Understanding Your Pay Statement

1. **Employee ID**  Unique personnel number assigned by the HR/Payroll system.

2. **Pay Date**  Date of payment (check and/or direct deposit).

3. **Pay Period End Date**  End of current two-week pay period.

4. **Pay No.**  Payroll run number (administrative purposes only).

5. **Net Pay**  Earnings minus taxes and deductions for the current pay period. This includes all direct deposits listed with employee-specific information. (See #12)

6. **Control No.**  Check number or direct deposit reference number.

7. **Earnings**  Earnings for current pay period and cumulative total earnings for year-to-date. Includes leave taken during current period and year-to-date totals.

8. **Leave Balances**  Leave balances as of the end of the current pay period. A negative balance represents anticipated leave taken which is not yet earned.

9. **Taxes**  Taxes withheld for the current pay period and total cumulative taxes withheld year-to-date.

10. **Deductions**  Deductions for the current pay period and cumulative year-to-date amount.

11. **Bulletin Board**  Messages to employees from the State System.

12. **Employee-specific information:**
   - Federal withholding status.
   - Municipality of residence.
   - Municipality of work location.
   - Direct deposit information. The check amount, if any, is equal to net pay minus any direct deposit.