



Resource Guide: Getting to Know Your New Paystub

Beginning January 7, 2016, your paystub will look different. While the new paystub is very similar to the current one, there are a few important differences. To help compare the differences between the old and new paystubs, this resource guide contains a sample paystub for the same individual in the same pay period. This fact sheet will highlight the rest of the changes and explain any new information contained in each area of the paystub.

The most important difference to note is the total amount of the check. Although the check is for the same pay period, the total net pay on the new paystub is more than the old because all of the benefit deductions are now split evenly across pay periods instead of one large deduction each month. Accordingly, this also means that the second check you receive January will likely be slightly less than what you may be used to expecting because half of the total monthly benefit deductions are now removed due to the even splitting.

1. General Information

- The top portion of the paystub contains information about your agency, the check and you. “Agency” is now called “Pay Group”, “Business Unit” is used instead of “Secondary Level” and your work location is printed on the pay stub.
- Your mailing address prints on the check (blurred in the example), along with your new “Employee ID”. The Employee ID is a unique number assigned to each employee. This number travels with you throughout your career including movement to other agencies or positions. This number will eventually replace any Employee ID number previously assigned to you by your agency.
- Seniority is no longer printed on the paystub but remains in effect with no changes.
- Employees with multiple appointments will receive separate paystubs for each appointment.

2. Tax Data

- There are no changes to this section of the check except that “Exemptions” are now called “Allowances”.

3. Hours and Earnings

- Hours and Earnings includes regular hours, overtime, differentials (night, weekend, standby, etc.), and lump sum adjustments.
- If you receive routine add-on or supplemental pay, such as \$1.00/hour for all hours worked in your classification, that amount will be captured and shown in the rate displayed for “Regular Hours Worked”. It will no longer appear as a separate line on your paystub.
- If you are paid on more than one appointment, the hours for each appointment will be shown on separate paystubs.
- Travel expenses, taxable or non-taxable travel, appear as a separate line in the Hours and Earnings section along with a year-to-date (YTD) balance.
- Hazardous duty pay displays in this section when applicable.

4. Taxes

- There are no changes to this section other than titles:
 - Social Security is now called Fed OASDI/EE
 - Medicare tax is now called Fed MED/EE
- You will still see separate columns for current deductions for the pay period and the YTD amount withheld for each tax. The total tax deductions for the current pay period will be shown on the Total line.

5. Before-Tax Deductions and After-Tax Deductions

- “Pre-Tax” is now called “Before-Tax” and “Post-Tax” is “After-Tax” but there are **no** changes to which benefits are considered before or after tax deductions.
- The name of your insurance providers or type of insurance now appears on the paystub along with the current and year-to-date total deductions. If there is a YTD balance, that amount will always appear, even if a current deduction was not taken.
- All insurances are deducted evenly from 24 pay periods throughout the year (in the A and B pay periods).
- If you pay for parking, the name of the location or agency that bills you rather than the word “parking” displays. In this example “Administration Building BT” is printed for parking at the Department of Administration building. This information will be agency specific and location specific but will appear last in the Before-Tax Deductions column.
- Life insurance shows the basic amount of your life coverage, not the multiplier. (The premium for the spouse and dependent life insurance is always deducted post-tax.)

6. Employer Paid Benefits - **NEW**

- This area will show how much the State of Wisconsin has paid towards your benefits. These amounts have no impact on your check and are for informational purposes only.
- The Imputed Taxable Life Insurance amount is a biweekly amount added to your taxable gross wages for life insurance coverage in excess of \$50,000. It is based on your total life insurance coverage amount and your age. This is now marked with an asterisk (*) and labeled as "TAXABLE".

7. Pay Summary

- There are columns for both the current pay period grosses and the year-to-date grosses in this area.
- The "Current Total Gross" is the new title for the old "Payroll Gross"
- Because we are now considered a single employer for tax purposes, when you move between agencies the YTD balance column is transferred and continues to add up for all of the agencies you worked for in a single year.

8. Leave Balances

- The leave balances section will continue to show your ending leave balances. The amount and type of leave used is shown in the Hours and Earnings Section of the paystub. The amount of earned leave will not display anywhere on the paystub but employees will still continue to earn sick leave in exactly the same way.

9. Net Pay Distribution - **NEW**

- Net Pay Distribution will show you how your pay check is disbursed. It will show the Payment type (check or direct deposit), Account type, Account number and the amount.

10. Message Area

- The message section at the bottom of the check is used to print messages to all employees such as announcing open enrollment for the annual Its Your Choice insurance open enrollment program, the Partners in Giving campaign, etc.

SAMPLE: NEW Paystub

State of Wisconsin - Central Payroll PO Box 7932 Madison, WI 53707-7932		Pay Group: 505-Dept of Administration Pay Begin Date: 12/13/2015 Pay End Date: 12/26/2015	Business Unit: 50500 Advice #: [REDACTED] Advice Date: 01/07/2016																																																																																
MADISON, WI [REDACTED]		Employee ID: [REDACTED] Department: 505DT20000- Location: 505 ADMINISTRATION BLDG Job Title: [REDACTED]	TAX DATA: Federal WI State Marital Status: Married Married Allowances: 0 0 Addl Percent: [REDACTED] [REDACTED] Addl Amount: 10.00 5.00																																																																																
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Note: Although this sample is for a full-time employee, the hours total less than 80. Unpaid time does not display. In this example, the hours are exactly as expected.

SAMPLE: OLD Paystub

State of Wisconsin		Bi-Weekly Payroll		Electronic Check/Advice Statement			
MADISON, WI 53704							
Agency:	505	Sec Level:	000	Check Sort:	11062		
Pay Period Begin Date:	11/01/15	Pay Period:	24-A	Check Date:	11/25/15		
Pay Period End Date:	11/14/15			Advice #:	52000460		
Employee Information			Tax Data		Federal		
Seniority Date:	3/95	Marital Status:	M	M			
Base Pay Rate:	32.260	Exemptions:	00	00			
Supp. Pay Rate:	0.000	Additional Amt. Withheld:	10.00	5.00			
Schedule/Range:							
Job Title:							
Hours and Earnings				Travel Reimbursement			
Description	Appt #	Rate	Hours	Earnings	Description	Current	YTD
Regular Hours	1	32.260	89.00	2,871.14			
Regular Overtime	1	32.260	9.58	309.05			
Night Differential	1	0.450	4.25	1.91			
Payroll Gross				3,182.10	Travel Gross		0.00
Pre-Tax Deductions		Post-Tax Deductions		Post-Tax Retirement Deductions			
Description	Current	YTD	Description	Amount	Description	Current	YTD
Health Insurance	230.00	2,530.00	Income Continuation	3.30	Additional Retr	30.00	720.00
Retirement**	216.38	5,173.54	Credit Union	100.00			
Life 71,000 X 2		155.00					
Epic Insurance	39.54	434.94					
Vision Care	13.08	143.88					
Dental Insurance	36.17	397.87					
Deferred Comp **	60.00	1,440.00					
Parking	34.39	823.72					
Total	629.56		Total	103.30	Total	30.00	
Tax Withholding			Pay Summary				
Description	Current	YTD	Description	Amount			
Fed Withholding	308.74	8,048.47	Total Gross	3,182.10			
WI Withholding	154.11	3,927.45	Total Deductions	1,442.61			
Social Security	175.79	4,448.35					
Medicare	41.11	1,040.34					
Total	679.75		Net Pay	1,739.49			
YTD Grosses			Leave Activity				
Description	Current	YTD	Description	Beginning of P/P	Earned P/P	Used P/P	Bal End of P/P
Payroll Gross	3,182.10	76,081.50	Sick Leave	1871:00	5:00		1876:00
State Taxable Gross*	2,558.91	65,133.75	Vacation	167:00		9:00	158:00
Federal Taxable Gross*	2,558.91	65,133.75	Personal Holiday	0:00			0:00
Soc. Sec. Gross*	2,835.29	71,747.29	Sat./Legal	0:00			0:00
Medicare Gross*	2,835.29	71,747.29	Comp. Time	14:55			14:55
			Term./Sabb.	520:00			520:00
*Imputed Income Included in Taxable Gross			Date of Last Leave				
Life Ins (Cov. Over 50,000)		6.37 151.20	Transaction Processed:				11/09/15
Health Ins (Non-Tax Dependents)							
Subject to Soc. Sec./Medicare Tax *** State Pays All							

