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

Employee ID 008429
Department 0SC15000 - Gov of State-Kommissioner
Location Agricultural
Job Code Manager
Pay Rate $37.00 Per Hourly

TAX DATA
Federal CTS State
Single 0 Single 0

TAXES
Description Curr Tax YTD
Fed Witholding 1351.42 2277.23
State Witholding 36.70 51.70

TOTAL 1388.12 2328.93

REMEMBER TO TAX DEDUCTIONS
Description Curr Tax YTD
Health Care (HSA) 250.00 250.00

TOTAL 250.00 250.00

AFTER TAX DEDUCTIONS
Description Curr Tax YTD
Leaves 17.00 34.00

TOTAL 17.00 34.00

LEAVE BALANCES AS OF 10/31/2002
Description Balance
Vacation 20.80 20.80

TOTAL 20.80 20.80

PAYROLL EARNINGS
Description Rate Hours Earnings
Regular Pay 42.10 32.00 1344.00 2688.00
Holiday 42.10 0.80 33.68 67.36
Sick Pay 42.10 30.95 1807.95 3615.90

TOTAL 2688.00 5212.30 6900.35

FED TAXABLE EARNINGS TOTAL TAXES TOTAL DEDUCTION NET PAY
Current 6900.35 1388.12 250.00 4312.47

TOTAL 6900.35 1388.12 250.00 4312.47

NET PAY DISTRIBUTION
STATE 4312.47

TOTAL 4312.47

MESSAGES: This is a sample pay check.

The check is blank. The back contains a state seal watermark. Hold at an angle to verify.

H 008429 H 0139364651 00574 039678