Understanding Your Pay Advice
(DPSCS - 8/80 Employees)

Example 1: Employee has less than 80 regular hours

1

Employee's Earnings Statement
STATE OF MARYLAND
DEPT OF PUB SAFETY & COR SERV

	Name		Document ID
Regular Pay Rate .00	Pay Period Ending Date 11-22-2016	Check/Advice Number	
Mar. Stat. S	Fed. Ex. 10	Additional Fed. Tax	St. Ex. 10	Additional St. Tax	County Code BA

000

MD FILING STATUS: MARRIED

2

EARNINGS	HOURS	CURRENT	YEAR TO DATE	TAXES/DEDUCTIONS	CURRENT	YEAR TO DATE
REGULAR	62 0	1325 79	30303 23	FEDERAL TAX	0 00	30 13
OVERTIME	0 8	25 79	1410 07	FICA/MED	95 04	2260 82
SHIFT DIFF		20 00	679 48	STATE TAXES	0 00	195 50
				PHARMACY PLAN	30 53	671 66
*ST PD BENEFITS				UCC DENTL DPPO	11 12	244 64
FICA SUBSIDY		95 04	2260 82	UNION DUES	19 99	479 40
PHARMACY SUB		122 13	2686 86	ST EMP RETMT	85 66	2034 69
DENTAL SUBSIDY		11 12	244 64	CF BCBS PPO	87 42	1923 24
RET/PEN SUB		338 20	7407 74	DIR/DEP-CHCKNG	958 62	22555 90
UNEMPL INS SUB		3 48	82 75	AFSCME INS	83 20	1996 80
HEALTH INS SUB		349 69	7693 18			

3

	Earnings	Taxes	Deductions	Net Pay
Current	1371 58	95 04	317 92	958 62
Year To Date	32392 78	2486 45	7350 43	22555 90

Current: 1371 58 − 95 04 − 317 92 = 958 62

STATE EMPLOYEES HOLIDAY OPEN HOUSE 12-15-16, 3-5PM GOV HOUSE

4

Payment type:	**Direct Deposit**
Bank Name:	**WELLS FARGO BANK**
Deposit Date:	**11-30-2016**
Deposit Amount:	**$ 958. 62**

TX1EXTAPP1

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(DPSCS - 8/80 Employees)

Example 2: Employee has overtime adjustments

POSC - Direct Deposit Advice Slip

Page 1 of 1

1

Employee's Earnings Statement
STATE OF MARYLAND
DEPT OF PUB SAFETY & COR SERV

000

	Name		Document ID
Regular Pay Rate .00	Pay Period Ending Date 11-22-2016		Check/Advice Number ------
Mar. Stat. S	Fed. Ex. 4	Additional Fed. Tax	St. Ex. 4	Additional St. Tax	County Code BA

MD FILING STATUS: SINGLE

EARNINGS	HOURS	CURRENT	YEAR TO DATE	TAXES/DEDUCTIONS	CURRENT	YEAR TO DATE
2 REGULAR	80 0	1819 05	43136 20	FEDERAL TAX	437 10	13628 71
OVERTIME	45 6	1558 13	42025 41	FICA/MED	252 44	6399 78
SHIFT DIFF		0 00	197 58	STATE TAXES	199 92	5612 68
				PHARMACY PLAN	22 97	505 34
*ST PD BENEFITS				UCC DENTL DPPO	5 82	128 04
FICA SUBSIDY		252 44	6399 78	UNION DUES	19 39	479 40
PHARMACY SUB		91 89	2021 58	ST EMP RETMT	91 20	2166 15
DENTAL SUBSIDY		5 82	128 04	DEF COMP	100 00	2400 00
RET/PEN SUB		360 07	7886 19	CF BCBS PPO	48 57	1068 54
UNEMPL INS SUB		9 24	234 24	DIR/DEP-CHCKNG	2145 34	51678 63
HEALTH INS SUB		194 27	4273 94	AFSCME INS	53 83	1291 92

3

	Earnings	Taxes	Deductions	Net Pay
Current	3377 18	− 889 46	− 342 38	= 2145 34
Year To Date	85359 19	25641 17	8039 39	51678 63

STATE EMPLOYEES HOLIDAY OPEN HOUSE 12-15-16, 3-5PM GOV HOUSE

4

Payment type: **Direct Deposit**
Bank Name: **BANK OF AMERICA N A**
Deposit Date: **11-30-2016**
Deposit Amount: **$ 2145. 34**

TX1EXTAPP1

Understanding Your Pay Advice
(DPSCS - 8/80 Employees)

The above examples of pay advices show employees with less than 80 regular hours, adjusted overtime and shift differentials.

Your pay advice may reflect less than 80 hours, adjusted overtime and shift differentials if:
- your time sheet has not been completed,
- your time sheet has not been submitted,
- your time sheet has not been approved,
- you have adjustments (e.g. overtime, unpaid leave, regular hours) from a previous pay period.

The difference in hours is subtracted from 80 hours; therefore, any previous pay period adjustments (e.g. hours, earnings, net pay and taxes) may be deducted from the current pay period. Once your current pay period timesheet is complete and approved by your timekeeper, the difference (e.g. hours, earnings, net pay and taxes) will be calculated by a retro calculation in the next pay period. The retro calculation adjustment will be added to or subtracted from your current pay period's hours, earnings, net pay and taxes.

For example, if you were over paid in a previous pay period, the adjustments (e.g. hours, earnings, net pay and taxes) will be subtracted from the current pay. If you were under paid in a previous pay period, the adjustments (e.g. hours, earnings, net pay and taxes) will be added to the current pay.

Use the definitions and formulas as a guide to understanding your pay advice. If you still have questions regarding your pay advice, please contact your agency's Payroll Partner.

Section 1

REGULAR PAY RATE: Pay rate is no longer available in CPB because all calculations are performed in Workday; therefore, $0.00 is displayed.

Section 2

REGULAR: Regular hours worked plus paid leave
> **HOURS**- The number of hours worked plus paid leave for the pay period
> **CURRENT**- The dollar amount of hours worked plus paid leave for the pay period
> **YEAR TO DATE**- The total dollar amount of hours worked plus paid leave year to date

Note: The total hours in your timesheet are calculated by using the following formula:
> ***Regular Hours + Overtime Hours + Unpaid Hours + Time Off Hours****

OVERTIME: Overtime hours worked
> **HOURS**- Actual number of overtime hours worked for the pay period
> **CURRENT**- The dollar amount of overtime hours worked for the pay period
> **YEAR TO DATE**- The total dollar amount of overtime hours worked year to date

Understanding Your Pay Advice
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SHIFT DIFF: Shift differential pay
> **CURRENT**: The dollar amount of shift differential pay for the pay period
> **YEAR TO DATE**: The total dollar amount of shift differential pay year to date

Section 3

EARNINGS: (Gross Pay)
> **CURRENT**: The earnings for the pay period
> **YEAR TO DATE**: The total earnings year to date

Note: Earnings can be calculated by using the following formula:
> ***Regular + Overtime + Shift Diff = Earnings (Gross pay)***

TAXES: Total taxes withheld
> **CURRENT:** The total taxes withheld for the pay period
> **YEAR TO DATE**: The total taxes withheld year to date

DEDUCTIONS: Total deductions taken (e.g. Health Benefits, Union Dues, State Retirement)
> **CURRENT**: The total deductions taken for the pay period
> **YEAR TO DATE**: The total deductions taken year to date

NET PAY: The amount after taxes and deductions
> **CURRENT**: The total net pay for the pay period
> **YEAR TO DATE**: The total net pay year to date

Note: Net Pay can be calculated by using the following formula:
> ***Earnings – Taxes – Deductions = Net Pay***

Section 4

PAYMENT TYPE: The payroll distribution (Direct Deposit)

BANK NAME: The Name of your banking institution where payroll was deposited

DEPOSIT DATE: The date payroll was deposited

DEPOSIT AMOUNT: The amount deposited into your bank account (Net Pay)