Payroll

Key

The numbers to the right refer to sections of the paycheck on the previous page.

Match up the numbers and sections for an explanation of your Pay Check.

1 Pay Period
Your Pay Group, Campus and Pay Begin Date and Pay End Dates are indicated here. This also includes the check number and the date the check was issued.

2 Name/Address/SSN
Your name, current address and SSN are indicated here – Please verify that your current address is correct.

3 Employee ID
Your Employee ID number in the Payroll System. Your Department number and Name. The location code represents the payroll distribution area within your department that distributes your paycheck or direct deposit advice.

4 Tax Data
Your Federal tax withholding status is shown here, along with the number of allowances you have claimed and any additional withholding you have requested.

5 Hours and Earnings
Shows your earnings for the current pay period and for the calendar year to date. Any additional earnings for the pay period are also reflected.

6 Taxes
Includes Federal withholding, Medicare (MED/EE), and Social Security (OASDI/EE) taxes.

7 Before-Tax Deductions
The items that are deducted from your pay before Federal withholding, and, in some cases, before Medicare and Social Security taxes are calculated. Includes the cost of benefits you selected and contributions to your retirement account.

8 After-Tax Deductions
Any other items withheld from your pay, such as additional insurance deductions or a United Way contribution. These are deducted from your pay after Federal withholding, Medicare, and Social Security taxes are calculated.

9 Employer-Paid Benefits
Shows the value of any benefits paid by the University of Houston, such as the employer-paid portion of retirement or employer-paid portion of medical insurance costs.

10 Federal Taxable Gross
The amount of earnings that is subject to Federal withholding tax. This is your Current Total Earnings minus your Current Total Before-Tax Deductions.

11 Net Pay Total
Your Net Pay is your Current Total Gross Pay minus your Current Total Taxes, and Current Total Deductions. Net- Pay is your "Take Home" pay.

12 Leave Accrual/Fiscal Year
This indicates the hours of leave time (Compensatory Time, Vacation and Sick) accrued and used during the fiscal year.

13 Net Pay Distribution
For direct deposit, this area shows how much was credited to your bank, savings and loan, or credit union account(s). The total of all amounts will equal your Net Pay Total (See #11 above). If you do not have direct deposit, this shows your check number and the total amount of the check.

14 Check or Advice
If you have direct deposit, this will be an advice only. If you do not have direct deposit, this will be your actual check.

Direct Deposit Saves you Time and Hassles

To enroll in direct deposit, visit the HR or Payroll department to obtain a direct deposit form.

UNDERSTANDING YOUR PAY STATEMENT

University of Houston System

Date	Check No.
08/01/2001	0000017

Deposit Amount: **********$2,562.36

To The Account(s) Of Your Name

Your Address

Location: H5023 Education

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Checking	123456789	2,562.36
	14	
Total:		$2,562.36

NON-NEGOTIABLE

University of Houston System

Pay Group:	HMO Houston Monthly	Campus:	HR730
Pay Begin Date:	07/01/2001	Check#:	0000017
Pay End Date:	07/31/2001	Check Date:	08/01/2001

1

Your Name Your Address SSN: Your SSN	2	Employee ID: Your Employee ID Department: Your Department Location: Your Location 3

TAX DATA:	Federal	State
Marital Status:	Single	Single
Allowances:	000	000
Addl. Pct.:		
Addl Amt.:		

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HOURS AND EARNINGS

Description	Current Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular Earnings Monthly		168.00	4,541.28	1,170.31	32,672.55
Holiday pay	27.46	8.00	219.74	88.00	2,417.17
Longevity pay			80.00		640.00
Vacation Used Salaried				83.00	2,279.83
Sick Used Salaried				48.00	1,318.45
Total:		176.00	4,841.00	1,669.31	38,728.00

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TAXES

Description	Current	YTD
OASDI/Disability - EE	294.86	2,358.89
FICA Med Hospital Ins / EE	68.96	551.68
Withholding	877.03	7,138.76
Total:	1,240.85	10,049.33

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BEFORE-TAX DEDUCTIONS

Description	Current	YTD
FSA Health Care	50.00	50.00
Prudential DMO	5.95	47.60
Optional Life 2X	46.02	46.02
Met Life	321.93	321.93
Met Life		2,253.51
Total:	423.90	2,719.06

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AFTER-TAX DEDUCTIONS

Description	Current	YTD
Internat'l Service Agencies	30.00	240.00
United Way Texas Gulf Coast	50.00	400.00
Long-Term Disability	33.89	271.12
Total:	113.89	911.12

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EMPLOYER PAID BENEFITS

Description	Current	YTD
Basic Life/AD&D	2.28	2.28
Optional Life 2X	16.79 *	16.79
Met Life	411.49	411.49

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*Taxable

	TOTAL [illegible]	PRE TAXABLE GROSS	TOTAL TAXES	[illegible] DEDUCTIONS	NET PAY
Current:	[illegible]	4,433.89	1,240.85	537.79	2,562.36
YTD:	[illegible]	35,471.12	10,049.33	4,302.32	24,378.35

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Leave Accrual / Fiscal Year

	Earned	Taken	Balance

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NET PAY DISTRIBUTION		
Check #:	0000017	$2,562.36
Total:		$2,562.36

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MESSAGE: This is a test run.