

The University of Texas Rio Grande Valley

How to Read Your Payslip

1. Company Information

University of Texas, RGV
1201 West University Drive
Edinburg, TX 78539-2999

2. Payslip Information

Pay Group: M17-UTRGV Monthly NRA17
Pay Begin Date: 07/01/2018
Pay End Date: 07/31/2018

Business Unit: UTR04
Advice #: 00000410009999
Advice Date: 08/01/2018

3. Employee Information

Employee ID: XXXXXXXX
Department: 294020-Campus Facilities Operations
Location: Academic Support Facility
Job Title: Bldg Amndmnt
Pay Rate: \$1,917.00 Monthly

4. Withholding

TAX DATA: Federal TX State
Marital Status: Single N/A
Allowances: 2 0
Addl. Percent:
Addl. Amount:

5. Current and YTD Earnings

Description	Rate	HOURS AND EARNINGS		YTD	
		Current Hours	Earnings	Hours	Earnings
Regular Pay - (17)			1,828.52	168.00	13,330.52
Holiday Salaried - (17)	11.059615	8.00	88.48	8.00	88.48
Longevity Pay - (17)			20.00		140.00
Overtime Comp Payout - (18)			0.00		356.81
TOTAL:		8.00	1,937.00	176.00	13,915.81

6. Employee Taxes

Description	TAXES	
	Current	YTD
Fed Withholding	72.88	562.77
Fed MED/EE	27.23	193.79
Fed OASDIEE	116.43	837.16
TOTAL:	216.54	1,595.72

7. Pre-Tax Deductions

Description	BEFORE-TAX DEDUCTIONS	
	Current	YTD
Dental	59.03	413.21
Teacher Retirement Plan	149.15	1,071.52
TOTAL:	208.18	1,484.73

8. Post-Tax Deductions

Description	AFTER-TAX DEDUCTIONS	
	Current	YTD
Group Life Insurance	2.66	18.62
SECC	4.00	28.00
Parking- Post Tax	0.00	0.02
TOTAL:	6.66	46.64

9. Benefits Paid by UTRGV

Description	EMPLOYER PAID BENEFITS	
	Current	YTD
Medical	598.14	4,785.12
Teacher Retirement Plan	131.72	946.30
Worker's Compensation Ins	0.00	16.87
TOTAL:	730.86	5,748.29

10. Current and YTD Earnings

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,937.00	1,728.82	216.54	214.84	1,505.62
YTD	13,915.81	12,431.08	1,595.72	1,531.37	10,788.72

11. Payment Information

NET PAY DISTRIBUTION			
Advice #	Account Type	Account Number	Deposit Amount
000004100003760	Checking	XXXXX	1,505.62
TOTAL:			1,505.62

1. Company Information

This identifies the University of Texas Rio Grande Valley as your employer.

2. Payslip Information

This is a summary section which includes information about this payslip including your Paygroup, whether you are paid monthly or semi-monthly, and the beginning and ending dates for this pay period. The Business Unit, where you work, is included as are the Advice Number, which is unique to your payslip, and the Advice Date, when the payslip was printed.

3. Employee Information

This is a summary section which includes your name, home address, Employee ID, department, location, your job title, and pay rate.

- Monthly employees will see pay rate based on the compensation rate on your primary job record.
- Semimonthly employees pay rate will reflect the semi-monthly amount if employee worked full time. Semi-monthly pay rate is calculated based on Hourly Rate multiple by 2080 and divide by 24 months and multiple by FTE. See example below

For example :

Hourly Rate = \$18

FTE = 1

Semi monthly pay rate = $(18 * 2080) / 24 * 1 = \$1,560.00$

- Contract employees will see pay rate based on the primary contract at that time.

4. Withholding

This displays your Federal Tax Withholding at the time payroll was processed. Your Federal Tax Withholding Elections can be updated at any time in PeopleSoft. Updates will be applied to your paychecks going forward (Form W-4). Based on the timing of your update, the change may not reflect until the next pay period.

5. Current and YTD Earnings

This section details your pay and provides more information than your prior payslip by showing the different types of earnings that make up your pay each period.

Current Hours, current gross pay, YTD hours and YTD Gross Earnings.

In this example Joe Smith has four types of earnings for this pay period:

- Regular Pay – is the amount employee is receiving for that pay period.
- Holiday Salaried - this accounts for the holiday (one day / eight hours) in the pay period. The amount of the Holiday Salaried is reduced from the Regular Pay. Since that amount was paid to employee using Holiday Pay.
- Longevity Pay – is additional pay the employee receives based on State Service Time.
 - i. **Description/Pay Component:** Details the specific earning type for the pay period and any earning codes recalculated from previous pay periods.
 - ii. **Rate:** Displays the rate of pay for the earning types for the dates worked. The rate is determined according to your position and compensation details.
 - iii. **Current Hours/Units Value:** Displays the number of hours for the earning code. Any retro pay calculations will also include the number of hours that were recalculated.
 - iv. **Current Amount:** The total amount earned for this earning type during the dates specified in the current period.
 - v. **YTD Hours/Units Value:** Displays the number of year-to-date hours for the earning code. within the dates specified
 - vi. **YTD Amount:** The year-to-date total amount earned for this earning type.

6. Employee Taxes

This section details how much was withheld from your paycheck for employment taxes. The following Tax Types may be listed:

- Federal Withholding
- Medicare
- OASDI (Social Security)

7. Pre-Tax Deductions

This section details your pre-tax deductions. which may include retirement plans, medical insurance.

8. Post-Tax Deductions

This section details your post-tax deductions. This will list voluntary deductions and involuntary deductions.

- Voluntary Deductions are deductions you have elected and agreed to have withheld from your earnings. Voluntary deductions may include Transportation (Parking for example).
- Involuntary Deductions are deductions mandated by Federal or State government or the Courts to be withheld from your paycheck.

9. Benefits Paid by UTRGV

This section details the benefits provided to you by your employer, UTRGV.

1. Medical
2. Teacher Retirement Plan
3. Optional Retirement Plan
4. Worker's Compensation Insurance

10. Current and YTD Summary

This section details Gross Pay, Deductions and Net Pay for the current pay period and Year to Date (YTD).

11. Payment Information

Payment information details the Net Pay amount and method (check or direct deposit) of the payment.

If you currently receive a paper check or bank card, Payment Elections can be updated to Direct Deposit in PeopleSoft Employee Self Service at any time. Updates will be applied to your paychecks going forward. New elections should be made a minimum of 5 days prior to payday.