Understanding the Major Elements of Your Direct Deposit Statement

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

1. Direct Deposit Information:
   Shows the final amount deposited into your bank account.

2. Pay Period Data:
   Indicates Core-CT business unit, pay group, pay dates and advice details.

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

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

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

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

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 Direct Deposit Statements: Within Core-CT, a direct deposit statement 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.

- One Direct Deposit Setup: For those employees who work multiple jobs and have direct deposit, all pay must be deposited into a single account. You will, however, receive a deposit statement for each job.

Your Direct Deposit Statement

Your direct deposit statement is generated from the Core-CT system. The State of Connecticut direct deposit statement 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 direct deposit statement, as well as other important payroll information.

Please contact your agency payroll office with any questions you may have.
## SAMPLE DIRECT DEPOSIT STATEMENT

**State of Connecticut**
Office of the State Comptroller, 33 Elm Street
Hartford, CT 06114-1775

**Direct Deposit**

**To The**
OSU000000
OSU004004
Employee Name
State Address
Town, State Zip Code

**Direct Deposit Distribution**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Sub-Name</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>People Bank</td>
<td>1,452.75</td>
</tr>
</tbody>
</table>

**Total:** 1,452.75

**NON-NEGOTIABLE**

**State of Connecticut**
Office of the State Comptroller, 33 Elm Street
Hartford, CT 06114-1775

**Employee Name**

**Taxes**

**TAX DATA:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account/Ref.</th>
<th>Department</th>
<th>Account/Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING</td>
<td>500</td>
<td>CT TAX</td>
<td>1011111111</td>
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</table>

**HOURS AND EARNINGS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
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</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>42.1</td>
<td>100.0</td>
<td>2,120.00</td>
</tr>
<tr>
<td>Holiday</td>
<td>42.1</td>
<td>3.90</td>
<td>165.30</td>
</tr>
<tr>
<td>Sick Pay</td>
<td>42.1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Leave Pay</td>
<td>42.1</td>
<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

**TOTAL EARNINGS:**

**BEFORE-TAX DEDUCTIONS**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>4</td>
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**AFTER-TAX DEDUCTIONS**

<table>
<thead>
<tr>
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<th>Rate</th>
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<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
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</tbody>
</table>

**TOTAL DEDUCTIONS:**

**LEAVE BALANCES AS OF:**

**NET PAY:**

**NET PAY DISTRIBUTION**

**MESSAGE:** This is a sample direct deposit statement.