

SAMPLE NEW PAY STATEMENT

State of Hawaii Central Payroll P.O. Box 119 Honolulu, HI 96810		###M### ### M12345###	Payroll Number: M12 Pay Begin Date: 03/01/2020 Pay End Date: 03/15/2020	Warrant Dist: 345 Advice #: 00000002123456 Advice Date: 04/03/2020				
Jane Plumeria 12345 Island Road Honolulu, HI 96813	Self-Service ID: 00123456 Department: SOH-State of Hawaii	TAX DATA:	Federal Marital Status: Married Allowances: 0 Addl. Percent: Addl. Amount:	HI State Married 0 0				
HOURS AND EARNINGS			TAXES					
Description	Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD
Regular			3,542.00		24,794.00	Fed OASDI/EE	219.61	1,537.23
						Fed MED/EE	51.36	359.51
						Fed Withholding	315.08	2,170.35
						HI Withholding	231.61	1,597.57
TOTAL:		0.00	3,542.00	0.00	24,794.00	TOTAL:	817.66	5,664.66
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Reg Retir hire after 6/30/2012	283.36	1,983.52	Employee Organization UPW	11.40	102.60	ERS All Oth Afr 6/30/12	779.24	5,454.68
Deferred Compensation	0.00	300.00	Statutory Dues UPW BU 01	31.03	276.75	Retiree Health Ins ER aft 2012	359.16	2,514.12
			Retro SD UPW BU 01	0.00	1.89	Other Post Empl Benefit 2012	507.57	3,552.99
						Pension Administration aft 2012	0.35	2.45
						UI Assessments	0.71	4.97
						Workers Comp	43.92	307.44
						Employer State Grp Life Insur	2.06	14.42
TOTAL:	283.36	2,283.52	TOTAL:	0.00	0.00	*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current	3,542.00		3,258.64		817.66		283.36	2,440.98
YTD	24,794.00		22,510.48		5,664.66		2,283.52	16,845.82
YEAR-TO-DATE	VACATION LEAVE	SICK LEAVE	NET PAY DISTRIBUTION					
Start Balance	0.0	0.0	Payment Type	Account Type	Account Number	Amount		
+ Earned	0.0	0.0	Advice #00000001234567	Checking	XXXXXXXX1234			2,440.98
- Taken	0.0	0.0	TOTAL:					2,440.98
+ Adjustments	260.0	328.0						
End Balance	260.0	328.0						

Area	Description	Fields
1	Employer Name and Address	<ul style="list-style-type: none"> • Employer name and business address
2	Payroll Information	<ul style="list-style-type: none"> • Payroll Number: The payroll number indicates your division. • Pay Begin and End Date: The start and end date of your pay check. <i>Note: the pay period dates on pay statements from the old payroll system may not have displayed accurately.</i> • Warrant Dist: The warrant distribution code defines your branch • Advice #: The number assigned to your pay • Advice Date: The date the funds are available
3	Employee Name and Payroll Address	<ul style="list-style-type: none"> • Employee Name: Your Payroll Name • Employee Address: Your Payroll Address
4	Tax Data <i>Shows what you have designated for federal and state taxes.</i>	<ul style="list-style-type: none"> • Marital Status: Marital status for tax withholding purposes • Allowances: Withholding allowances selected for Federal and State • Addl. Amount: Additional amount withholding
5	Hours and Earnings <i>Your regular base pay and/or how many hours you worked in the pay period</i>	<ul style="list-style-type: none"> • Regular: Includes base pay – current and year to date (YTD) earnings • Additional Pays: Overtime, Differential Pay, etc. – current and YTD earnings.
6	Taxes	<ul style="list-style-type: none"> • This is the amount of taxes withheld from your current pay, including Federal, State, Social Security (OASDI) and Medicare taxes. Please note the new system will use a slightly different tax withholding calculation method which may result in rounding differences when compared to your previous pay. <ul style="list-style-type: none"> ○ This means that you may see a difference of up to 10 cents on these taxes with your new pay check. This amount is balanced each pay period by looking at your full calendar year income, which ensures that your W-2 is accurate for your end of year filing. • Tax Withholding Changes: If you are currently paid for more than one position, you may see a difference in your Federal and State tax withholdings as each check is calculated individually based on your W-4 withholding allowances. <ul style="list-style-type: none"> ○ This means that you may see a decrease in your overall taxes withheld each pay period. ○ You may update your withholdings to change what is withheld if needed, but it is not required. ○ This may result in less taxes being withheld throughout the year.
7	Before Tax Deductions <i>Shows before tax deductions.</i>	<ul style="list-style-type: none"> • Before Tax Deductions: Items listed in this box are taken from your gross wages before taxes. These deductions reduce your Federal taxable wages and therefore your tax withholding. Current and year to date (YTD) amounts are listed.

Area	Description	Fields
8	After Tax Deductions <i>Shows after tax deductions.</i>	<ul style="list-style-type: none"> • After Tax Deductions: Items listed in this box are deducted your gross wages and have no effect on the taxable wages. Current and year to date (YTD) amounts are listed. • Monthly Deduction Amounts: Deductions that are calculated based on a monthly amount and divided over each semi-monthly pay period, will round up by 1 penny, rather than varying by 1 penny each pay period. • Garnishment Deductions: If you have an active garnishment deduction, you will see variation in the amount withheld for those that are based on a percentage of your income. Each time you are paid, your garnishment will be recalculated to meet the legal requirements of your withholding order. If you have any questions regarding your active withholding order, please email dags.garnishment@hawaii.gov. *Note: Garnishment and student loan processing will follow federal standards and calculation routines to ensure that disposable income is maximized.
9	Pay Statement Summary	<ul style="list-style-type: none"> • Total Gross: The total gross pay you received in this pay period. • Fed Taxable Gross: The federal taxable gross. • Total Taxes: The total of Federal and State withholdings. • Total Deductions: The total of the before tax and after-tax deductions. • Net Pay: The gross pay less deductions and tax withholdings paid to the employee.
10 New	Other Employee Information	<ul style="list-style-type: none"> • Self Service ID: Your self-service identification number • Department: The employee's primary department
11 New	Employer Paid Benefits	<ul style="list-style-type: none"> • This section will show the employer paid benefit amounts for this pay period. Current and year to date (YTD) are listed. These benefits are not deducted from your earnings and many are statutorily required employer costs. • If any amounts are included as taxable income, they will be indicated with an asterisk.
12 New	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> • If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown. • This information notes how the earnings for this pay period are paid to you.
13 New	Year-to-date Vacation Leave Sick Leave <i>Shows vacation and sick leave balance details.</i> <i>[Applicable only to employees of DAGS, Office of LT GOV and GOV.]</i>	<ul style="list-style-type: none"> • Start balance indicates the balances at the beginning of the year. • +Earned shows the hours earned in the current pay period. • -Taken shows the hours taken in the current pay period. • +Adjustments shows adjustments due to situations such as correction, reclassification, or carryforward to update the end balance. • End balance indicates the calculated balances at the end of the pay period.