

Pay Statement Explanation

Employee ID: 12345678 1		Employee Name: Tyler Ann Munson		Check Date: 09/12/03		
Current	GROSS 1623.04	FEDERAL TAXES 198.18	STATE TAXES 71.40	DEDUCTIONS 296.36	NET 1057.10	RATE 20.288
2 Y-T-D	30837.79	3834.09	1401.31	PAY PERIOD ENDING: 090603		3
CURRENT			YEAR TO DATE			
EARNING TYPE	HRS	GROSS AMOUNT	DEDUCTION	AMOUNT	DEDUCTION	AMOUNT
Regular	73.50	1491.17	Retirement 2%	9.38	Retirement 2%	178.22
Personal	4.00	81.15	State Retirement	113.61	State Retirement	2158.59
Sick Tim	2.50	50.72	Basic Health Pre Tax	58.76	Basic Health Pre Tax	862.11
	4		Basic Life Ins	1.06	Basic Life Ins	7.72
			TIAASRA	100.00	TIAASRA	1400.00
			Amherst Parking Pre Tax	7.55	Amherst Parking Pre Tax	128.33
			Amh NU Dental Single	6.00	Amh NU Dental Single	108.00
			5		6	
7 Additional Compensation Balances						
8 EARNED TIME	USED	AWARDED	BALANCE			
Vacation	0.00	7.08	302.60			
Sick	2.50	3.69	192.22			
Personal	4.00	0.00	7.00			
COMP BAL						
				Taxable Marital Status	S	DIR DEP 1057.10
				Federal Exemptions	00	
				State Exemptions	00	
				9		
Campus Community ID: 12345678		10		UNIVERSITY OF MASSACHUSETTS		ADVICE NUMBER 259557

- 1 ID, Name & Check Date** – an 8-digit employee ID is randomly assigned to you at the time of hire and appears in the top left corner of your pay statement. To the right of the ID is your name followed by the date your check was issued to you.
- 2 Current and Year-to-Date (YTD) Earnings** – gross wages, taxes taken out, total amount of deductions withheld, and net pay amount are shown for the current pay period, along with your computed pay rate. The YTD line underneath shows the total gross earned and taxes withheld to date.
- 3 Pay Period Ending** – the Saturday date marking the end of the 2 week period in which you are receiving compensation.
- 4 Earnings, Hours, and Gross Amount** for the current pay period are listed by earnings type.

Regular	– regular bi-weekly salary for faculty and staff	OvtStgP	– overtime pay straight time
GrdRegul	– graduate student employee regular earnings	OvtPremP	– overtime premium pay
StudntHr	– student hourly or work study earnings	Sick Tim	– sick leave time

Minutes are in decimals (.05 = 3 minutes, .34 = 20 minutes, .50 = 30 minutes, .75 = 45 minutes)
- 5 Current Pay Period Deductions & Amounts** – withholdings for the current pay period are listed.
- 6 Year to Date Deductions & Amounts** – a running total of deductions withheld to date for the calendar year (Jan-Dec).
- 7 Additional Compensation Balances** – displays any calendar year-to-date totals for additional compensation earned by faculty and professional staff and one-time bonuses.
- 8 Leave Time** – vacation, sick and personal time used, awarded and the balance remaining is shown in hours and minutes. Minutes are represented in decimals). Note: Personal leave time must be used within the calendar year in which it is awarded.
Compensatory Time - Earned compensatory time is printed on the pay statement and tracked by the HR system. “Comp time” must be used within the period specified in union contracts or non-unit policies or it will be forfeited. Once the balance is used or expires, the balance disappears.
- 9 Tax withholdings**- based on the number of allowances and marital status an employee fills in on the W-4 and M-4 forms.
Check/Deposit Information - indicates how the net pay was issued to you. Employees may direct deposit their pay into as many as four (4) different banks/credit unions.
- 10 Campus Community ID** – an 8-digit ID number assigned by the Student Information System (SIS) for people associated with the Amherst campus. The ID is printed on your University UCard and is used by the Parking Office, OIT, the Library, and other service departments. Academic instructors/advisors/staff will use the ID to perform registration/student system related work.



Pay Schedule

University of Massachusetts employees are paid on a bi-weekly basis, with checks being issued every other Friday. A schedule of pay dates is posted annually on the Human Resources (HR) website: <http://www.umass.edu/humres/> Your pay statements are sent to the department where you work.

Direct Deposit Requirement

The University requires all employees hired on or after February 24, 2002, with the exception of graduate employees and student personnel, to sign up for direct deposit so that their payroll checks may be transmitted electronically to their checking and/or savings account at a bank or credit union.

Employees have the option of depositing into as many as four (4) financial institutions. For direct deposit information and an enrollment form, go to <http://www.umass.edu/humres/DDForm.pdf>

Multiple Checks – Multiple Jobs

Under certain circumstances employees will receive separate payroll checks/advices. This would occur if someone has:

- 2 part-time jobs in 2 different bargaining units
- one position that carries benefits and a second position that's non-benefited

Supplemental Wages Taxed at 25%

The federal tax on supplemental wages is a flat 25%, in accordance with the Commonwealth of Massachusetts' application of IRS procedures. Supplemental wages are defined as compensation paid in addition to an employee's regular wages including, but not limited to: additional compensation, bonuses, overtime pay, payments for accumulated sick leave, vacation pay-ups, severance pay, back pay and retroactive pay increases.

Questions About Your Paycheck?

Call the Payroll Office, (413) 545-6111.



Human Resources
325 Whitmore Administration Building
University of Massachusetts · Amherst