Example Paycheck



How to read your paycheck

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Pay Information: This is the pay period, advice (check) date and from whom the check was issued.

Employee Information: This is the employee name, address, UFID number (Employee ID), employee's job title, department, and pay rate.

Tax Data: Shows marital status for federal tax withholding purposes, allowances, and additional federal tax withholding information.

Hours and Earnings: Shows the earnings for this pay period and year-to-date including regular pay, overtime pay, and additional compensation (if applicable).

Taxes: Federal taxes withheld in this pay period and for the year.

Before-Tax Deductions: Amounts taken out of pay before taxes such as UF parking, or payments for medical and dental plans, or amounts processed for retirement plans or on a deferred basis (e.g., VALIC).

After-Tax Deductions: Shows amounts taken out of pay after taxes for example, UF Community Campaign and optional life insurance deductions.

Employer Paid Benefits: Contributions that the University of Florida makes on behalf of the employee including employer-paid health insurance, life insurance, and retirement contributions.

Leave Balances: Shows a summary of the leave balances at the beginning of the pay period, leave used/accrued during the current period, and the leave balances at the end of the pay period. All accrued leave balances are shown including sick, vacation, overtime compensation, and special compensation, if applicable. Leave balances for the current pay period, and earlier pay periods, can also be viewed through myUFL > My Self Service > Payroll and Compensation > View Leave History.

Net Pay Distribution: Shows the payment type, paycheck number, back account type and net pay details.

About Your Paycheck

- Your paycheck (also known as an earnings statement) is only delivered to you online.
- You can view or print out your paycheck by clicking on "View Paycheck" after navigating through My Self Service > Payroll and Compensation in myUFL.
- You can use the Check Date links to see previous paychecks.

About this Sample View Paycheck

This View Paycheck example is for the pay period ending July 5, 2012, which will have a check date of July 13. 2012. The sample employee is TEAMS exempt.

Need Help?

For more information about changes to your paycheck or other payroll issues, please visit <u>https://hr.ufl.edu/working-at-uf/current-employees/your-paycheck/</u>.