


## 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)

1. **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/mailling 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.

Pay Group: Pay Begin Date: 04/16/2020 Pay End Date: 04/30/2020		Classified: Semi-Monthly Business Unit: 115 Advice #: 0000000000 Advice Date: 05/11/2020																																									
Employee ID: 101 Department: 99020 Human Resources Location: Job Title: Human Resource Consultant 3 Pay Rate: \$2,602.50 Semi-monthly		TAX DATA: Federal: WA State: Marital Status: Married Allowances: N/A Addl. Percent: N/A Addl. Amount: 25.00																																									
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YTD	3,942.95	3,788.31	15,700.04																																								
<b>NET PAY</b>		<b>NET PAY DISTRIBUTION</b>																																									
Current	2,185.69	Account Type: XXXXX	Account Number: XXXXXX																																								
YTD	17,673.25	Checking	1,731.67																																								
<b>TOTAL:</b> 2,185.69 17,673.25		<b>TOTAL:</b> 1,731.67 1,731.67																																									

## 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.

usbank  
1-800-346-2249

Subject to Cancellation  
Ninety (90) Days After Date

CHECK NO. 0000025229

VOID\*\*TEST PRINT ONLY

Amount \$\*\*\*\*\*178.94

Pay: ONE HUNDRED SEVENTY-EIGHT AND 94/100 DOLLARS

To the order of: [REDACTED] PAYROLL ACCOUNT [REDACTED]

#00000 [REDACTED] [REDACTED] [REDACTED]

DETAILS AND RETAIN THIS STATEMENT OF EARNINGS AND DEDUCTIONS FOR YOUR RECORDS

EMPLOYEE	DATE	CHECK NO.	DEBIT	CREDIT	TAKEN	EARNED	BALANCE
[REDACTED]	04/25/18	0000025229					
					VACATION		
					SICK-COMP	1.06	-0.53
					SICK-NCOMP		0.53
PDL: MAINL					COMP TIME		
					PERM HOLIDAY		
CURRENT			195.00	15.06		178.94	
YEAR TO DATE:			GROSS PAY	510.00	TAX DEFERRED	42.01	TAXABLE GROSS 510.00
TYPE OF PAY			HOURS	AMOUNT	EMPLOYEE DEDUCTION/REDUCTION	CURRENT	YEAR-TO-DATE
Hourly			13.00	195.00	OASDI/EE	12.09	31.62
** TOTAL GROSS **				195.00	MED/EE	2.83	7.40
					MedAid EE	1.14	2.99
					TOTAL DED/RED	16.06	
EMPLOYER CONTRIBUTIONS			AMOUNT				
OASDI/ER			12.09				
Med/ER			2.83				
Ind Ins ER			1.61				
MedAid ER			1.14				

TEST

8. The overview of earnings statement is now complete.
9. End of procedure.