00</td> </tr> <tr> <td colspan="4">EMP ORG DUE:</td> </tr> <tr> <td colspan="4">FSA/HEALTH.: 0.00</td> </tr> <tr> <td colspan="4">FSA/DEPC...: 0.00</td> </tr> <tr> <td colspan="4">*OTHR DEDUCT: 0.00</td> </tr> <tr> <td colspan="4">*SEE HELP SCREEN</td> </tr> <tr> <td colspan="4">NET PAY.....: 681.87</td> </tr> </tbody> </table> </div> </div>				ELIG	HOURS	EARNINGS	REGULAR.....:	80.00	1,476.00	OVERTIME.....:	2 0.00	0.00	HOLIDAY OVT: 2	0.00	0.00	OTHER PAY...:		0.00	*PAY NOT SUBJ TO RETIRE:		0.00	TAXABLE EXP:		0.00	PRETAX: Y PRETAX DATE: 08/19/1991			FED TAX STATUS.: 1			HOURLY RATE.....:		18.45	ANNUAL GROSS.....:		38,376.00	GROSS PAY.....:		1,476.00	FEDERAL WH.:	STATE WH...:	OASDI.....:	MEDICARE...:	001 0.00	01 001 0.00	Y		150.88	55.82	91.51	21.40	RETIREMENT.:EXMPT N PLAN 1				HEALTH INSC: PLAN CX600				DENTAL INSC: PLAN DX400				LIFE INSC...: PLAN A2				CR UNION...: 339.00				CHAR ORG...: 0 0.00				DEF COMP...:PP 3 75.00				EMP ORG DUE:				FSA/HEALTH.: 0.00				FSA/DEPC...: 0.00				*OTHR DEDUCT: 0.00				*SEE HELP SCREEN				NET PAY.....: 681.87			
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It is important to note that while a supervisor or other approver can access the employee's timesheet, they cannot view the employee's earnings and deduction information on the Gross-to-Net Calculator. Employees authorized as Personnel/Payroll Assistants and who have access to the HRIS Employee Information (EI) module are able to access the Gross-to-Net Calculator for all employees to whom they have access through HRIS security. Therefore, they can access the Gross-to-Net Calculator from the employee's time sheet or their EI record. Place a "GN" in the header action field on either of these screens to access the Gross-to-Net Calculator for that employee.

The Gross-to-Net Calculator screen will display all the current information in the employee's record with the exception of the following deduction types: saving bonds, maintenance pay, garnishments, wage assignments, travel advance, miscellaneous deductions, employee org insurances, and miscellaneous insurances. Due to space limitations, you would enter the total of these deductions in the OTHER DEDUCT field in the bottom right hand corner of the screen for an accurate net pay calculation. The dollar amounts for taxable benefits and imputed income do not show up on the Gross-to-Net screen either. See the detailed instructions in this manual on how to enter those deductions to estimate the effect on net income.

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Gross-to-Net Calculator

Entries on the Gross-to-Net Calculator do not change the employee's record. The changes made on the calculator screen will be reset when you exit that screen or when you restore the calculator to its original setting by entering an "R" in the header action field and press "Enter."

The information contained in this document is also available via on-line HELP screens on the calculator itself. If additional assistance is needed, please contact your Personnel/Payroll Assistant or the Centralized Payroll Section of the Iowa Department of Administrative Services.

When you first access the Gross-To-Net Calculator, all fields will be initialized with the employee's current information. This same initialization occurs when you enter "R" in the header action field and press "Enter."

Once you have viewed the current pay data, you can modify most fields on the screen and calculate the new net and deduction amounts based on those changes. On most computer screens, those fields that can be changed will be highlighted in a different color. For example, you can change the number of hours per pay period, including overtime hours, the rate of pay, changes to deferred compensation and other deductions, and changing to and from a "pretax" designation.

Once you have completed the "what if" calculations, you may exit the screen by hitting the F12 key on your keyboard. **Making changes on this screen will not result in actual changes being made to your pay or deduction records.**

A description of the fields on the Gross-to-Net Calculator and instructions on how the fields are used can be found starting on page 13 of this manual.

TO EXIT THE GROSS-TO-NET CALCULATOR

PF12	Returns you to the previous screen (the employee's timesheet, or the EI record, if you have access because you are a PA). The Gross-to-Net Calculator will be reset to the employee's current information when you exit that screen.
CLEAR	Ends the current session and takes you to the Available Applications Menu.

The following pages show examples and screen prints of some of the changes you can make on the calculator to determine how those changes would impact your tax withholdings and net pay.

Human Resource Information System

Gross-to-Net Calculator

Changing Withholding Status on a Form W-4

An employee completes a Form W-4 to change his or her Federal or State withholding allowances. These forms must be signed and turned into their PA for the change to be completed, but the impact of those changes can be seen on the calculator.

To see the impact of a change in the Marital Status, change the field of FILING STATUS. To change the number of withholding allowances for Federal withholding, make the new entry in the field to the right of the FEDERAL WH field name. In the example shown below, that field is in **bold text**. If additional withholding is needed, put the dollar amount in the field to the right of that field. Similar entries are made to the STATE WH fields for changes in the State tax withholding options.

If an employee opts for the supplemental tax withholding rate to be applied to a payment, which is allowed in the case of lump sum payments such as vacation payout, the code of "099" is entered in the field to the right of FEDERAL WH. The current supplemental tax withholding rates are 25% for Federal withholding and 6% for State of Iowa.

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+		+----- CONTROLS INFORMATION -----+	
LAST NAME SMITH		PP IN MONTH: 1	FILING STATUS: M
FIRST NAME JOHN		+----- DEDUCTION INFORMATION -----+	
SOCIAL SECURITY: XXX-XX-XXXX		FEDERAL WH.: 000 0.00	216.42
EMPLOYEE NUMBER: XXXXX ID:		STATE WH...: 01 000 0.00	96.26
+----- EARNINGS INFORMATION -----+		OASDI.....: Y	126.12
	ELIG HOURS EARNINGS	MEDICARE...:	29.50
REGULAR....:	80.00 2,051.20	RETIREMENT.:EXMPT N PLAN 1	84.10
OVERTIME...: 2	0.00 0.00	HEALTH INSC: PLAN CX600	0.00
HOLIDAY OVT: 2	0.00 0.00	DENTAL INSC: PLAN DX600	17.00
OTHER PAY...:	0.00	LIFE INSC...: PLAN JJ	0.00
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION...:	0.00
TAXABLE EXP:	0.00	CHAR ORG...: 0	0.00
PRETAX: Y PRETAX DATE: 07/07/1989		DEF COMP...:PP 0	0.00
FED TAX STATUS.: 1		EMP ORG DUE:	0.00
		FSA/HEALTH.: 0.00	0.00
HOURLY RATE....:	25.64	FSA/DEPC...: 0.00	0.00
		*OTHR DEDUCT: 0.00	0.00
ANNUAL GROSS...:	53,331.20	*SEE HELP SCREEN	
GROSS PAY.....:	2,051.20	NET PAY.....:	1,481.80
+-----		+-----	
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Human Resource Information System

Gross-to-Net Calculator

Pay Changes and/or Overtime Hours Paid

If you wish to see what impact an increase in pay will make on your deductions and net pay, you only need to change the HOURLY RATE. In the example shown below, a 4.5% increase was applied to the hourly rate shown on the previous page (\$25.64 x 1.045% = \$26.79). Enter the new hourly rate, hit "Enter" and the following calculation is shown.

D3325369 ACTION: _		GROSS-TO-NET CALCULATOR		PRINTER:	
+----- KEY INFORMATION -----+			+----- CONTROLS INFORMATION -----+		
LAST NAME SMITH			PP IN MONTH: 1 FILING STATUS: M		
FIRST NAME JOHN			+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX			FEDERAL WH.: 000 0.00 229.65		
EMPLOYEE NUMBER: XXXXX ID:			STATE WH...: 01 000 0.00 102.20		
+----- EARNINGS INFORMATION -----+			OASDI.....: Y 131.82		
ELIG HOURS EARNINGS			MEDICARE...: 30.83		
REGULAR.....: 80.00 2,143.20			RETIREMENT.:EXMPT N PLAN 1 87.87		
OVERTIME...: 2 0.00 0.00			HEALTH INSC: PLAN CX600 0.00		
HOLIDAY OVT: 2 0.00 0.00			DENTAL INSC: PLAN DX600 17.00		
OTHER PAY...: 0.00			LIFE INSC...: PLAN JJ 0.00		
*PAY NOT SUBJ TO RETIRE: 0.00			CR UNION...: 0.00 0.00		
TAXABLE EXP: 0.00			CHAR ORG...: 0 0.00 0.00		
PRETAX: Y PRETAX DATE: 07/07/1989			DEF COMP...:PP 0 0.00 0.00		
FED TAX STATUS.: 1			EMP ORG DUE: 0.00		
			FSA/HEALTH.: 0.00 0.00		
HOURLY RATE.....: 26.79			FSA/DEPC...: 0.00 0.00		
			*OTHR DEDUCT: 0.00 0.00		
ANNUAL GROSS...: 55,723.20			*SEE HELP SCREEN		
GROSS PAY.....: 2,143.20			NET PAY.....: 1,543.83		
+-----			+-----		
R RESTORE H HRDCPY			PF9 HELP PF12 RETURN CLEAR EXIT		

If the employee also had 8 hours of Overtime, enter those hours in the OVERTIME HOURS field, hit "Enter" to see the results of those overtime earnings and the tax deductions and net pay.

D3325369 ACTION: _		GROSS-TO-NET CALCULATOR		PRINTER:	
+----- KEY INFORMATION -----+			+----- CONTROLS INFORMATION -----+		
LAST NAME SMITH			PP IN MONTH: 1 FILING STATUS: M		
FIRST NAME JOHN			+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX			FEDERAL WH.: 000 0.00 275.89		
EMPLOYEE NUMBER: XXXXX ID:			STATE WH...: 01 000 0.00 122.96		
+----- EARNINGS INFORMATION -----+			OASDI.....: Y 151.76		
ELIG HOURS EARNINGS			MEDICARE...: 35.49		
REGULAR.....: 80.00 2,143.20			RETIREMENT.:EXMPT N PLAN 1 101.05		
OVERTIME...: 2 8.00 321.48			HEALTH INSC: PLAN CX600 0.00		
HOLIDAY OVT: 2 0.00 0.00			DENTAL INSC: PLAN DX600 17.00		
OTHER PAY...: 0.00			LIFE INSC...: PLAN JJ 0.00		
*PAY NOT SUBJ TO RETIRE: 0.00			CR UNION...: 0.00 0.00		
TAXABLE EXP: 0.00			CHAR ORG...: 0 0.00 0.00		
PRETAX: Y PRETAX DATE: 07/07/1989			DEF COMP...:PP 0 0.00 0.00		
FED TAX STATUS.: 1			EMP ORG DUE: 0.00		
			FSA/HEALTH.: 0.00 0.00		
HOURLY RATE.....: 26.79			FSA/DEPC...: 0.00 0.00		
			*OTHR DEDUCT: 0.00 0.00		
ANNUAL GROSS...: 55,723.20			*SEE HELP SCREEN		
GROSS PAY.....: 2,464.68			NET PAY.....: 1,760.53		
+-----			+-----		
R RESTORE H HRDCPY			PF9 HELP PF12 RETURN CLEAR EXIT		

Human Resource Information System

Gross-to-Net Calculator

Taxable Benefit

Following are two examples of how you can make entries on the Gross-to-Net Calculator to estimate the impact a taxable benefit would make to an employee's tax withholdings and net pay. In this example, we will use the taxable benefit amount that would be applicable to an employee who has Iowa Select family coverage and has one taxable dependent (Calendar Year 2009 Rates). That dependent is taxable because they are over the age of 19, is unmarried, living in the State of Iowa, but is not a full-time student. Screen 1 shows the projected pay and deduction detail with no taxable benefit. Note: The rates for Health and Dental Insurance automatically populate on the Gross-to-Net Calculator based on the code entered. These rates are for the current calendar year based on HRIS Production. The rates are not updated for the upcoming calendar year until all warrants have been written in which the deductions are taken for the current year. The Gross-to-Net Calculator will provide a good estimate to use when making your decisions during the Enrollment and Change Period; however, the dollars will vary slightly depending on the rate change.

Screen 1

D3325369		ACTION: _	GROSS-TO-NET CALCULATOR		PRINTER:
+----- KEY INFORMATION -----+			+----- CONTROLS INFORMATION -----+		
LAST NAME SMITH			PP IN MONTH: 1 FILING STATUS: M		
FIRST NAME JOHN			+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX			FEDERAL WH.: 001 0.00 88.21		
EMPLOYEE NUMBER: 99999 ID:			STATE WH...: 01 001 0.00 52.57		
+----- EARNINGS INFORMATION -----+			OASDI.....: Y 84.66		
ELIG HOURS EARNINGS			MEDICARE....: 19.80		
REGULAR.....: 80.00 1,476.00			RETIREMENT.:EXMPT N PLAN 1 60.52		
OVERTIME....: 2 0.00 0.00			HEALTH INSC: PLAN SX600 110.45		
HOLIDAY OVT: 2 0.00 0.00			DENTAL INSC: PLAN DX400 0.00		
OTHER PAY...: 0.00			LIFE INSC...: PLAN A2 0.00		
*PAY NOT SUBJ TO RETIRE: 0.00			CR UNION...: 0.00 0.00		
TAXABLE EXP: 0.00			CHAR ORG...: 0 0.00 0.00		
PRETAX: Y PRETAX DATE: 08/19/1991			DEF COMP...: PP 3 75.00 75.00		
FED TAX STATUS.: 1			EMP ORG DUE: 0.00		
			FSA/HEALTH...: 0.00 0.00		
HOURLY RATE.....: 18.45			FSA/DEPC...: 0.00 0.00		
			*OTHR DEDUCT: 0.00 0.00		
ANNUAL GROSS....: 38,376.00			*SEE HELP SCREEN		
GROSS PAY.....: 1,476.00			NET PAY.....: 984.79		
+-----			+-----		
R RESTORE H HRDCPY			PF9 HELP PF12 RETURN CLEAR EXIT		

Screen 2 on the following page shows a taxable amount of \$293.12 in the field of PAY NOT SUBJ TO RETIRE on the left hand side of the screen. That amount is what the contract holder would have added to his gross income as the taxable benefit of having one taxable dependent on his health insurance plan if he had Iowa Select during Calendar Year 2009. (Note that the amounts differ for each insurance plan, for the number of taxable dependents, and the calendar year of insurance coverage.) The amount is then run through the payroll calculator, the FIELDS for FEDERAL WH, STATE WH, OASDI and MEDICARE (FICA) as those are the applicable payroll taxes. The user must put the same amount in the OTHR DEDUCT field on the right hand side of the screen.

This taxable benefit will be shown on the On-Line Payroll Warrant as pay in the Taxable Benefit field and subtracted back out in the Maintenance field. On the condensed pay stub, it will be shown added and subtracted under the Maintenance fields.

Human Resource Information System

Gross-to-Net Calculator

Screen 2

D3325369 ACTION: _		GROSS-TO-NET CALCULATOR		PRINTER:
+----- KEY INFORMATION -----+		+----- CONTROLS INFORMATION -----+		
LAST NAME SMITH		PP IN MONTH: 1	FILING STATUS: M	
FIRST NAME JOHN		+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX		FEDERAL WH.: 001	0.00	132.18
EMPLOYEE NUMBER: 99999 ID:		STATE WH...: 01 001	0.00	69.51
+----- EARNINGS INFORMATION -----+		OASDI.....: Y		102.84
ELIG HOURS EARNINGS		MEDICARE....:		24.05
REGULAR.....: 80.00 1,476.00		RETIREMENT.:EXMPT N PLAN 1		60.52
OVERTIME....: 2 0.00 0.00		HEALTH INSC: PLAN SX600		110.45
HOLIDAY OVT: 2 0.00 0.00		DENTAL INSC: PLAN DX400		0.00
OTHER PAY...: 0.00		LIFE INSC...: PLAN A2		0.00
*PAY NOT SUBJ TO RETIRE:	293.12	CR UNION....:	0.00	0.00
TAXABLE EXP:	0.00	CHAR ORG....: 0	0.00	0.00
PRETAX: Y PRETAX DATE: 08/19/1991		DEF COMP...:PP 3	75.00	75.00
FED TAX STATUS.: 1		EMP ORG DUE:		0.00
		FSA/HEALTH..:	0.00	0.00
HOURLY RATE.....: 18.45		FSA/DEPC...:	0.00	0.00
		*OTHR DEDUCT:	293.12	293.12
ANNUAL GROSS....: 38,376.00		*SEE HELP SCREEN		
GROSS PAY.....: 1,769.12		NET PAY.....:		901.45
+-----		+-----		
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT		

You will see that the tax withholding amounts have increased. It is important to note that for the taxable insurance benefit only the first pay warrant of the month will be impacted as that is when the State Share of insurance is paid. The second and third pay warrants of the month will not have the taxable benefit processed on them. (Note: any applicable employee share of the premiums is deducted in both the first and second pay warrants.)

There is another way to use this calculator with only one entry needed. If you populate the same amount in the TAXABLE EXP field, with no corresponding entry needed in the OTHR DEDUCT field, you will see the same results, as shown on Screen 3 below:

Screen 3

D3325369 ACTION: _		GROSS-TO-NET CALCULATOR		PRINTER:
+----- KEY INFORMATION -----+		+----- CONTROLS INFORMATION -----+		
LAST NAME SMITH		PP IN MONTH: 1	FILING STATUS: M	
FIRST NAME JOHN		+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX		FEDERAL WH.: 001	0.00	132.18
EMPLOYEE NUMBER: 99999 ID:		STATE WH...: 01 001	0.00	69.51
+----- EARNINGS INFORMATION -----+		OASDI.....: Y		102.84
ELIG HOURS EARNINGS		MEDICARE....:		24.05
REGULAR.....: 80.00 1,476.00		RETIREMENT.:EXMPT N PLAN 1		60.52
OVERTIME....: 2 0.00 0.00		HEALTH INSC: PLAN SX600		110.45
HOLIDAY OVT: 2 0.00 0.00		DENTAL INSC: PLAN DX400		0.00
OTHER PAY...: 0.00		LIFE INSC...: PLAN A2		0.00
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION....:	0.00	0.00
TAXABLE EXP:	293.12	CHAR ORG....: 0	0.00	0.00
PRETAX: Y PRETAX DATE: 08/19/1991		DEF COMP...:PP 3	75.00	75.00
FED TAX STATUS.: 1		EMP ORG DUE:		0.00
		FSA/HEALTH..:	0.00	0.00
HOURLY RATE.....: 18.45		FSA/DEPC...:	0.00	0.00
		*OTHR DEDUCT:	0.00	0.00
ANNUAL GROSS....: 38,376.00		*SEE HELP SCREEN		
GROSS PAY.....: 1,476.00		NET PAY.....:		901.45
+-----		+-----		
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT		

Human Resource Information System

Gross-to-Net Calculator

Imputed Income

If your total (basic and supplemental) group life insurance coverage is over \$50,000 and you pay for supplemental life insurance on a pretax basis, you will have imputed income reported to the IRS. The value (determined by a cost table from the IRS) of the life insurance over \$50,000 will be reported as imputed income and may be subject to taxes. The monthly value increases with age from \$.05 per \$1,000 of insurance for those under age 25 to \$2.06 per \$1,000 for those ages 70 and over.

Imputed income is calculated based on your age as of December 31 of the current calendar year. Imputed income is assessed by the number of \$1,000 increments of coverage that are over \$50,000. The IRS determines imputed income rates; rates by coverage level are provided in the imputed income available on the DAS-HRE web site.

Life insurance premiums are calculated based on your age at the beginning of the month. In the case of an individual who is between the ages of 40 and 44 years old, the 2009 monthly premium for \$50,000 of supplemental coverage is \$4.14 per month and imputed income is \$2.00. Note: The rates for Life Insurance automatically populate on the Gross-to-Net Calculator based on the code entered. These rates are for the current calendar year based on HRIS Production. The rates are not updated for the upcoming calendar year until all warrants have been written in which the deductions are taken for the current year. The Gross-to-Net Calculator will provide a good estimate to use when making your decisions during the Enrollment and Change Period; however, the dollars will vary slightly depending on the rate change.

In Screen 1 below, the Gross-to-Net Calculator is shown exactly as it would be upon entering the site. This individual already has the Life Insurance for \$50,000 in their record. You will notice that the imputed income dollar amount does not automatically populate on the screen. Net pay totals \$931.11 before Imputed Income is added.

Screen 1

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>----- KEY INFORMATION -----</p> <p> LAST NAME SMITH</p> <p> FIRST NAME JOHN</p> <p> SOCIAL SECURITY: XXX-XX-XXXX</p> <p> EMPLOYEE NUMBER: 99999 ID:</p> </div> <div style="width: 48%;"> <p>----- CONTROLS INFORMATION -----</p> <p> PP IN MONTH: 1 FILING STATUS: S</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>----- EARNINGS INFORMATION -----</p> <p> ELIG HOURS EARNINGS</p> <p> REGULAR.....: 80.00 1,476.00</p> <p> OVERTIME....: 0 0.00 0.00</p> <p> HOLIDAY OVT: 1 0.00 0.00</p> <p> OTHER PAY...: 0.00</p> <p> *PAY NOT SUBJ TO RETIRE: 0.00</p> <p> TAXABLE EXP: 0.00</p> <p> PRETAX: Y PRETAX DATE: 08/15/2005</p> <p> FED TAX STATUS.: 1</p> <p> HOURLY RATE.....: 18.45</p> <p> ANNUAL GROSS....: 38,376.00</p> <p> GROSS PAY.....: 1,476.00</p> </div> <div style="width: 48%;"> <p>----- DEDUCTION INFORMATION -----</p> <p> FEDERAL WH.: 000 0.00 135.54</p> <p> STATE WH...: 01 000 0.00 50.27</p> <p> OASDI.....: Y 84.28</p> <p> MEDICARE....: 19.71</p> <p> RETIREMENT.:EXMPT N PLAN 1 63.47</p> <p> HEALTH INSC: PLAN SX600 112.48</p> <p> DENTAL INSC: PLAN DX400 0.00</p> <p> LIFE INSC...: PLAN GJ 4.14</p> <p> CR UNION....: 0.00 0.00</p> <p> CHAR ORG....: 0 0.00 0.00</p> <p> DEF COMP...:PP 3 75.00 75.00</p> <p> EMP ORG DUE: 0.00</p> <p> FSA/HEALTH.: 0.00 0.00</p> <p> FSA/DEPC...: 0.00 0.00</p> <p> *OTHR DEDUCT: 0.00 0.00</p> <p> *SEE HELP SCREEN</p> <p> NET PAY.....: 931.11</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">R RESTORE H HRDCPY</div> <div style="width: 48%;">PF9 HELP PF12 RETURN CLEAR EXIT</div> </div>			

Human Resource Information System

Gross-to-Net Calculator

There are two different ways that Imputed Income can be added to the Gross-to-Net Calculator to arrive at the estimate. The first way shown below in Screen 2 is to add the Imputed Income amount to both the Pay Not Subj to Retire field and then to also include it in the Other Deduct field.

Screen 2

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME SMITH	PP IN MONTH: 1	FILING STATUS: S	
FIRST NAME JOHN	+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX	FEDERAL WH.: 000	0.00	135.84
EMPLOYEE NUMBER: 99999 ID:	STATE WH...: 01 000	0.00	50.39
+----- EARNINGS INFORMATION -----+-----			
	OASDI.....: Y		84.41
ELIG HOURS EARNINGS	MEDICARE...:		19.74
REGULAR.....: 80.00	1,476.00	RETIREMENT.:EXMPT N PLAN 1	63.47
OVERTIME...: 0	0.00	HEALTH INSC: PLAN SX600	112.48
HOLIDAY OVT: 1	0.00	DENTAL INSC: PLAN DX400	0.00
OTHER PAY...:	0.00	LIFE INSC...: PLAN GJ	4.14
*PAY NOT SUBJ TO RETIRE:	2.00	CR UNION...:	0.00 0.00
TAXABLE EXP:	0.00	CHAR ORG...: 0	0.00 0.00
PRETAX: Y PRETAX DATE: 08/15/2005	DEF COMP...:PP 3	75.00	75.00
FED TAX STATUS.: 1	EMP ORG DUE:		0.00
	FSA/HEALTH...:	0.00	0.00
HOURLY RATE.....: 18.45	FSA/DEPC...:	0.00	0.00
	*OTHR DEDUCT:	2.00	2.00
ANNUAL GROSS...:	38,376.00	*SEE HELP SCREEN	
GROSS PAY.....:	1,478.00	NET PAY.....:	930.53
+-----+-----+-----+-----+			
R RESTORE H HRDCPY	PF9 HELP PF12 RETURN CLEAR EXIT		

The second way to add Imputed Income to the Gross-to-Net Calculator is to put the amount in the Taxable Exp line. This will add the dollar amount to income to be taxed and also take that dollar amount back out. You will note that in both Screens the Net Pay is \$930.53. The Imputed Income of \$2.00 has a net affect on income of \$0.58 in this example.

Screen 3

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME SMITH	PP IN MONTH: 1	FILING STATUS: S	
FIRST NAME JOHN	+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX	FEDERAL WH.: 000	0.00	135.84
EMPLOYEE NUMBER: 99999 ID:	STATE WH...: 01 000	0.00	50.39
+----- EARNINGS INFORMATION -----+-----			
	OASDI.....: Y		84.41
ELIG HOURS EARNINGS	MEDICARE...:		19.74
REGULAR.....: 80.00	1,476.00	RETIREMENT.:EXMPT N PLAN 1	63.47
OVERTIME...: 0	0.00	HEALTH INSC: PLAN SX600	112.48
HOLIDAY OVT: 1	0.00	DENTAL INSC: PLAN DX400	0.00
OTHER PAY...:	0.00	LIFE INSC...: PLAN GJ	4.14
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION...:	0.00 0.00
TAXABLE EXP:	2.00	CHAR ORG...: 0	0.00 0.00
PRETAX: Y PRETAX DATE: 08/15/2005	DEF COMP...:PP 3	75.00	75.00
FED TAX STATUS.: 1	EMP ORG DUE:		0.00
	FSA/HEALTH...:	0.00	0.00
HOURLY RATE.....: 18.45	FSA/DEPC...:	0.00	0.00
	*OTHR DEDUCT:	0.00	0.00
ANNUAL GROSS...:	38,376.00	*SEE HELP SCREEN	
GROSS PAY.....:	1,476.00	NET PAY.....:	930.53
+-----+-----+-----+-----+			
R RESTORE H HRDCPY	PF9 HELP PF12 RETURN CLEAR EXIT		

Human Resource Information System

Gross-to-Net Calculator

Deferred Compensation

Another benefit available to State of Iowa employees is the opportunity to enroll in the State's deferred compensation program. This deduction lowers your taxable income for purposes of Federal and State taxes. In the example shown below in Screen 1, an employee is not yet having anything deducted for deferred comp. In Screen 2, she has started a deduction of \$100.00 from her pay warrant. The entry of "3" (**bold**) is the code used to indicate that \$100.00 is deducted from the first and second payroll warrants of the month. Deferred comp deductions are not taken from the third pay warrant of the month.

Screen 1

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME: JONES	PP IN MONTH: 1	FILING STATUS: M	
FIRST NAME: SALLY	+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX	FEDERAL WH.: 000	0.00	252.21
EMPLOYEE NUMBER: 54321 ID:	STATE WH...: 01 000	0.00	112.32
+----- EARNINGS INFORMATION -----+-----			
	ELIG	HOURS	EARNINGS
REGULAR.....: 80.00		2,000.00	MEDICARE....: 33.10
OVERTIME....: 2 8.00		300.00	RETIREMENT.:EXMPT N PLAN 1 94.30
HOLIDAY OVT: 2 0.00		0.00	HEALTH INSC: PLAN CX600 0.00
OTHER PAY...: 0.00		0.00	DENTAL INSC: PLAN DX600 17.00
*PAY NOT SUBJ TO RETIRE: 0.00		0.00	LIFE INSC...: PLAN JJ 0.00
TAXABLE EXP: 0.00		0.00	CR UNION...: 0.00 0.00
PRETAX: Y PRETAX DATE: 07/07/1989		0.00	CHAR ORG...: 0 0.00 0.00
FED TAX STATUS.: 1		0.00	DEF COMP...:PP 0 0.00 0.00
			EMP ORG DUE: 0.00
HOURLY RATE.....: 25.00			FSA/HEALTH.: 0.00 0.00
			FSA/DEPC...: 0.00 0.00
ANNUAL GROSS....: 52,000.00			*OTHR DEDUCT: 0.00 0.00
GROSS PAY.....: 2,300.00			*SEE HELP SCREEN
+-----+-----+-----+-----+			
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Screen 2

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME: JONES	PP IN MONTH: 1	FILING STATUS: M	
FIRST NAME: SALLY	+----- DEDUCTION INFORMATION -----+		
SOCIAL SECURITY: XXX-XX-XXXX	FEDERAL WH.: 000	0.00	237.21
EMPLOYEE NUMBER: 54321 ID:	STATE WH...: 01 000	0.00	105.59
+----- EARNINGS INFORMATION -----+-----			
	ELIG	HOURS	EARNINGS
REGULAR.....: 80.00		2,000.00	MEDICARE....: 33.10
OVERTIME....: 2 8.00		300.00	RETIREMENT.:EXMPT N PLAN 1 94.30
HOLIDAY OVT: 2 0.00		0.00	HEALTH INSC: PLAN CX600 0.00
OTHER PAY...: 0.00		0.00	DENTAL INSC: PLAN DX600 17.00
*PAY NOT SUBJ TO RETIRE: 0.00		0.00	LIFE INSC...: PLAN JJ 0.00
TAXABLE EXP: 0.00		0.00	CR UNION...: 0.00 0.00
PRETAX: Y PRETAX DATE: 07/07/1989		0.00	CHAR ORG...: 0 0.00 0.00
FED TAX STATUS.: 1		0.00	DEF COMP...:PP 3 100.00 100.00
			EMP ORG DUE: 0.00
HOURLY RATE.....: 25.00			FSA/HEALTH.: 0.00 0.00
			FSA/DEPC...: 0.00 0.00
ANNUAL GROSS....: 52,000.00			*OTHR DEDUCT: 0.00 0.00
GROSS PAY.....: 2,300.00			*SEE HELP SCREEN
+-----+-----+-----+-----+			
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Human Resource Information System

Gross-to-Net Calculator

Flexible Spending Accounts (FSA)

Another benefit available to employees is the opportunity to deduct pre-tax dollars for Health flexible spending, Dependent Care flexible spending, or both. On Screen 1, the employee does not have any deductions for an FSA. On Screen 2, the entries have been made for a \$50.00 deduction for each of the FSA's. These deductions occur in the first and second payroll warrants of the month; no deductions are made in the third payroll warrant of the month.

Screen 1

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME: JONES		PP IN MONTH: 1	FILING STATUS: M
FIRST NAME: SALLY		+----- DEDUCTION INFORMATION -----+	
SOCIAL SECURITY: XXX-XX-XXXX		FEDERAL WH.: 000	0.00 209.05
EMPLOYEE NUMBER: 54321 ID:		STATE WH...: 01 000	0.00 92.96
+----- EARNINGS INFORMATION -----		OASDI.....: Y	122.95
ELIG HOURS	EARNINGS	MEDICARE....	28.75
REGULAR.....: 80.00	2,000.00	RETIREMENT.:EXMPT N PLAN 1	82.00
OVERTIME....: 2	0.00	HEALTH INSC: PLAN CX600	0.00
HOLIDAY OVT: 2	0.00	DENTAL INSC: PLAN DX600	17.00
OTHER PAY...:	0.00	LIFE INSC...: PLAN JJ	0.00
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION....	0.00
TAXABLE EXP:	0.00	CHAR ORG...: 0	0.00
PRETAX: Y PRETAX DATE: 07/07/1989		DEF COMP...:PP 0	0.00
FED TAX STATUS.: 1		EMP ORG DUE:	0.00
		FSA/HEALTH..:	0.00
HOURLY RATE.....: 25.00		FSA/DEPC....:	0.00
		*OTHR DEDUCT:	0.00
ANNUAL GROSS....: 52,000.00		*SEE HELP SCREEN	
GROSS PAY.....: 2,000.00		NET PAY.....:	1,447.29
+-----+-----+-----+-----+			
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Screen 2

D3325369	ACTION: _	GROSS-TO-NET CALCULATOR	PRINTER:
+----- KEY INFORMATION -----+----- CONTROLS INFORMATION -----+			
LAST NAME: JONES		PP IN MONTH: 1	FILING STATUS: M
FIRST NAME: SALLY		+----- DEDUCTION INFORMATION -----+	
SOCIAL SECURITY: XXX-XX-XXXX		FEDERAL WH.: 000	0.00 194.05
EMPLOYEE NUMBER: 54321 ID:		STATE WH...: 01 000	0.00 86.22
+----- EARNINGS INFORMATION -----		OASDI.....: Y	116.75
ELIG HOURS	EARNINGS	MEDICARE....	27.30
REGULAR.....: 80.00	2,000.00	RETIREMENT.:EXMPT N PLAN 1	82.00
OVERTIME....: 2	0.00	HEALTH INSC: PLAN CX600	0.00
HOLIDAY OVT: 2	0.00	DENTAL INSC: PLAN DX600	17.00
OTHER PAY...:	0.00	LIFE INSC...: PLAN JJ	0.00
*PAY NOT SUBJ TO RETIRE:	0.00	CR UNION....	0.00
TAXABLE EXP:	0.00	CHAR ORG...: 0	0.00
PRETAX: Y PRETAX DATE: 07/07/1989		DEF COMP...:PP 0	0.00
FED TAX STATUS.: 1		EMP ORG DUE:	0.00
		FSA/HEALTH..:	50.00 50.00
HOURLY RATE.....: 25.00		FSA/DEPC....:	50.00 50.00
		*OTHR DEDUCT:	0.00
ANNUAL GROSS....: 52,000.00		*SEE HELP SCREEN	
GROSS PAY.....: 2,000.00		NET PAY.....:	1,376.68
+-----+-----+-----+-----+			
R RESTORE H HRDCPY		PF9 HELP PF12 RETURN CLEAR EXIT	

Human Resource Information System

Gross-to-Net Calculator

FIELDS INFORMATION

ACTION	Enter any of the Actions listed at the bottom of the screen.
PRINTER	Printer ID for the HRDCPY Action. You may also produce a "screen print" of the screen.

KEY INFORMATION

LAST NAME	Last name of the employee to be displayed.
FIRST NAME	First name of the employee to be displayed.
MIDDLE INITIAL	Middle initial of the employee to be displayed.
SOCIAL SECURITY	Social Security Number of the employee to be displayed.
EMPLOYEE NUMBER	The unique employee number of the employee to be displayed.
ID	The HRIS User ID of the employee being displayed.

EARNINGS INFORMATION

All fields here can be modified except Regular, Overtime and Holiday Overtime Earnings, Annual Gross and Gross Pay. These fields are calculated by this program.

REGULAR HOURS	Number of Regular Hours worked.
REGULAR EARNINGS	This is calculated based on Regular Hours worked and Hourly Rate.
OVERTIME ELIG	Employee's eligibility code is displayed. Valid codes are: 0 - Not Eligible for Overtime 1 - Eligible for Straight Time 2 - Eligible for Premium Overtime/Comp Time (x 1.50)
OVERTIME HOURS	Enter number of Overtime Hours worked.
OVERTIME EARNINGS	This is calculated based on Eligibility Code, Overtime Hours and Hourly Rate.
HOLIDAY OVT ELIG	Employee's eligibility code is displayed. Valid codes are: 0 - Not Eligible for Overtime 1 - Eligible for Straight Time 2 - Eligible for Premium Overtime/Comp Time (x 1.50)
HOLIDAY OVT HOURS	Enter number of Holiday Overtime Hours worked.

Human Resource Information System

Gross-to-Net Calculator

HOLIDAY OVT EARNINGS	This is calculated based on Eligibility Code, Holiday Overtime Hours and Hourly Rate.
OTHER PAY	Enter the amount of Other Pay. This includes Shift Differential, Standby, Callback, Comp Time Paid, and other one-time or recurring Special Pays.
*PAY NOT SUBJ TO RETIRE	Enter the total of Terminal Leave Pay, Sick Leave Payout, Taxable Benefit (i.e., insurance coverage), Imputed Income, and other Income Not Subject to Retirement. All of these pay types are subject to Federal Withholding, State Withholding, and FICA, but are not subject to withholding for the employee's retirement plan.
TAXABLE EXP	Enter the amount of Taxable Expense Reimbursement. This includes other income which is paid to the employee through the payroll system because it is a taxable item (i.e., imputed income, taxable insurance benefits, and taxable meals and other taxable travel).
PRETAX	<p>The employee's pretax status is displayed. This determines whether Health, Life and Dental Insurances are deducted before or after Taxes, OASDI and Medicare Withholding. Valid codes are:</p> <p>Y – Yes N - No</p>
PRETAX DATE	Date employee enrolled in the Pre-Tax Premium Conversion Program.
FED TAX STATUS	<p>Employee's current Federal Tax Code is shown and may be changed to "1" through "6". The meanings of those codes are:</p> <p>1 - Yes, not eligible for Earned Income Credit (EIC) 2 - Yes, eligible for EIC, plan A 3 - Yes, eligible for EIC, plan B 4 - No, not eligible for EIC 5 - No, eligible for EIC, plan A 6 - No, eligible for EIC, plan B</p>
HOURLY RATE	Employee's current Hourly Rate.
ANNUAL GROSS	This is calculated by multiplying Regular Earnings by 26. Note that this amount will not include any overtime, other pay or expenses you may have entered.
GROSS PAY	This is calculated by adding all the Earnings fields together, excluding Hourly Rate and Annual Gross. When you initialize for a new employee or Restore, this amount will include Biweekly Base, Special Pay, Leadworker Pay, Extraordinary Duty Pay, and Longevity Pay.

Human Resource Information System

Gross-to-Net Calculator

CONTROLS INFORMATION

These fields are general Control fields that determine how the Net Pay amount will be calculated. These fields can be modified.

PP IN MONTH Enter the pay check number of the month. The value entered may affect some deductions. Valid values are 1, 2 and 3. Note that whatever the value in "PP IN MO", the Gross-to-Net Calculator will use the value in the current life insurance rates to determine whether the life insurance deduction is taken. However, life insurance is only deducted once a month. This will result in a slight variance from the actual warrant amount in the calculated net pay field.

FILING STATUS Enter Filing Status for tax purposes. Valid codes are:

S - Single
M - Married
H - Married filing at the Single Rate

DEDUCTION INFORMATION

These are the employee's current deductions, with the exception of some voluntary deductions which are listed below and must be entered by the user in the OTHER DEDUCT field. In some fields you can directly enter an amount, and some fields are figured for you based on other information that you provide.

FEDERAL WH There are three fields here, two of which can be modified. The first field is Number of Exemptions. Entering "099" here will calculate the Federal Withholding based on the current flat withholding rate. The next field is Voluntary Withholding. Any amount you enter here will be added to the amount of Federal Withholding figured by the calculator. The last field is total Federal Withholding, which is the calculated amount.

STATE WH There are four fields here, three of which can be modified. First is State Code, where you may indicate "01" for Iowa or "02" for Illinois. The second field is Number of Exemptions. Entering "099" here will calculate the State Withholding based on the current flat withholding rate. The third field is Voluntary Withholding. Any amount you enter here will be added to the amount of State Withholding figured for you by the calculator. The last field is total State Withholding, which is the calculated amount.

OASDI This field indicates the employee's applicable code (FICA). The amount will be calculated based on the current OASDI (Old Age Survivors Disability Insurance) field rate. The valid codes are:

Y = Regular OASDI
N = Exempt
P = Police Officer

Human Resource Information System

Gross-to-Net Calculator

MEDICARE	The code entered in the OASDI also controls the Medicare portion of FICA. The amount shown in the dollars column will be calculated based on the current Medicare rate.
RETIREMENT	<p>Enter a "Y" or "N" in the EXMPT field to indicate whether the employee is Exempt from retirement deductions. Enter the Retirement Plan for the employee in the PLAN field. The amount will be calculated based on the rate for the plan entered. Those plan numbers and their meanings are:</p> <ul style="list-style-type: none">0 = None1 = IPERS Regular2 = Judicial3 = Police4 = IPERS Firefighters5 = IPERS Conservation Officers6 = IPERS Correctional Officers7 = TIAA / CREF Pretax8 = TIAA / CREF Posttax
HEALTH INSC	The employee's current health insurance plan is entered here. You can enter a different plan code here, but must check with your Personnel Assistant for other valid plan codes. The Health Insurance deduction will be calculated according to the rates for that plan. Health Insurance is deducted from the first and second pay checks of the month, but is not deducted from the third pay check of the month.
DENTAL INSC	The employee's current dental insurance plan is entered here. The Dental Insurance deduction will be calculated according to the rates for that plan. Dental Insurance is deducted from the first and second pay checks of the month, but it is not deducted from the third pay check of the month.
LIFE INSC	The employee's current life insurance plan is entered here. Check with your Personnel Assistant for other valid plan codes. The Life Insurance amount will be calculated according to the rates for that plan. Whatever the value in "PP IN MO", the Gross-to-Net Calculator will use the value in the current payroll controls to determine whether the life insurance deduction is taken. This will result in a slight variance from the actual warrant amount in the calculated net pay field. Optional Life Insurance is only deducted from the paycheck for the pay period in which of the first of the month falls.
CR UNION	The employee's current Credit Union deduction is entered here. The employee's record will indicate the pay check in the month that this deduction is taken. It can be taken out of the first pay check of the month, the second pay check of the month, the first and second (24 per year), or all pay checks (26 per year).

Human Resource Information System

Gross-to-Net Calculator

CHAR ORG

One Gift deductions are entered here. In the first field, enter the pay check to deduct. Valid entries here are the numbers "0" through "4". Their meanings are:

- 0 - No deduction
- 1 - Deduct first pay check only
- 2 - Deduct second pay check only
- 3 - Deduct first and second pay checks
- 4 - Deduct all pay checks

There is also a field where you can enter an amount to deduct, and a field that displays what was actually deducted. If the pay check to deduct does not allow for this deduction, the display field will be zeroed out. However, the amount that you entered in the dollar field will remain until you change it or leave the session.

DEF COMP

The employee's Deferred Compensation deduction is shown here. In the first field, enter the pay check to deduct. Valid entries here are the numbers "0" through "3". Their meanings are:

- 0 - No deduction
- 1 - Deduct first pay check only
- 2 - Deduct second pay check only
- 3 - Deduct first and second pay checks

The next field is where you enter an amount to deduct. If the pay check to deduct does not allow for this deduction, the display field will be zeroed out. However, the amount that you entered in the dollar field will remain until you change it or leave the session.

EMP ORG

The employee's Employee Organization dues code is shown on this line. If the code is found, the Local Number will be displayed and the amount for dues will show in the amount column. Most Union Locals take dues from all pay checks, but there are a few that only take them from the first and second pay checks in the month. If you are not sure of your Union Local's number, please check with your Personnel/Payroll Assistant.

FSA/HEALTH

The employee's deduction for their Health Flexible Spending Account is shown here. This amount is only deducted from the first and second pay checks of the month.

FSA/DEPC

The employee's deduction for their Dependent Care Flexible Spending Account is shown here. This amount is only deducted from the first and second pay checks of the month.

OTHR DEDUCT

Total of all other post-tax deductions, including saving bonds, maintenance pay, garnishments, wage assignments, travel advance, miscellaneous deductions, employee org insurances, and miscellaneous insurances. **You must enter the total of these deductions for an accurate net pay calculation.** If you have used the Pay Not Subj to Retire field to enter the Taxable Benefit or Imputed Income, you must put the same dollar amount in this field to deduct the dollars. If you use the Taxable Expense Line, no entry is needed here.

Human Resource Information System

Gross-to-Net Calculator

NET PAY This is the Net Pay after all the deductions have been computed and subtracted from the Gross Pay.

WARNINGS AND MESSAGES

EMPLOYEE NOT FOUND

You have entered a name that is beyond the last name in the index. Try again with a name closer to the beginning of the alphabet.

SOCIAL SECURITY NUMBER NOT FOUND

The social security number you have entered could not be found.

EMPLOYEE NUMBER NOT FOUND

The employee number you have entered could not be found.

NOT ELIGIBLE FOR OVERTIME PAY

There is an "0" in overtime eligibility (not eligible) and overtime hours are greater than zero. Either make the employee eligible for overtime to figure the overtime or zero out the overtime hours field.

NOT ELIGIBLE FOR HOLIDAY OVERTIME PAY

There is an "0" in holiday overtime eligibility (not eligible) and holiday overtime hours are greater than zero. Either make the employee eligible for holiday overtime to figure the overtime or zero out the holiday overtime hours field.

PAY PERIOD (PAY CHECK) TO DEDUCT IS INCOMPATIBLE WITH AMOUNT

You have entered a "0" in the PP IN MONTH field (No deduction) and left an amount in the amount field. Either change the PP-to-deduct field to a deductible pay check or zero out the amount field.

EMPLOYEE ORGANIZATION NOT FOUND

An invalid Employee Organization Code was entered and the Local could not be found. Enter a valid code.

PRINTER ID NOT FOUND

An invalid Printer ID has been entered. Enter the correct Printer ID.

Human Resource Information System Gross-to-Net Calculator

The following messages appear for informational purposes only. They will appear after Net Pay has been calculated and are designed to alert you to situations that could easily be overlooked.

**** WARNING ** CHARITABLE ORG WAS NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for Charitable Org does not allow the amount you have entered to be deducted in this pay check number of the month.

**** WARNING ** DEFERRED COMP WAS NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for Deferred Comp does not allow the amount you have entered to be deducted in this pay check number of the month.

**** WARNING ** CHAR ORG AND DEF COMP WERE NOT DEDUCTED FOR THIS PP IN MONTH**

This message is designed to alert you that the pay check to deduct for both Char Org and Deferred Comp does not allow the amount you have entered to be deducted in this pay check number of the month.

NOTE - THIS IS THE 3RD PP IN THE MONTH. SOME DEDUCTIONS MAY BE AFFECTED.

This message only appears if you are using the calculator in a pay period that is the third pay day of the month. It will only be displayed the first time you see the screen or when you change to a different employee. Once you hit the ENTER key, this message will disappear. Most of the voluntary deductions can be affected when the pay check number in the month is "3". To avoid this, change the control field PP IN MO to "1" or "2".

DEDUCTIONS EXCEEDED GROSS PAY; SOME HAVE BEEN ZEROED OUT. SEE HELP FOR INFO.

When the deductions from gross pay exceed the gross pay, deductions are zeroed out in a specific order. The entire deduction will be zeroed out. The order of those being zeroed out is:

1. Credit Union
2. Charitable Contributions (One Gift)
3. Annuity / Deferred Compensation
4. Employee Org Dues
5. Flexible Spending – Dependent Care
6. Flexible Spending – Health
7. Life Insurance
8. Dental Insurance
9. Health Insurance
10. State Extra Withholding
11. Federal Extra Withholding
12. Other (In this gross-to-net calculation, "Other" includes savings bonds, maintenance pay, garnishments, wage assignments, travel advances, miscellaneous deductions, and employee org insurances.)
13. Retirement
14. State Withholding
15. Federal Withholding
16. FICA

Human Resource Information System

Gross-to-Net Calculator

It is important to note that in the actual payroll calculation program, the order of zeroing out deductions differs from this calculation because each field is zeroed out separately. Several deduction types must be added together in the "Other" field on the Gross-to-Net Calculator due to space limitations on the screen. The deduction list as used in the actual payroll calculation program is shown below:

1. Miscellaneous Insurances and Professional trade organizations
2. Credit Union
3. Charitable Contributions (One Gift)
4. U.S. Savings Bonds
5. Annuity / Deferred Compensation
6. Miscellaneous Deduction (deduction from net pay for a repayment other than wages)
7. Regular Maintenance (deductions for the use of a State vehicle or payment for rent or meals)
8. Employee Org Dues
9. Employee Org Insurance
10. Flexible Spending – Dependent Care
11. Flexible Spending – Health
12. Life Insurance
13. Dental Insurance
14. Health Insurance
15. Extra State Withholding
16. Extra Federal Withholding
17. Garnishments
18. Wage Assignments
19. Travel Code (deductions for employees with permanent travel advances)
20. Retirement
21. State Withholding
22. Federal Withholding
23. FICA