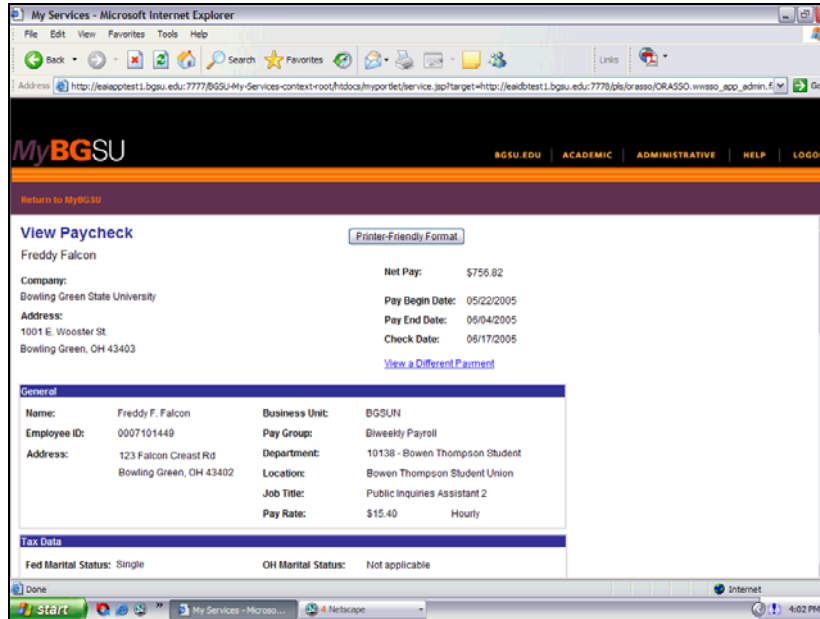


Understanding Your Online Paycheck

The format of your online paycheck is similar to the paychecks that appeared in your payroll envelopes. New information is now available in the online format.



Overview:

At the top of the screen you will see Bowling Green State University's name and address. You will also see your Net Pay amount for the pay period indicated by the Pay Begin Date and Pay End Date. The Check Date is the date that this particular pay will be distributed and the date when all information on the online paycheck will be finalized. This overview information is followed by boxes that give more specific payroll data. Each box is explained below.

General:

This box contains general information about you: Your name, employee ID, address, pay group, department, location, job title, and pay rate. To protect your privacy, your Social Security Number is not displayed.

Tax Data:

This box contains the marital status and allowances you claimed on your most recent tax forms for federal withholding purposes. Marital status does not affect Ohio tax withholdings and is marked "Not applicable." It also indicates any additional withholding amounts and percentages for federal or state taxes you have requested through the Payroll department.

Paycheck Summary:

This box contains your earnings, deductions, and net pay amounts, similar to the information you formerly found on your paycheck or stub. On your most recent paycheck, year-to-date (YTD) amounts are also indicated.

Earnings:

Your earnings and hours for the current pay period are reflected in this box. If you hold multiple jobs on campus and formerly received more than one paycheck or stub, this information is consolidated on the online paycheck. You may see multiple lines marked “Regular Earnings” or “Supplemental Earnings” if you have more than one appointment. Earnings from appointments that are in the same department and have the same pay rate will be combined as one line item. You will also see information for any overtime pay, leave taken, or compensatory time earned. On your most recent paycheck, year-to-date amounts will also appear.

Taxes:

This box gives information on all taxes withheld for the current pay period. On your most recent paycheck, year-to-date amounts will also appear.

Before Tax Deductions:

This box contains information on all your pre-tax deductions. These include contributions to tax-deferred annuities (TDA), health care plans, and retirement plans. On the most current paycheck, year-to-date amounts for January through June will be reflected in a generic 403(b) TDA account, but contributions after the go-live date will be itemized to show the specific fund name. If you are purchasing service credit from PERS/STRS on a pre-tax basis, the amount will be displayed here.

After Tax Deductions:

These deductions include any regular donations you elected to make to the BGSU Foundation, other charitable contributions, and after-tax deductions to purchase service credit in PERS/STRS. Credit union deductions and life insurance premiums are also reflected here.

Employer Paid Benefits:

Your online paycheck now reflects BGSU’s portion of your health care coverage and life insurance premiums and employer contributions to your retirement plans. This is new information that did not previously appear on printed paychecks or stubs. These amounts are paid by BGSU on your behalf in addition to the wages that you earn and do not affect your net pay amounts.

Net Pay Distribution:

This box shows the direct deposit information: The net amount deposited, the account type and number. For security, only the last four digits of the account number are displayed.

Leave Balances:

This box displays your leave balances in hours as of your most recent pay date. This information appears only on your most recent paycheck and includes the leave amounts you have earned in hours for that pay period. Examples of leave plans are: Sick leave, vacation time, personal leave, and compensatory time. Leave plans vary by position type. Refer to your employee handbook for information on your eligibility for leave plans. Leave amounts are reported in decimal form: “5.50” means “five and one-half hours.”

Questions?

- For questions on how to access your online paycheck or to report any problems using the online interface, contact the Technology Support Center by phone at 419-372-0999 or by email at tsc@bgsu.edu.
- For questions about your payroll or tax information, contact the Payroll office at 419-372-2201.
- For questions about your benefits, contact Human Resources at 419-372-8421.