

UNDERSTANDING YOUR EARNINGS STATEMENT

1. Your Name.
2. Your Employee ID number.
3. The number of exemptions you are claiming for federal purposes. (The number of federal tax exemptions claimed on Form W-4).
4. Additional dollars you are claiming for federal purposes.
5. "Yes" appears if you are exempt from federal income tax.
6. "Yes" appears if you are exempt from Medicare taxes.
7. The number of exemptions you are claiming for state purposes.
8. Additional dollars you are withholding for state purposes.
9. "Yes" appears if you are exempt from state income tax.
10. "Yes" appears if you are exempt from social security taxes.
11. Pay period number.
12. The date the check was paid. If a direct deposit, the date the deposit was made.
13. The description(s) of your earnings.
14. The number of hours reported for each separate earning description for the pay period.
15. Your pay rate by earning description.
16. The amount paid for each separate earnings description for the pay period.
17. The total amount paid this year for each separate earning description.
18. The total amount earned for the pay period before any deductions or non-cash earnings.
19. The total amount earned this year before any deductions or non-cash earnings.
20. The total non-cash earnings for the pay period.
21. The total non-cash earnings for the year.
22. The total amount earned for the pay period.
23. The total amount earned for the year.
24. The description for each tax deducted from your pay.
25. The amount deducted for each tax (federal, Medicare, social security, state, ect.) for the pay period.
26. The total tax amount deducted from your pay this year for each tax.
27. The total tax amount deducted from your pay for the pay period.
28. The total tax amount deducted this year from your pay.
29. The description (s) of each pre-tax deduction that you participate in.
30. The amount deducted for each pre-tax deduction for the pay period.
31. The total amount deducted this year for each pre-tax deduction.
32. The total pre-tax amount deducted from your gross pay before taxes are calculated for the pay period.
33. The total pre-tax amount deducted from your gross pay for the year before taxes are calculated.
34. The description of each after-tax deduction that you participate in.
35. The amount deducted for each after-tax deduction for the pay period.
36. The total amount deducted this year for each after-tax deduction.
37. The total after-tax deductions for the pay period.
38. The total after-tax deductions for the year.
39. The description of each expense reimbursement.
40. The total payment amount for each expense reimbursement description for the pay period.
41. The total payment amount for each expense reimbursement description for the year.
42. The total expense reimbursement amount for the pay period.
43. The total expense reimbursement amount for the year.
44. The total net amount of the check or direct deposit for the pay period.
45. Description of leave accruals.
46. Leave balances as of the beginning of the pay period.
47. Amount of leave used during the pay period.
48. Amount of leave earned during the pay period.
49. Leave balances as of the end of the pay period.
50. Date vacation accrual increase is effective (if applicable).
51. Description of taxable gross pay. These are the balances upon which tax withholdings are computed.
52. Total taxable gross by tax for the pay period.
53. Total taxable gross by tax for the year.
54. Description of employer-paid employee retirement contribution.
55. Employee-paid employee retirement plan amount contributed for the pay period.
56. Employee-paid employee retirement plan amount contributed for the year.
57. For direct deposits - a list of your bank accounts for the pay period.
58. For direct deposits - the amount deposited into each account for the pay period.
59. The date the check was paid. If a direct deposit, the date the deposit was made (Same as number 12).
60. The total net amount of the check or direct deposit (s) for the pay period. (Same as number 44)
61. For direct deposit - bank account number funds were deposited in.
62. Your Name. (Payee)

KEY POINTS ABOUT YOUR EARNING STATEMENT

Sixteen unique earnings descriptions can be displayed on your Earnings Statement. If the number of earnings is exceeded, the seventeenth entry will display the total of the earnings not listed to the right of "Other Earnings". For information related to rate of pay of earnings descriptions, please review the applicable bargaining agreement at <http://ozone.ohsu.edu/hr/managers/contracts.shtml>. Your healthcare contribution is reported in the Earnings section. The insurance premium payments are reflected under the Pre-Tax Deduction section.

DIRECT DEPOSIT INFORMATION

Credit union/bank deductions (e.g. savings, loan payments or non-net direct deposits) will appear in the Direct Deposits portion of the Earnings Statement. The amount of the credit union/bank deduction will be made on all 26 pay days.



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3181 SW Sam Jackson Park Road Portland, OR 97239

Employee: 1
Employee No: 2

Federal Allowances: 3
FIT Additional: 4
FIT: 5
Medicare: 6

Earnings Statement

Pay Period: 11
Check Date: 12

State Allowances: 7
SIT Additional: 8
SIT: 9
SS: 10

Earnings	Hours	Rate	Current	YTD
13	14	15	16	17
Gross Cash Earnings			18	19
Non-Cash Taxable Earnings			20	21
Total Gross Earnings			22	23
Tax Deductions			Current	YTD
24			25	26
Total Tax Deductions			27	28

Pre-Tax Deductions	Current	YTD
29	30	31
Total Pre-Tax Deductions		32 33
After Tax Deductions		
34		35 36
Total After Tax Deductions		37 38
Expense Reimbursements	Current	YTD
39	40	41
Total Reimbursements		42 43
Net Pay		44



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Direct Deposit Advice

Deposit Date: 59 Deposit Amount: 60

Account Number: 61

DEPOSITED TO THE
ACCOUNT OF : 62

NON-NEGOTIABLE

DIRECT DEPOSIT VOUCHER- NON-NEGOTIABLE

Employee: 1
Employee No: 2

Federal Allowances: 3
FIT Additional: 4
FIT: 5
Medicare: 6

State Allowances: 7
SIT Additional: 8
SIT: 9
SS: 10

Earnings Statement

Pay Period: 11
Check Date: 12

Leave Accruals	Begin Bal	Used	Earned	End Bal	Vac Inc Date
45	46	47	48	49	50

Taxable Gross	Current	YTD
51	52	53

Retirement Plan	Current	YTD
54	55	56

Direct Deposits

Account Number	Deposit Amount
57	58