

Understanding Your Payslip

Electronic Time Reporting

In December 2004, employees began entering their timecards in the new Oracle system for Payroll. Student employees, merit employees, P&S hourly and faculty hourly employees complete weekly timecards. P&S, academic administrators and institutional officials complete monthly timecards. Faculty complete monthly timecards only when they have an exception to report. All employee timecards are reviewed and approved online and then processed by Payroll.

Some employees do not complete timecards. Those employees include part-time salaried non-unit faculty, graduate assistants, students working for the Northern lowan, students using the Kronos system and students paid a salary.

All employees (whether they complete a timecard or not) access their Payslip online. Students and seasonal employees receive a bi-weekly payslip and all other employees receive a monthly payslip.

Viewing your Payslip

Pay slips are accessed through eBusiness. Login to eBusiness through My UNiverse, select UNI Employee Self Service, and then select Payslip.

Directions are available on the eBusiness website in [Employee Self Service](#).

The key below describes the contents of employee payslips. Sample payslips on the following pages show a student employee payslip, a merit employee payslip and a P&S or faculty employee payslip.

- 1 **Payslip Details Section:** The employee's name and address, type of payroll (biweek or monthly), employer, and pay basis (hourly, hourly paid salary or salary) are included.
- 2 **Pay Period Section:** The Pay Period specifies if it is a calendar month or bi-week period. The payment date is payday. For students, the Pay Begin Date and Pay End Date indicate the pay period for which hours are being paid. For Faculty and Staff, the Pay Begin Date and Pay End Date indicate the month any salaried or merit salaried employees are getting paid their salary. Employees should refer to the [Payroll Periods and Paydays](#) on the Payroll website to view pay periods which determine an hourly employee's pay and merit salary employee's payment for overtime, shift, lead pay and off duty.
- 3 **Summary Section:** Year to Date and Current Gross Earnings are displayed. Gross earnings for student employees include any hourly earnings and salary earnings if applicable. Gross Earnings for Faculty and staff consists of all earnings including taxable fringe benefits such as taxable life insurance and taxable meals. Deductions, taxes and net pay are also included in this section.
- 4 **Hours and Earnings:** This section provides a description of the earnings such as biweekly salary, merit salary, salary, overtime, and taxable life insurance. In the student employee example, the employee has a biweekly salary from one job and hourly earnings from another job. The number of current hours and YTD hours for hourly employees and the YTD amounts for each description is displayed.
- 5 **Rate Details:** This section is included on employee's payslips who are paid hourly or are hourly paid a salary. The section shows a description of the rate such as hourly earnings, biweekly salary, and overtime plus the rate per hour, the number of total hours and the dollar amount.
- 6 **Pre-Tax Deductions:** Current and YTD pre-tax deductions are listed as well as the description of the deduction. Examples of some pre-tax deductions are TIAA CREF and TIAA CREF SRA, payments for medical and dental plans, and flexible spending accounts.
- 7 **After-Tax Deductions:** Current and YTD after-tax deductions are listed as well as the description of the deduction. Examples of some after-tax deductions are United Way and union dues.
- 8 **Tax Withholding Information:** The type of tax (federal or state), marital status, number of exemptions claimed and any additional monies withheld for taxes are displayed.
- 9 **Net Pay Distribution:** This section includes the check or deposit number, the bank, account type, partial account number and the net amount of the pay.

Student Employee Payslip

Payslip Details

Employee
Payroll
Employee Address

Employer name **University of Northern Iowa**
Employer Phone Number
Pay Basis **Hourly**

Pay Period

Pay Period	Payment Date	Pay Begin Date	Pay End Date
Bi-Week	02-Mar-2005	06-Feb-2005	19-Feb-2005

Summary

	Gross Earnings	Pre-Tax Deductions	Taxes	Deductions	Net Pay
YTD	2497.60	0.00	267.65	0.00	2229.95
Current	646.00	0.00	71.40	0.00	574.60

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Biweekly Salary		115.00		460.00
Hourly Earnings	59.00	531.00	226.4	2037.60

Rate Details

Description	Rate	Hours	Amount
Hourly Earnings	9.00	59.00	531.00

Pre-Tax Deductions

Description	Current	YTD Description	Current	YTD
No data exists.		Federal Tax	49.40	184.65
		IA State Tax	22.00	83.00

After-Tax Deductions

Description	Current	YTD
No data exists.		

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount
Federal	Single	1	0.00
Iowa	Single	1	0.00

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
*****	PRINCIPAL BANK	C	XX****	574.60

Merit Employee Payslip

Payslip Details 1

Employee
Payroll
Employee Address

Employer name **University of Northern Iowa**
Employer Phone Number
Pay Basis **Hourly Paid Salary**

Pay Period 2

Pay Period	Payment Date	Pay Begin Date	Pay End Date
Calendar Month 3	28-Feb-2005	01-Feb-2005	28-Feb-2005

Summary

	Gross Earnings	Pre-Tax Deductions	Taxes	Deductions	Net Pay
YTD	6387.72	773.01	1384.69	78.78	4131.46
Current 4	3249.39	389.24	708.01	40.10	2101.29

Hours and Earnings 4

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Merit Salary		3084.74		6060.14
UNI Overtime	6.00	153.90	12	307.80
Txbl Life Ins 5		10.75		19.78

Rate Details 5

Description	Rate	Hours	Amount
Hourly Earnings	17.10	151.00	0.00
Hourly Earnings	17.87	9.00	0.00
UNI Overtime 6	25.65	6.00	153.90

Pre-Tax Deductions 6

Description	Current	Taxes	
		YTD Description	YTD
TIAA CREF	154.24	303.01 Medicare	91.61
TIAA CREF SRA	200.00	400.00 Federal Tax	636.38
FSA Medical	35.00	70.00 Social Security	391.70
		IA State Tax	265.00

After-Tax Deductions 7

Description	Current	YTD
AFSCME Dues BC 8	40.10	78.78

Tax Withholding Information 8

Type	Marital Status	Exemptions	Additional Amount
Federal	Single	1	0.00
Iowa	Single	1	0.00

Net Pay Distribution 9

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
-----	US BANK	C	-----	2101.29

P&S or Faculty Employee Payslip

Payslip Details 1

Employee Payroll Employee Address	Employer name Employer Phone Number Pay Basis	University of Northern Iowa Salary
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Pay Period 2

Pay Period	Payment Date	Pay Begin Date	Pay End Date
Calendar Month	28-Feb-2005	01-Feb-2005	28-Feb-2005

Summary 3

	Gross Earnings	Pre-Tax Deductions	Taxes	Deductions	Net Pay
YTD	10717.56	1729.20	2756.81	0.00	6098.17
Current	5358.78	864.60	1378.41	0.00	3049.08

Hours and Earnings 4

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Salary		5292.09		10584.18
Txbl Life Ins		66.69		133.38

Pre-Tax Deductions 6

Description	Current	Taxes	
		YTD Description	YTD
TIAA CREF	264.60	529.20 Medicare	155.40
TIAA CREF SRA	600.00	1200.00 Federal Tax	1462.92
		Social Security	664.49
		IA State Tax	474.00

After-Tax Deductions 7

Description	Current	YTD
No data exists.		

Tax Withholding Information 8

Type	Marital Status	Exemptions	Additional Amount
Federal	Single	1	0.00
Iowa	Single	1	0.00

Net Pay Distribution 9

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
	BANK	C	XXXXXX1707	3049.08