

Highlights of the new Check and Direct Deposit earnings statement at Dartmouth College

Following is a copy of what the new checks and direct deposit statements will look like, with an explanation of each section. This particular example is a check for a fictitious non-exempt employee.



DARTMOUTH COLLEGE
Hanover, New Hampshire 03755

Citizens Bank
New Hampshire

CHECK NO. 124832
CHECK DATE: 26-APR-2002

PAY Five Hundred Ninety Dollars And 83 Cents*****

*****\$590.83
AMOUNT

TO THE ORDER OF John D Doe Jr
Hinman Box 6161
Hanover NH 03755

VOID VOID VOID VOID VOID VOID

AUTHORIZED SIGNATURE

Tax Data: includes the withholding status you elected, leave balances, and pay period information

Hours and Earnings: lists all rates of pay under which you are paid and the hours worked at each rate, current and year-to-date earnings, your benefit credit for Dartflex and any benefit hours used during that particular pay period

Taxes: payroll taxes, including federal and state (if applicable) income tax, Social Security and Medicare, withheld from your pay including current and year-to-date

Payroll Summary: total gross earnings and Social Security, Medicare, and federal taxable gross amounts

DARTMOUTH COLLEGE		Payroll Office, HB 6161 phone: (603) 646-2697		email: Dartmouth.Payroll@Dartmouth.edu							
John D Doe Jr		Social Security Number: 111-11-1111		NET PAY: \$590.83							
TAX DATA: Marital Status: Married		Allowances: 3		Additional Tax: 250.00							
Federal: Married		State: Married		Vacation Balance: 0.00							
				Personal Leave: 0.00							
				Check Number: 124832							
				Check Date: 26-APR-2002							
				Pay Period: 07-APR-2002-- 20-APR-2002							
HOURS AND EARNINGS			EMPLOYER BENEFIT CONTRIBUTIONS								
Description	-----Current-----		-----Year to Date-----		Description	Current	Year to date				
	Rate	Hours	Earnings	Hours				Earnings			
Benefit Credit N Ex			200.00				400.00				
DC Time Entry Wage	13.00	40.00	520.00	104.00	1,352.00						
DC Vacation	13.00	40.00	520.00		48.00	624.00					
Overtime 1.5				10.00	195.00						
Personal LT				8.00	104.00						
Total:			80.00	1,240.00	170.00	2,675.00					
UNPAID TAXABLE AMOUNTS			UNPAID TAXABLE AMOUNTS			UNPAID TAXABLE AMOUNTS					
Description			Description			Description					
Current			Current			Current					
Year to date			Year to date			Year to date					
Total:			Total:			Total:					
TAXES			PRE-TAX DEDUCTIONS			POST-TAX DEDUCTIONS					
Description	Current		Year to date		Description	Current		Year to date			
	Current	Year to date	Current	Year to date		Current	Year to date	Current	Year to date		
FIT	290.74	608.02	Dental	25.00	50.00	Parking	3.00	6.00			
MEDICARE	15.61	34.05	Life Ins	3.40	6.80						
SS	66.75	145.59	Medical Ins	100.00	200.00						
(VT) SIT	34.67	75.83	Reimb Hlth	35.00	70.00						
			SRA CVT EE	35.00	70.00						
			SRA FID EE	20.00	40.00						
			SRA TC EE	20.00	40.00						
Total:			407.77	863.49	Total:	238.40	476.80	Total:	3.00		
Total Gross			SocSec Taxable Gross			Medicare Taxable Gross			Federal Taxable Gross		
State Taxable Gross			Total Gross			Total Gross			Total Gross		
Current			Year to Date			Current			Year to Date		
2,675.00			2,348.20			1,076.60			1,001.60		
2,675.00			2,348.20			2,198.20			2,198.20		
MESSAGE:											

Net Pay: displayed prominently in the upper right-hand corner

Employer Benefit Contributions: those benefits paid by Dartmouth College (e.g., contributions toward retirement, Social Security and Medicare)

Unpaid Taxable Amounts: taxable benefits and reimbursements (e.g., imputed life insurance benefits, moving expenses)

Post-Tax Deductions: items deducted from your after-tax pay (e.g., parking fees, United Way contribution)

Pre-Tax Deductions: items deducted from your gross pay before taxes (e.g. supplemental retirement contribution, medical and life insurance costs)

Messages: periodic communication from the Payroll Office (e.g., deadlines for making United Way contributions through payroll deductions, advantages of using direct deposit, etc.)