

Understanding the Major Elements of Your Pay Check

The principal elements of your paycheck are highlighted below and in the sample provided inside this pamphlet.

① **Pay Period Data:** Indicates Core-CT business unit, pay group, pay dates and check details.

② **Additional Employee Data:** Indicates your current job title, pay rate and the agency (department) for which you work.

③ **Before-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay prior to tax calculations.

④ **After-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay after tax calculations.

⑤ **Leave Balances:** For employees whose agencies use Core-CT Time and Labor, lists leave balances as of the pay end date.

⑥ **Employee Pay Check:** Shows the final amount paid to you in this pay period.

Critical Payroll Elements in Core-CT

Timely Completion of Timesheets: Employees play a critical role in the accuracy of the payroll process. Please submit your timesheets on time.

Employee Benefits: Enrollment and management of employee benefits are performed at the agency level. For employees with multiple jobs, benefits are tied to the employee's primary job.

Garnishments: All garnishment transactions are performed by the Central Payroll Division of the Office of the State Comptroller. However, employees should continue to call their agency payroll office with garnishment questions.

Employees with Multiple State Jobs:

- > **You Will Receive Multiple Checks:** Within Core-CT, a payroll check will be issued for each job worked, even if they are in the same Agency. CT State Employee Credit Union deductions are set up based on each job.
- > **Single Tax Setup:** Employees with multiple jobs are bound to the withholding structure as indicated for the employee's primary job. Please check with your agency payroll office if you need to change your W-4 tax setup.



Your Pay Check

Your pay check is generated from the Core-CT system. The State of Connecticut pay check provides a wealth of information. It will display the details of your...

- Earnings
- Taxes
- Other deductions
- Vacation and other leave balances
- And more

Inside you will find a sample of a State of Connecticut pay check, as well as other important payroll information.

Please contact your agency payroll office with any questions you may have.

SAMPLE PAY CHECK

State of Connecticut
Office of the State Comptroller, 25 Elm Street
Hartford, CT 06105 - 1778

Pay Group: B41-All Biweekly 14-Day 1
Pay Begin Date: 12/14/2003
Pay End Date: 12/22/2003
Business Unit: AGENCY
Check #: 00001195
Check Date: 12/11/2003

Employee ID: 000000	TAX DATA:	Federal:	CT State:	TAXES	
Department: CSC13000 - Off of State Comptroller	Marital Status: Single	Single	Single(P)	Description:	Current YTD
Location: Accounts Payable	Allowances: 0	0	0	Fed Withholding:	1,113.61 2,227.22
Job Title: Manager	AAE Pct: 0	0	0	Fed MED/RA:	58.75 105.50
Pay Rate: \$1,375.20 Biweekly	AAE Amt:			Fed GASDI/PF:	212.80 414.00
				CT Withholding:	180.85 361.70

OSG15000 OSG064004
Employee Name
Street Address
Town, State Zip Code

BEFORE-TAX DEDUCTIONS		
Description:	Current	YTD
Health Net Charge HMO:	2.50	5.02
DefContgHTF:	200.00	200.00
Total:	102.50	205.02

AFTER-TAX DEDUCTIONS		
Description:	Current	YTD
Life Ins - Term:	12.00	24.00
LifeSavp:	4.74	13.88
SA Term/Deab:	43.95	87.90
CI/UC/SE:	100.00	200.00
LifeAdm/PAI:	57.48	114.96
LifeAdm/Ad:	49.45	98.90
Total:	377.62	747.54

HOURS AND EARNINGS

Description	Current		YTD	
	Rate	Hours	Earnings	Hours
Regular Pay	42.190000	52.00	2,197.88	104.00
Holiday	42.190000	8.00	337.52	16.00
Sick Pay	42.190000	38.00	1,603.20	40.00
Longevity			8.50	142.88

LEAVE BALANCES AS OF: 11/27/2003	
Description:	Balance
Sick	26.30
Vacation	35.70
Personal	24.00
Holiday	15.40
Comp Time	9.60

Total	\$0.00	5,275.70	148.00	6,602.40
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES
Current	3,275.20	3,275.20	1,543.73	376.24
YTD:	6,602.40	6,602.40	3,124.42	732.46

NET PAY DISTRIBUTION	
Check #00001195	1,436.75
Total	1,436.75

MESSAGE: This is a sample pay check.

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT ANGLE TO VERIFY.

State of Connecticut
Off of State Comptroller: OSG15000
51-0044-0115 FLEET BANK
HARTFORD CT 06115
Check No. 00001195

ISSUED IN PAYMENT OF STATE PAYROLL OR RETIREMENT
OFFICE OF THE STATE COMPTROLLER TO THE TREASURER OF THE STATE OF CONNECTICUT

Date: 12/12/2003 Pay Amount: \$1,436.75 *****

PAY TO THE ORDER OF: EMPLOYEE NAME
**** ONE THOUSAND FOUR HUNDRED THIRTY SIX AND 75/100 DOLLARS ****

Employee Name
Street Address
Town, State Zip Code



 Denise L. Haggan
 Comptroller of the State of Connecticut
 Denise L. Haggan
 Treasurer of the State of Connecticut

M 00001590 M I: 0119064451: 00574 03966R