



Anatomy of a Pay Advice

What parts come together to make your Pay Advice happen?

PERSONAL INFORMATION

Jane Doe
123 Nice St.
Awesometown, CO 80000

Employee ID: 123456
Department: 51000-Employee Services
Location: Office of the President
Job Title: System mover and shaker
Pay Rate: \$\$\$\$.\$\$ Monthly

The source: HRMS and portal self-service features

TAX DATA

| | | |
|-----------------|---------|----------|
| | Federal | CO State |
| Marital Status: | Married | Married |
| Allowances: | 4 | 4 |
| Addl. Percent: | | |
| Addl. Amount: | | |

The source: W-4

HOURS & EARNINGS

| | -----Current----- | | | -----YTD----- | |
|------------------|-------------------|-------|---------------|---------------|---------------|
| | Rate | Hours | Earnings | Hours | Earnings |
| Regular Earnings | | | \$\$\$\$.\$\$ | 1,140.00 | \$\$\$\$.\$\$ |
| Vacation Pay | | | | 76.00 | \$\$\$\$.\$\$ |

The source: HRMS & My.Leave

TAXES

| | ---Current--- | ---YTD--- |
|-----------------|---------------|---------------|
| Fed Withholding | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| Fed MED/EE | \$\$.\$\$ | \$\$\$.\$\$ |
| Fed OASD/EE | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| CO Withholding | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| CO Denver | \$.\$\$ | \$\$.\$\$ |

The source: W-4 & tax tables

BEFORE-TAX DEDUCTIONS

| | ---Current--- | ---YTD--- |
|-------------------|---------------|---------------|
| Retirement Plan | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| Medical Plan | \$\$.\$\$ | \$\$\$.\$\$ |
| Vision Plan | \$.\$\$ | \$\$.\$\$ |
| FSA – Health Care | \$\$.\$\$ | \$\$\$.\$\$ |
| Parking | \$\$.\$\$ | \$\$\$.\$\$ |

The source: Benefits & your selections

AFTER-TAX DEDUCTIONS

| | ---Current--- | ---YTD--- |
|-------------------------|---------------|-----------|
| Optional Life Insurance | \$.\$\$ | \$\$.\$\$ |
| Disability Insurance | \$.\$\$ | \$\$.\$\$ |
| Colorado Wins | \$.\$\$ | \$\$.\$\$ |

The source: Benefits & your selections

EMPLOYER PAID BENEFITS

| | ---Current--- | ---YTD--- |
|-------------------------|---------------|---------------|
| Retirement Plan | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| Medical Plan | \$\$\$.\$\$ | \$\$\$\$.\$\$ |
| Vision Plan | \$.\$\$ | \$\$.\$\$ |
| Dental Plan | \$\$.\$\$ | \$\$\$.\$\$ |
| Optional Life Insurance | \$\$.\$\$ | \$\$\$.\$\$ |

The source: Benefits

VACATION & SICK LEAVE

| | ---Paid Time Off--- | ---Sick Leave--- |
|---------------|---------------------|------------------|
| Start Balance | 0.0 | 0.0 |
| + Earned | 211.4 | 144.1 |
| + Bought | 0.0 | 0.0 |
| - Taken | 152.7 | 0.0 |
| - Sold | 0.0 | 0.0 |
| End Balance | 58.7 | 144.1 |

The source: My.Leave & Time Collection

NET PAY DISTRIBUTION

| | |
|------------------------|--------------------------------|
| Advice #00000012345678 | Account Number: XXXXXXXX6789 |
| Account Type: Checking | Deposit Amount: \$\$\$\$. \$\$ |

The source: Payroll brings it all together for you!