

Oregon State University – Sample Earnings Statement

General Breakdown of Statement

The first block on the left identifies pay period (month and year), employee ID, tax status from the employee's W-4, and year to date subject tax. It also displays additional tax withholdings, if any.

The first block on the right provides a summary of the gross earnings, deductions, and net pay for the current month and year to date.

The second block on the left identifies the employee, with their check delivery department code and their mailing address.

The Net Pay Distribution block on the right indicates the net pay distribution (identifying direct deposit locations by account and amount).

The Leave block on the right identifies leave information. Leave taken shows leave used through last timesheet submitted (date is dependent on timesheet type). Leave accrual shows balance through the current pay period month (does not account for leave time taken that has not yet been submitted by timesheet).

The Earnings block identifies earnings for the pay period.

The Deductions block identifies deductions from the earnings. For a detailed breakdown of deductions, including information on tax and benefit deductions, see section titled "Additional Deduction Information".

Additional comments are located at the bottom of the statement.

Additional Deduction Information

Both mandatory and certain voluntary deductions may be withheld from an employee's paycheck. Mandatory deductions are required by law and include State and Federal income tax, Social Security and Medicare, and Workers' Compensation Insurance. Voluntary deductions include benefits package deductions (for optional benefits and costs not covered by the contribution for part-time classified employees), Charitable Fund Drive (United Way) deductions, and other deductions authorized by the employee (like parking permits, and Dixon Recreation membership).

Oregon State University				November 2007 Earnings		Paid: 30 NOV 2007	
A Member of the Oregon University System							
Year	2007	Tax Status	Additional Tax	YTD Subject	Summary		
Pay Code	MC	Federal	M 1	.00	Gross amount	3703.00	39853.57
Pay Id	11	State	M 1	.00	Employee Deductions	1011.26	10732.77
Seq No	0				Net amount	2691.74	
ID	930930930				Net Pay Distribution		
008001 UPR - OFFICE OF THE PRESIDENT						909145 70648117	350.00
JOHN DOE						2603529120 70648117	2341.74
1234 A ST						Net Pay Distribution 2691.74	
CORVALLIS, OR 97333-1234						Taken	Accrual
						Sick Leave	.00 8.00
						Vacation Leave	8.00 15.00
						Balance	38.63
							116.21
Earnings							
Stipends				243.00	Salary, Unclassified		
Vacation Time Taken	HRS	8.00@0		159.70	3300.30		
Deductions							
TFE	Federal Tax	A		328.17	.00	3564.20	3437.52
TME	Medicare Tax	A		53.14	53.14	3654.20	572.85
TSS	Social Security Tax	A		227.18	227.18	3654.20	2448.55
TST	Oregon State Withholding Tax	A		216.11	.00	3564.20	2289.30
TWC	Workers' Comp Assessment	A		2.31	2.31	3543.30	22.90
CL1	PEBB Basic Life \$5,000	A		1.10	.00	3460.00	12.10
CL2	PEBB Life up to \$45K Pre-tax	A		1.80	.00	3460.00	19.80
IPF	Parking Permit Pre-tax Fall	A		22.00	.00	3703.00	176.00
L03	PEBB Dependent Life Insurance	A		1.29	.00	3460.00	14.19
LAF	PEBB AD&D Ins, Empl/Famrty	A		1.70	.00	3460.00	18.70
LST	PEBB Short-Term Disability	A		20.76	.00	3460.00	228.36
LTD	PEBB Long Term Disability	A		21.80	.00	3460.00	239.80
PDT	ODS Dental Traditional Pre-Tax	A		88.54	.00	3460.00	973.34
PMB	Regence BCBSO PPO Pre-Tax	A		166.46	.00	3460.00	10620.06
PPA	Admin Fee Pre-Tax	A		6.40	.00	1067.25	70.40
PSA	PEBB Employer Contrib Pre-Tax	A		-520.12	940.00	3460.00	-5721.32
PSS	2007 Benefit Subsidy Pre-Tax	A		-554.63	.00	3460.00	-6100.93
PVP	VSP Pre-Tax (Vision Plan)	A		13.25	.00	3460.00	145.75
PXM	PEBB Medical Flex Spending	A		15.00	.00	3460.00	165.00
R3T	ORP TIAA-CREF T3 Paid for You	A		.00	222.18	3703.00	.00
S3T	TDI TIAA-CREF Group Fixed	A		100.00	.00	3703.00	100.00
RT1	ORP-TIAA-CREF Paid for You	I		.00	.00	.00	2189.03
ST3	TDI TIAA-CREF Group Fixed Amt	I		.00	.00	.00	1000.00
Comments							
Leave balances reflect accruals for the current month and leave taken as of 01-NOV-2007							
Is your mailing address correct? If not, update your Current Mailing address: @http://info.osu.oregonstate.edu/ to insure W-2's are mailed correctly in late January.							
Remember to submit a new W-4 if your withholding status changed or will change next year.							

Deductions in the column titled "Employee" directly reflect the pay for the employee and any additional charges or credits associated with the pay. The "Employer" column reflects charges to the department, such as retirement contributions paid for by the University or other payroll expenses, such as department aggregate charges for benefits.

Employee Benefits

The basic employee benefit package is currently fully paid for full-time classified employees and .5FTE or greater unclassified employees (in a benefit eligible position, lasting 90 days or longer). Part-time employees receive a pro-rated contribution towards their benefit package. The basic benefit package includes basic life insurance (deduction code "CL1"), dental insurance (deduction code beginning with "PD"), administrative fee (deduction code PPS), medical insurance (deduction codes beginning with "PM"), vision insurance (included in Kaiser medical, listed as deduction code "PVP" for other full-time medical plans), or an opt-out in place of medical insurance (shown as deduction code "POO"), a PEBB employer contribution (deduction code "PSA"), benefit subsidy (deduction code "PSS" for fully covered employees, deduction code "PST" for part-time classified employees on a part time plan), and cash back cap for part time employees (deduction code "PPC").

On the sample statement shown above for November 2007, the employee is a full-time unclassified employee who has chosen Regence Blue Cross Blue Shield of Oregon PPO for medical coverage and ODS Traditional for dental coverage. The basic benefits package for this employee would be the following codes:

Deduction Code	Description	Employee	Employer
CL1	PEBB Basic Life \$5,000	1.10	0
PDT	ODS Traditional Pre-Tax	88.54	0
PMB	Regence BCBSO PPO Pre-tax	965.48	0
PPA	Admin Fee Pre-Tax	6.50	0
PSA	PEBB Employer Contribution	-520.12	940
PSS	2007 Subsidy Pre-Tax	-554.63	0
PVP	VSP Pre-Tax (Vision Plan)	13.25	0
TOTALS		0	940

You can see the totals above of this basic benefit package in the employee deduction column equals 0, as the benefits are fully paid for this employee type. Employees who opt out of medical insurance will also see deduction code "CBK" to indicate the cash back received that pay period.

Part-time classified employees may have some out of pocket cost if the contribution for their benefits is less than the total cost of the benefits. If an employee's contribution is more than their cost, they do not received cash back above the cost of the plans based on the PEBB rules. If this is the case, the cash back cap (deduction code "PPC") calculates to recover any amount of the calculated contribution over the cost of the package.

If you cover a domestic partner on your basic benefits package and are required to pay the imputed tax value for that coverage, this will appear on your earnings statement in the earnings section as additional taxable income.

Employees may also sign up for additional optional benefits through PEBB, such as employee, spouse or dependent life insurance (deduction codes "CL2", "L02", and "L03") accidental death & dismemberment insurance ("LAE" or "LAF"), disability insurance ("LST", "LTD"), long term care insurance ("LCE" and "LCS"), and flexible spending accounts ("PXM" and "PXS"). These are not included in the basic benefits package and are deducted from the employee's pay.

Retirement Deductions

Employees may be eligible for retirement contributions, paid for by OSU, if meeting the eligibility requirements. For additional information on eligibility, please visit the OUS website at <http://www.ous.edu/dept/hr/benefits/>. Eligible classified employees are automatically enrolled in Public Employees Retirement System (PERS). Unclassified employees are given a one-time irrevocable choice between PERS and the Optional Retirement Plan (ORP). Eligible employees receive an employee contribution, paid for by OSU and appearing in your deductions under the "Employer" column (as they are funded by the employer and are not a deduction from your pay) as a deduction code starting with "R0" for PERS members or starting with a beginning with "R1" through "R9" for ORP members. Employees are also assessed an Employer

contribution, which does not appear on your statement. The Employer portion is used in the PERS system to fund the PERS pension program. The Employer contribution is subject to vesting rules for both the ORP and PERS programs.

Employees may also enroll in additional voluntary retirement through either the Tax-Deferred Investment 403(b) Plan or the Oregon Savings Growth (457) plan. These deductions would appear with deduction codes beginning with "S".

Workers' Compensation

Workers' compensation insurance protects covered employees against liability for employee injury or illness arising out of and in the course of employment and is listed on your earnings statement as deduction code "TWC". Employees are required to pay an assessment by payroll deduction for each full or partial hour of work. The basis for determining the assessment is the number of hours worked.

State & Federal Income Tax Withholding

Deductions are determined by filing status provided by the employee on their W-4. If no W-4 is filed, employee's withholding is based on a default of single status with zero dependents. Withholding is determined by graduated tables provided by the Federal and State governments.

Social Security & Medicare Tax

Deductions for Social Security and Medicare tax are based on certain percentage rates set by the Federal government. Yearly maximums are set for Social Security subject wages. Once the maximum amount has been withheld, no further deduction is taken until the following January. The percentage of Social Security and Medicare tax may differ from year to year. Both the rate sheet and the maximum amounts are available on the online Fact Sheet available at the Social Security website at www.SSA.gov.

Students enrolled at least half-time (6 hours for undergraduates or 5 hours for graduates) are exempt from Social Security and Medicare tax on OSU wages while they are attending school; however, they must pay these taxes on these wages earned during summer break if they are not enrolled at least halftime.