

Dignity. Service. Excellence. Justice.



EMPLOYEE REFERENCE GUIDE

NEW PAYSTUB,

DIRECT DEPOSIT ADVICE AND

ONLINE E-PAY ENHANCEMENTS



New Standardized Paycheck

Effective January 2011, a new standardized check will be introduced at all ministries. Creating a single format for all paychecks is part of the effort to ensure excellence in payroll services across all ministries.

The paycheck/advice stub is designed to not only meet CA state requirements, but also to serve as a communications tool to employees. Information about YTD earnings, taxes and deductions is included, as well as leave accrual balances and employer contributions to benefit plans.

How to Read your Paycheck

Pay stubs are generally divided into three sections: **Employee Information, Earnings and Deductions** and **Paycheck Stub/Direct Deposit Advice**. Our new stub follows this format. Some sections list hours and earnings that change with each pay period, while others display demographic information that may rarely change.

Employee Information

1. Ministry name and address.
2. The pay group, business unit, pay period begin and end date, check number and check date.
3. Employee demographic data, including Employee ID, name, address and home department.
4. Employee base rates are displayed. If multiple base rates apply, they will be displayed.
5. Tax Data, including employee withholding elections, additional percentages and flat amounts.

Earning and Deductions

6. **Hours/Units and Earnings:** Hours/units, rates and Year-to- Date (YTD) totals for earnings. If you exceed the number of rows available, a second paycheck/advice stub will be generated for that period.
7. **Taxes:** Statutory tax deductions withheld from your pay for the current check and YTD earnings.
8. **Taxable Earnings:** Taxable wages for the current period and YTD earnings are listed for each of the statutory tax categories.
9. **Before Tax Deductions:** Current and YTD deductions that qualify under IRC Sec. 125 to be taken from pre-tax gross earnings. Includes "before tax" deductions for applicable benefit premiums, contributions to retirement plans, and/or Flexible Spending Accounts.
10. **After Tax Deductions:** Current period and YTD deductions for items that are deducted on an after-tax basis, including certain types of benefits, cafeteria or gift shop deductions, or other deductions authorized by the employee.
11. **Employer Paid Benefits:** Current period and YTD contributions made by the ministry towards the costs of employee benefit programs.
12. **Leave Balances:** Leave balances and activity for the current period.
13. **Totals:** Current period and YTD totals for earnings, taxes, deductions and net.
14. **Current Total Hours Worked:** Number of actual worked hours in the pay period.
15. **Net Pay Distribution:** Total net pay for the current pay period.
16. **Message:** Message or reminder for employees. This could be related to year end processing, open enrollment or some other information the ministry wants to bring to the attention of employees.

Paycheck/Direct Deposit Advice

17. **Bottom Section:** Actual check that must be cashed or deposited, or if direct deposit has been elected, information related to the direct deposits made into employee account(s).

Standardized Paycheck/Direct Deposit Advice and E-Pay Online Earnings Statement

1 → St. Joseph Health System 500 S. Main St., Suite 400 Orange CA 92868	2 → Pay Group: FHU-SJHS Non-Exec Payroll - FHU Pay Begin Date: 10/03/2010 Pay End Date: 10/16/2010 - On-line Check -	Business Unit: SJHSC Check #: 989898 Check Date: 10/22/2010			
3 → Employee ID: 999999 Jane Doe 999 Sample Drive City CA 98765 Department: Sample Dept.	1-Job Title: Sample Job Base Rate: \$37.500000 Hourly	TAX DATA: Federal CA State Marital Status: Married S/M-2 inc Allowances: 3 1 Addl. Pct.: Addl. Amt.:			
HOURS/UNITS AND EARNINGS					
Description	Rate	Current Hours/Units	Earnings	YTD Hours	Earnings
1-Bonus - Other			50.00		125.00
1-PTO Illness	37.500000	8.00	300.00	22.00	825.00
1-Regular Pay	37.500000	72.00	2,700.00	877.75	32,915.64
No Meal Period			0.00	1.00	37.50
Overtime Pay			0.00	54.00	3,037.52
PTO - Vacation/Holiday			0.00	45.62	1,710.75
Total:			3,050.00	1,000.37	38,651.41
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
System Office QVH Medical Plan	36.11	397.21			
Dental Deduction	9.67	106.37			
Vision Deduction	1.31	14.41			
Suppl AD&D Ins	6.90	75.90			
401(k) + Catch Up	61.00	656.30			
Medical FSA Deduction	27.78	361.11			
Total:	142.77	1,611.30	Total:	0.00	0.00
LEAVE BALANCE					
Description	Starting Bal	Hours Earned	Hours Taken/Sold	Hours Adjusted	Ending Bal
Vacation	70.42	-16.00	0.00	0.00	54.42
Sick	21.32	0.00	0.00	0.00	21.32
CURRENT TOTAL HOURS WORKED			NET PAY DISTRIBUTION		
Current Total Hours Worked	72.00	Check #989898	2,175.62		
Total:	72.00	Total:	2,175.62		

MESSAGE: TEST CHECK

St. Joseph Health System
 500 S. Main St., Suite 400
 Orange CA 92868

11-24/1210

WELLS FARGO BANK, N.A.
 P.O. Box 63020
 San Francisco CA 94163-2798

Check No.
989898

VOID AFTER 90 DAYS

Date: 10/22/2010

Pay Amount: \$2,175.62 *****

Pay *****TWO THOUSAND ONE HUNDRED SEVENTY-FIVE AND 62/100 DOLLARS*****

To The Order Of

JANE DOE
 999 Sample Drive
 City, CA 98765

E01 8481

abcdef

C00031385C A121000248A 4159332519C

ePay

The PeopleSoft ePay system, the online method to view your earnings history, is changing effective January 1, 2011. In the past, ePay was simply an online view of earnings and, in many cases, did not include all of the information included on a pay stub.

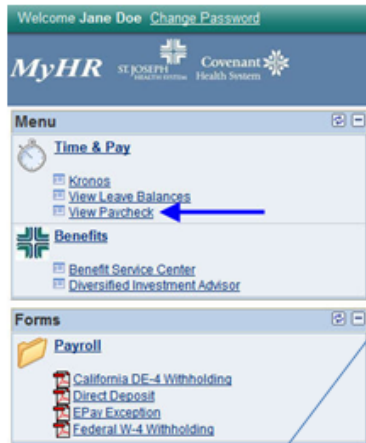
Beginning in 2011, the newly enhanced online version will be an exact copy of the printed pay stub with all of the year-to-date earnings and other information included. The online version of the paycheck/advice will be generated from Payroll whenever a check or Direct Deposit is created for an employee. The online system will hold 3-years of employee history. History for prior years can be obtained from your Payroll department. The display will be available to view or print based on the date of the check/advice.

You will have the ability to retrieve paycheck history in the old format, but all new paychecks will be displayed in new format beginning with the first paycheck of 2011 (see below).

1. Log into MyHR



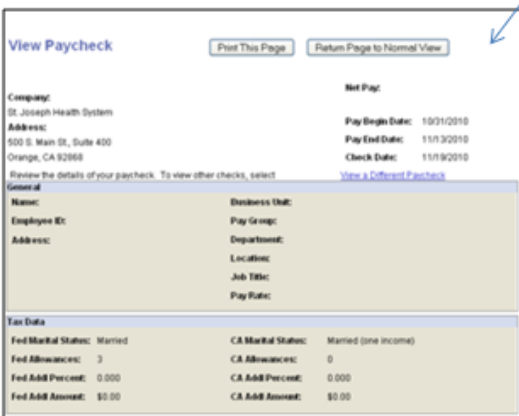
2. Click on "View Paycheck"



3. Click to view either the new or old ePay checks



4. Click "Pay Period End Date" link for checks prior to 1/2011



5. Click "PDF Version" link for checks after 1/2011

	Current		YTD		CURRENT HOURS SUMMARY
	Rate	hrs/chr	Earnings	Pay/chr	
Regular	21.89	14.48	3,152.91	1,822.05	Regular 14.80
Overtime	31.44	8.81	280.03	292.35	Overtime 8.81
PostTaxDef	21.09	16.51	348.68	178.78	Discretionary 0.00
Sub 1 Deduction			0.00	3.44	Time Off 16.11
Reactive Pay			0.00	264.00	Total Current Hours Paid 79.80