

## Understanding the Major Elements of Your Pay Check

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

- ➊ **Pay Period Data:** Indicates Core-CT business unit, pay group, pay dates and check details.
- ➋ **Additional Employee Data:** Indicates your current job title, pay rate and the agency (department) for which you work.
- ➌ **Before-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay prior to tax calculations.
- ➍ **After-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay after tax calculations.
- ➎ **Leave Balances:** For employees whose agencies use Core-CT Time and Labor, lists leave balances as of the pay end date.
- ➏ **Employee Pay Check:** Shows the final amount paid to you in this pay period.

## Critical Payroll Elements in Core-CT

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**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.



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## Your Pay Check

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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



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

Pay Group: B41-All Biweekly 14-Day 1	1	Business Unit: AGENCY
Pay Begin Date: 11/14/2003		Check #: 000001590
Pay End Date: 11/27/2003		Check Date: 12/12/2003

Employee ID: 000000	TAX DATA:	Federal	CT State	<b>TAXES</b>		
Department: OSC15000 - Off of State Comptroller	Marital Status:	Single	Single (F)	Description	Current	
Location: Accounts Payable	Allowances:	0		Fed Withholding	1,113.61	
Job Title: Manager	Addl. Pct.:	0		Fed MED/EE	50.75	
Pay Rate: \$3,375.20 Biweekly	Addl. Amt.:			Fed OASDI/EE	217.00	
				CT Withholding	180.85	
				<b>Total:</b>	<b>1,562.21</b>	
OSC15000 OSC064004 <b>Employee Name</b> Street Address Town, State Zip Code				<b>BEFORE-TAX DEDUCTIONS</b>		
				Description	Current	YTD
				Health Net Charter HMO	2.56	5.12
				DefCompHTF	100.00	200.00
				<b>Total:</b>	<b>102.56</b>	<b>205.12</b>
				<b>AFTER-TAX DEDUCTIONS</b>		
				Description	Current	YTD
				Life Ins. - Basic	17.00	34.00
				LifInsSup	6.74	13.48
				ShTrnDisab	43.98	87.96
CrUaCSE	100.00	200.00				
LifInsNG	57.48	114.96				
LtCareAul	48.48	96.96				
<b>Total:</b>	<b>273.68</b>	<b>547.36</b>				
<b>HOURS AND EARNINGS</b>				<b>LEAVE BALANCES AS OF: 11/27/2003</b>		
	Current	YTD		Description	Balance	
Description	Rate	Hours	Earnings	Hours	Earnings	
Regular Pay	42.190000	52.00	2,193.88	104.00	4,387.76	
Holiday	42.190000	8.00	337.52	16.00	675.04	
Sick Pay	42.190000	20.00	843.80	40.00	1,687.60	
Longevity			0.00		142.00	
<b>Total:</b>	<b>80.00</b>	<b>3,375.20</b>	<b>160.00</b>	<b>6,892.40</b>		
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>TOTAL TAXES</b>		
Current:	3,375.20	3,272.64	1,562.21	376.24	1,436.75	
YTD:	6,892.40	6,687.28	3,124.42	752.48	3,015.50	
				<b>NET PAY DISTRIBUTION</b>		
				Check #000001590	1,436.75	
				<b>Total:</b>	<b>1,436.75</b>	

MESSAGE: This is a sample pay check.

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT ANGLE TO VERIFY.

State of Connecticut Off of State Comptroller OSC15000	6	51-0044/0119 FLEET BANK Hartford CT 06115	Check No. 00001590
ISSUED IN PAYMENT OF STATE PAYROLL OR RETIREMENT		OFFICE OF THE STATE COMPTROLLER TO THE TREASURER OF THE STATE OF CONNECTICUT	
		Date: 12/12/2003	Pay Amount: \$1,436.75 *****
PAY to the order of	EMPLOYEE NAME **** ONE THOUSAND FOUR HUNDRED THIRTY SIX AND 75/100 DOLLARS ****		
CHECK NOT VALID UNLESS SIGNED BY BOTH STATE TREASURER AND STATE COMPTROLLER			
Employee Name Street Address Town, State Zip Code	 Nancy Wyman Comptroller of the State of Connecticut	 Denise L. Nappler Treasurer of the State of Connecticut	

II\* 00001590 II\*

I: 0119004451: 00574 03966 II\*