9.2 Overview of Earnings Statements

Purpose: Use this document as an overview of interpretation for earnings statements in ctcLink.

Audience: Employees.

You must have at least one of these local college managed security roles:

- ZZ Former Employee
- ZZ PeopleSoft User

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Two examples are shown below.

- 1. One example for employees utilizing Direct Deposit (a classified employee).
- 2. One example for employees utilizing manual/paper checks (an hourly employee).

Earnings statement may look different than your own statement depending on employee deductions, benefit enrollments chosen, etc.

Overview of Earnings Statements

Viewing Paychecks/Earning Statements

Fluid Navigation: HCM Employee Self Service > Payroll tile > Paychecks tile

- 1. The Paychecks page displays.
- 2. Select arrow at far right of desired paycheck for review.

Printing Earning Statements

- 3. The desired paycheck displays.
- 4. Select printer icon in upper right hand corner.

5. Change printer location if needed.

Direct Deposit Example (PeopleSoft Example)

- Pay Information
 Employee pay group assignment
 Pay period dates
- 2. **Pay Information** Business Unit (college number) Check number Check issue date
- 3. Employee demographics (home/mailing address, etc.)
- 4. Employee Information

Empl ID Department Work Location Job Title Pay Rate

- 5. Tax Data (Federal and State-if an employee has another state deducting taxes, it will show here)
 - Marital Status Allowances Additional Percent Additional Amount

6. Hours and Earnings (Current and Year to Date; includes totals)

Description of hours Rate Hours Earnings

7. Taxes (Current and Year to Date; includes totals)

Federal Withholding Fed MED/EE Fed OASDI/EE

8. Before Tax Deductions (Current and Year to Date; includes totals)

*For benefit eligible employee who elected to enroll in the respective benefit plans, the deductions below may be displayed.
*Uniform Classic
*Flexible Spending Account
*PERS Plan 2
TCC Pretax Parking
Other Before Tax Deductions

9. After Tax Deductions (Current and Year to Date; includes totals)

*For benefit eligible employee who elected to enroll in the respective benefit plans, the deductions below may be displayed.
*Long Term Disability
*SBVIP Pre & After Tax

*MetLife Combined Fund Drive (CFD) Medical Aid EE Paid Medical Leave EE Paid Family Leave EE

10. Employer Paid Benefits (Current and Year to Date)

*For benefit eligible employee who elected to enroll in the respective benefit plans, the deductions below may be displayed. *PERS Plan 2 Industrial Insurance ER Medical Aid ER Paid Family & Medical Leave ER *FSA Admin Fee *HCA Average Cost

- 11. **Total Gross/Federal Taxable Gross/Total Taxes/Total Deductions/Net Pay** (Current and Year to Date)
- 12. **Summary Leave Balances** (Displays most recent balances from Absence Management and Time & Labor Compensation Time)

Vac (Vacation) Sck (Sick) NSCK (Non comp sick leave) P/H (Personal Holiday) PERS (Personal Day) CMP (Compensation Time)

- 13. Net Pay Distribution (Includes total) (FOR DIRECT DEPOSITS ONLY, the below applies) Advice Number (if set up for direct deposit, if not set up a check number will appear) Account Type (checking or savings) Account Number(s) Deposit Amount(s)
- 14. **Message -** Always blank space, reserved for future development.

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1,800.60		15.62	136.78 225.00	PERS Plan 2 Industrial Insurance ER	334.68	2,931.1
	MetLife	13.48	115.07	Medical Aid ER	8.24	73.1
	Combined Fund Drive (CFD)	1.00	9.00	Paid Family & Medical Leave ER	3.83	34.4
	Medical Aid EE Paid Medical Leave EE	8.24 3.12	73.12	FSA Admin Fee HCA Average Cost	0.00	5.0 3,756.0
3,170,10	9 TOTAL:	69.92	618,21	*TAXABLE		
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Manual/Paper Check Example (PeopleSoft Example)

- 1. Check Number
- 2. To the order of: Employee name, address etc.
- 3. Signature line: Executive signature
- 4. **Leave Balances**: Vacation, Sick-Comp, Sick-Non-Compensated, Compensated Time, Personal Holiday, etc.
- 5. Number of hours worked, Gross amounts, Taxable Gross amounts
- 6. **Employer Contributions**: Dependent on benefit enrollment(s)
- 7. **Employee Deductions**: Dependent on benefit enrollments, etc.

			CHECK NO.	0000025229
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- 8. The overview of earnings statement is now complete.
 9. End of procedure.