

# Introducing Your Direct Deposit Statement (pay stub)

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1	<p><b>Identifying Information</b></p> <ol style="list-style-type: none"> <li>1. Pay Date: date of the pay event (e.g. direct deposit, check date, adjustment date)</li> <li>2. Gross: total gross cash earnings paid for the pay period and year-to-date</li> <li>3. Total Personal Deductions: total of all deductions taken from the employee's gross earnings for the pay period and year to date</li> <li>4. Net: net amount (gross – deductions) payable to the employee</li> <li>5. ID</li> <li>6. SSN, Name, &amp; Address: as entered in the Andrews University administrative system, with SSN displaying last 4 digits</li> <li>7. Pay Period: pay period covered by the paystub</li> </ol>
2	<p><b>Earnings</b></p> <p>Earnings information for the job(s) for which the employee is receiving or has received pay in the year</p> <ul style="list-style-type: none"> <li>• Title: job title(s) with earnings associated</li> <li>• Earnings: type of earnings ( e.g. Regular Pay-Salaried, Regular Pay-Hourly, Paid Leave)</li> <li>• Shift: will always display "1", not applicable for Andrews University</li> <li>• Hours or Units:             <ol style="list-style-type: none"> <li>a) Hours will be displayed for positions/earnings which pay hourly (note: total overtime hours will be included in both regular Pay –Hourly and FLSA cash overtime earnings)</li> <li>b) Nothing will be displayed for positions/earnings which pay salary</li> <li>c) Units will be displayed for all other earning types; typically this will be "1.00"</li> </ol> </li> <li>• Rate: the rate for hourly based earnings (includes overtime, paid leave, etc.). Note: the rate displayed for FLSA cash overtime must be divided by two to determine the actual rate used to calculate the amount for this earning type</li> <li>• Amount: this is the total amount that is paid for the pay period. Not all earnings will have an amount every pay period.</li> <li>• YTD Amount: this is the total amount earned for each earning type for the calendar year</li> </ul>
3	<p><b>Benefits, Deductions, and Taxes</b></p> <ul style="list-style-type: none"> <li>• Benefits and deductions (grouped into three sections)             <ul style="list-style-type: none"> <li>○ Deductions before Federal Tax: this section includes all deductions that are excluded from Federal withholding tax (e.g. health premium, retirement contribution)</li> <li>○ Taxes: all Federal (including FICA), State, and Local taxes withheld from your earnings</li> <li>○ Deductions after Federal Tax: All remaining benefits and deductions</li> </ul> </li> <li>• Employee: the amount withheld in this paycheck for the benefit deduction/tax</li> <li>• Employee YTD: total amount withheld for the total calendar year for the benefit deduction/tax</li> <li>• Employer: the amount that Andrews University has contributed on your behalf or paid in premium toward the benefit deduction/tax</li> <li>• Employer YTD: total amount that Andrews University has contributed/paid for the total calendar year benefit deduction/tax</li> <li>• Applicable Gross: the amount used to calculate percent-of-income deductions, will only display if appropriate             <ol style="list-style-type: none"> <li>a) Retirement employee and employer contributions are calculated based on all cash earnings</li> <li>b) The applicable gross on which federal and most state and local taxes is calculated by taking the total earnings above, minus the employee amount of all deductions before federal tax, plus the amount of federally taxable benefits (see section 5 below)</li> <li>c) For FICA Medicare and Social Security, add back the employer amount of the retirement plan contribution</li> <li>d) Any other percent deduction will be calculated on all cash earnings and cash benefits, if applicable</li> </ol> </li> <li>• Applicable Gross YTD: total calendar year amount; for taxes, this amount will correspond to the appropriate earning boxes on the W2 form</li> </ul>
4	<p><b>Federally Taxable Benefits</b></p> <ul style="list-style-type: none"> <li>• Benefit: non-cash earnings, imputed income from taxable life insurance coverage and other possible sources, and other eligible benefits and premiums paid by the university to you or on your behalf</li> <li>• Amount: these amounts are added to cash earnings in calculating your applicable gross for Federal and other taxes</li> <li>• YTD Amount: total calendar year amount for the benefit</li> </ul>
5	<p><b>Check or Direct Deposit</b></p> <ul style="list-style-type: none"> <li>• Number: check number if check, otherwise sequence number</li> <li>• Document Type: "Direct Deposit" if deposited directly to your bank account or payroll card, otherwise "Check" (even if a pay adjustment or net zero check)</li> <li>• Bank Name: will display if direct deposit, based on routing number</li> <li>• Account type: if direct deposit, then "Checking" or "Savings" (payroll card will display "Checking")</li> <li>• Amount: the portion of the pay allocated to this payment type</li> </ul>
6	<p><b>Filing Status</b></p> <ul style="list-style-type: none"> <li>• Federal Withholding Tax: filing status, number of allowances, and additional withholding as indicated by employee on their W-4 form.</li> <li>• State Withholding Tax: headings will vary depending on state guidelines, but may include some form of filing status, exemption, and additional withholding; information displayed here comes from the state withholding certificate.</li> </ul>

For a list of all paystubs, please click on Pay Stub Information above. For all other information related to your pay, return to the Employee Dashboard.