

UNDERSTANDING YOUR PAY STATEMENT

1 EMPLOYEE NAME: Payroll, Sshe

2 EMPLOYEE ID: 1157440

3 PAY DATE: 04/04/2003

4 PAY PERIOD END DATE: 03/21/2003

5 PAY NO.: 07/2003

6 NET PAY: 1,599.41

7 EARNINGS

DESCRIPTION	YTD HRS	CURR AMOUNT	YTD AMOUNT
REGULAR SALARY 26.06	105.00	1,738.88	4,719.82
ANNUAL LEAVE	67.50	745.24	2,235.72
SICK LEAVE	75.00		2,484.12
PERSONAL LEAVE	15.00		496.82
TOTAL EARNINGS	2484.12	9936.48	

8 LEAVE BALANCES

DESCRIPTION	CURRENT AMT	YTD AMOUNT
RE Withholding Tax	342.85	1,371.40
RE EE Social Securit	154.01	616.06
RE EE Medicare Tax	36.02	144.08
RE Withholding Tax	69.56	278.24
RE EE Unemployment T	0.50	1.99
RE Withholding Tax	24.84	99.36
RE EE Occupation Tax		10.00
TOTAL TAXES	627.78	2,521.13

9 TAXES

DESCRIPTION	CURRENT AMT	YTD AMOUNT
Federal	342.85	1,371.40
State	154.01	616.06
Pennsylvania	36.02	144.08
City	69.56	278.24
Susquehanna	0.50	1.99
City	24.84	99.36
TOTAL TAXES	627.78	2,521.13

10 DEDUCTIONS

DESCRIPTION	CURRENT AMT	YTD AMOUNT
TIAA-CREF (EMPL)	124.21	496.84
DEFERRED COMPEN	50.00	200.00
TIAA-CREF (TSA)	75.00	300.00
ATX LTD EE	7.72	30.88
TOTAL DEDUCTIONS	256.93	1,027.72

11 BULLETIN BOARD

New H/R Payroll System effective January 9, 2004.

12 Fed W/H Status is Single
Residence: Susquehanna
Work Tax Area: Susquehanna
Direct Deposit 1 : 1,599.41

- 1 Employee ID** Unique personnel number assigned by the HR/Payroll system.
- 2 Pay Date** Date of payment (check and/or direct deposit).
- 3 Pay Period End Date** End of current two-week pay period.
- 4 Pay No.** Payroll run number (administrative purposes only).
- 5 Net Pay** Earnings minus taxes and deductions for the current pay period. This includes all direct deposits listed with employee-specific information. (See #12)
- 6 Control No.** Check number or direct deposit reference number.
- 7 Earnings** Earnings for current pay period and cumulative total earnings for year-to-date. Includes leave taken during current period and year-to-date totals.
- 8 Leave Balances** Leave balances as of the end of the current pay period. A negative balance represents anticipated leave taken which is not yet earned.
- 9 Taxes** Taxes withheld for the current pay period and total cumulative taxes withheld year-to date.
- 10 Deductions** Deductions for the current pay period and cumulative year-to-date amount.
- 11 Bulletin Board** Messages to employees from the State System.
- 12 Employee-specific information:**
 - Federal withholding status.
 - Municipality of residence.
 - Municipality of work location.
 - Direct deposit information. The check amount, if any, is equal to net pay minus any direct deposit.