

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.

- ➊ **Direct Deposit Information:** Shows the final amount deposited into your bank account.
- ➋ **Pay Period Data:** Indicates Core-CT business unit, pay group, pay dates and advice details.
- ➌ **Additional Employee Data:** Indicates your current job title, pay rate and the agency (department) for which you work.
- ➍ **Before-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay prior to tax calculations.
- ➎ **After-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay after tax calculations.
- ➏ **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, 55 Elm Street
Hartford, CT 06106-1775

Advice Date
12/11/2003

Advice No.
590

Deposit Amount: \$1,436.75

To The
Account(s) Of OSC15000 OSC064004
Employee Name
Street Address
Town, State Zip Code

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Bank Name	Deposit Amount
Checking	Peoples Bank	1,436.75
1		
Total:		\$1,436.75

NON-NEGOTIABLE

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106 - 1775

Pay Group:	B41-All Biweekly 14-Day 1	2	Business Unit:	AGNCY
Pay Begin Date:	11/14/2003		Advice #:	000000000000590
Pay End Date:	11/27/2003		Advice Date:	12/11/2003

Employee Name	Employee ID: 000000	TAX DATA:	Federal	CT State
Street Address	Department: OSC15000 - Off of State Comptroller	Marital Status:	Single	Single (F)
Town, State Zip Code	Location: Accounts Payable	Allowances:	0	
	Job Title: Manager	Add. Pct.:		0
	Pay Rate: \$3,375.20 Biweekly	Add. Amt.:		

HOURS AND EARNINGS						TAXES			
Description	Current			YTD			Description	Current	YTD
	Rate	Hours	Earnings	Hours	Earnings				
Regular Pay	42.190000	52.00	2,193.88	104.00	4,387.76	Fed Withholding	1,113.61	2,227.22	
Holiday	42.190000	8.00	337.52	16.00	675.04	Fed MED/EE	50.75	101.50	
Sick Pay	42.190000	20.00	843.80	40.00	1,687.60	Fed OASD/EE	217.00	434.00	
Longevity			0.00		142.00	CT Withholding	180.85	361.70	
Total:		80.00	3,375.20	160.00	6,892.40	Total:	1,562.21	3,124.42	

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			LEAVE BALANCES AS OF: 11/27/2003	
Description	Current	YTD	Description	Current	YTD	Description	Balance
Health Net Charter HMO	2.56	5.12	Life Ins. - Basic	17.00	34.00	Sick	26.20
DefCompHTF	100.00	200.00	LifeInsSup	6.74	13.48	Vacation	30.70
4			ShTrmDisab	43.98	87.96	Personal	24.00
			CrUseCSE	100.00	200.00	Holiday	11.40
			LifeInsDNG	37.48	114.96	Comp Time	9.60
			LtCareAnd	48.48	96.96		
			Anthem Dental A & C	0.00	0.00		
Total:	102.56	205.12	Total:	273.68	547.36		
TOTAL GROSS			FED TAXABLE GROSS			TOTAL DEDUCTIONS	
Current:	3,375.20			3,272.64			376.24
YTD:	6,892.40			6,687.28			752.48
							1,436.75
							3,015.50

NET PAY DISTRIBUTION	
Advice #000000000000590	1,436.75
Total:	1,436.75

MESSAGE: This is a sample direct deposit statement.