# 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**

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

# **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/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)

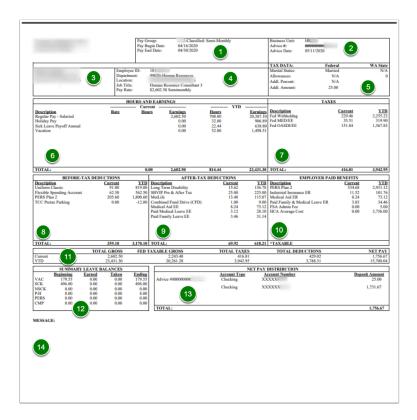
Advice Number (if set up for direct deposit, if not set up a check number will appear)

Account Type (checking or savings)

Account Number(s)

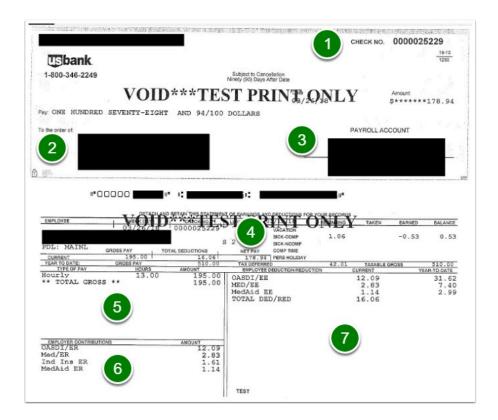
Deposit Amount(s)

14. **Message -** Always blank space, reserved for future development.



# 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.



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