

# SAMPLE NEW PAY STATEMENT

<b>State of Hawaii Central Payroll</b> P.O. Box 119 Honolulu, HI 96810		Payroll Number: Z04 Pay Begin Date: 02/16/2021 Pay End Date: 02/28/2021		Warrant Dist: 001 Advice #: 000000001234567 Advice Date: 03/19/2021	
<b>John Aloha</b> 123 Aloha Way Honolulu, HI 96819		Self-Service ID: 00012345 Department: SOH-State of Hawaii		<b>TAX DATA:</b> Marital Status: Married Allowances: 0 Addl. Percent: 0 Addl. Amount: 0	

HOURS AND EARNINGS					TAXES			
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
Regular			2,168.50		12,178.78	Fed OASDI/EE	131.41	873.66
Ordinary Overtime	37.532308	3.25	121.98	51.75	1,940.21	Fed MED/EE	30.73	204.32
Regular			-18.77		0.00	Fed Withholding	159.99	1,121.39
Comp Time Off	25.021154	0.75	18.77	12.00	300.26	HI Withholding	121.87	835.70
Ordinary Overtime	37.530000	1.00	37.53		0.00			
Sick			0.00	8.00	193.48			
Temporary Assignment			0.00	339.88	326.28			
Vacation			0.00	8.00	193.48			
<b>TOTAL:</b>		<b>5.00</b>	<b>2,328.01</b>	<b>419.63</b>	<b>15,132.49</b>	<b>TOTAL:</b>	<b>444.00</b>	<b>3,035.07</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Reg Retir hire before 7/1/2012	139.68	907.94	Statutory Dues HGEA BU 03	24.42	145.26	ERS All Oth Active prior 7/1/12	558.72	3,631.80
Dental Pre Tax	14.47	86.82				Employer Prescription Drug	83.12	498.72
FSA Admin Fee	2.50	15.00				Employer State Vision Care	3.42	20.52
FSA Medical	41.67	250.02				Employer State Dental Plan	21.71	130.26
EUTF PreTax Medical	62.13	372.78				UI Assessments	1.63	11.64
Prescription Drug Pre Tax	15.48	92.88				Employer State Medical	333.60	2,001.60
Bus Pass DAGS	70.00	210.00				Workers Comp	32.59	231.79
Vision Pre Tax	2.28	13.68				Employer State Grp Life Insur	2.06	12.36
						Retiree Health Insurance	257.71	1,597.50
						Pension Administration	1.16	4.41
<b>TOTAL:</b>	<b>348.21</b>	<b>1,949.12</b>	<b>TOTAL:</b>	<b>24.42</b>	<b>145.26</b>	<b>*TAXABLE</b>		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,328.01	1,979.80	444.00	372.63	1,511.38
YTD	15,132.49	13,183.37	3,035.07	2,094.38	10,003.04

YEAR-TO-DATE	VACATION LEAVE	SICK LEAVE
Start Balance	122.00	1,392.00
+ Earned	28.00	28.00
- Taken	0.00	0.00
+ Adjustments	0.00	0.00
<b>End Balance</b>	<b>150.00</b>	<b>1,420.00</b>

NET PAY DISTRIBUTION			
Payment Type	Account Type	Account Number	Deposit Amount
Advice #000000001234567	Checking	XXXXXX1234	100.00
	Checking	XXXXXX1234	1,411.38
<b>TOTAL:</b>			<b>1,511.38</b>

## LEGEND

- Employer Name and Address
- Payroll Information
- Employee Name and Payroll Address
- Tax Data
- Hours and Earnings
- Taxes
- Before Tax Deductions
- After Tax Deductions
- Pay Statement Summary
- Other Employee Information
- Employer Paid Benefits
- Net Pay Distribution
- (New) Year-to-date Vacation Leave Sick Leave

# New Employee Pay Statement for Time and Leave

## BEFORE & AFTER

### Previous Pay Statement

State of Hawaii Central Payroll P.O. Box 119 Honolulu, HI 96810		###Z###		###Z04001###		Warrant Dist: 001 Advice #: 00000001234567 Advice Date: 02/19/2021			
		Payroll Number: Z04 Pay Begin Date: 01/16/2021 Pay End Date: 01/31/2021							
John Aloha 123 Aloha Way Honolulu, HI 96819		Self-Service ID: 00012345 Department: SOH-State of Hawaii		TAX DATA:		Federal	HI State		
				Marital Status:		Single	Single		
				Allowances:		0	0		
				Addl. Percent:					
				Addl. Amount:					
HOURS AND EARNINGS				TAXES					
Pay Period		Current		YTD					
Description	Begin Date	End Date	Rate	Hours	Earnings	Description	Current	YTD	
Regular			2.770000	2.00	5.54	Fed MED/EE	44.12	221.63	
Overtime			2.530000	1.00	2.53	Fed Withholding	315.95	1,870.46	
Sched OT	12/16/2020	12/31/2020			75.90	HI Withholding	195.16	1,003.81	
Holiday Pay			29.800000	12.00	357.60				
Temp Assign	12/16/2020	12/31/2020	10.800000	1.00	10.80				
Temp Assign	12/01/2020	12/15/2020	7.200000	1.00	7.20				
Retro Base					0.00				
					1,556.00				
TOTAL:		17.00		3,042.57	133.00	15,284.78	TOTAL:	555.23	3,095.90
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	369.34	1,695.77	Statutory Dues BU 11	40.92	163.68	ERS All Oth aft 6/30/2012	1,066.41	4,896.22	
Deferred Compensation	267.32	1,358.90				Retiree Health Ins ER aft 2012	268.68	1,233.60	
						Pension Administration aft 2012	0.52	2.40	
						UI Assessments	2.43	12.23	
						Workers Comp	48.38	243.03	
						Employer State Grp Life Insur	2.06	8.24	
TOTAL:		636.66	3,054.67	TOTAL:	40.92	163.68	*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY		
Current	3,042.57	2,405.91	555.23		677.58		1,809.76		
YTD	15,284.78	12,230.11	3,095.90		3,218.35		8,970.53		
YEAR-TO-DATE		VACATION LEAVE	SICK LEAVE		NET PAY DISTRIBUTION				
Start Balance	0.00	0.00	Payment Type		Account Type	Account Number	Deposit Amount		
+ Earned	0.00	0.00	Advice #000000001234567		Checking	XXXXXXXX1234	1,809.76		
- Taken	0.00	0.00	TOTAL:		1,809.76				
+ Adjustments	0.00	0.00							
End Balance	0.00	0.00							



### New Pay Statement

State of Hawaii Central Payroll P.O. Box 119 Honolulu, HI 96810		###Z### Payroll Number: Z04 Pay Begin Date: 03/16/2021 Pay End Date: 03/31/2021	###Z04001### Warrant Dist: 001 Advice #: 00000001234567 Advice Date: 04/20/2021					
<b>John Aloha</b> 123 Aloha Way Honolulu, HI 96819		Self-Service ID: 00012345 Department: SOH-State of Hawaii	<b>TAX DATA:</b> Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount: 35.00	<b>Federal</b>  Single 0  4.00	<b>HI State</b>  Single 0  4.00			
<b>HOURS AND EARNINGS</b>			<b>TAXES</b>					
<b>Description</b>	<b>Rate</b>	<b>Current Hours</b>	<b>Earnings</b>	<b>Hours</b>	<b>Earnings</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>
Regular	0.500000	1.50	2,052.50	1.50	16,181.54	Fed OASD/EE	135.94	1,106.77
Working Condition Diff			0.75	1.50	0.75	Fed MED/EE	31.79	258.84
Ordinary Overtime	35.828571	7.00	250.80	7.00	250.80	Fed Withholding	290.81	2,404.49
Night Shift Differential	0.700000	10.50	7.35	10.50	7.35	HI Withholding	148.39	1,211.65
Meal - Breakfast	6.000000	1.00	6.00	1.00	6.00			
Meal - Lunch	8.000000	1.00	8.00	1.00	8.00			
Meal - Dinner	10.000000	1.00	10.00	1.00	10.00			
Regular			-165.78		0.00			
Comp Time Off	23.682692	1.00	23.68	2.00	47.36			
Sick	23.682692	6.00	142.10	6.00	142.10			
Meals			0.00	72.00	72.00			
Night Shift Differential			0.00	34.50	24.15			
Other			0.00	43.75	2,243.83			
<b>TOTAL:</b>		<b>29.00</b>	<b>2,335.40</b>	<b>180.25</b>	<b>18,993.88</b>	<b>TOTAL:</b>	<b>606.93</b>	<b>4,981.75</b>
<b>BEFORE-TAX DEDUCTIONS</b>			<b>AFTER-TAX DEDUCTIONS</b>			<b>EMPLOYER PAID BENEFITS</b>		
<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>
Deferred Compensation	60.00	480.00	Statutory Dues UPW BU 01	37.86	301.82	ERS All Oth Active prior 7/1/12	560.50	4,529.73
Dental Pre Tax	7.24	57.92				Employer State Vision Care	1.84	14.72
EUTP Pre Tax Medical	134.37	1,074.96				Employer State Dental Plan	10.85	86.80
Vision Pre Tax	1.23	9.84				UI Assessments	1.63	14.16
						Employer State Medical	210.25	1,682.00
						Workers Comp	32.70	282.23
						Employer State Grp Life Insur	2.06	16.48
						Retiree Health Insurance	258.53	2,019.30
						Pension Administration	1.17	6.62
<b>TOTAL:</b>	<b>202.84</b>	<b>1,622.72</b>	<b>TOTAL:</b>	<b>37.86</b>	<b>301.82</b>	<b>*TAXABLE</b>		
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>TOTAL TAXES</b>		<b>TOTAL DEDUCTIONS</b>		<b>NET PAY</b>
Current	2,335.40	2,132.56	606.93	240.70	1,487.77			
YTD	18,993.88	17,371.16	4,981.75	1,924.54	12,087.59			
<b>YEAR-TO-DATE</b>		<b>VACATION LEAVE</b>		<b>SICK LEAVE</b>		<b>NET PAY DISTRIBUTION</b>		
Start Balance	0.00	0.00	<b>Payment Type</b>		<b>Account Type</b>	<b>Account Number</b>	<b>Deposit Amount</b>	
+ Earned	14.00	14.00	Advice #000000001234567		Checking	XXXXXXXX1234	450.00	
- Taken	0.00	6.00			Checking	XXXXXXXX1234	50.00	
+ Adjustments	748.00	819.50			Checking	XXXXXXXX1234	25.00	
					Checking	XXXXXXXX1234	962.77	
<b>End Balance</b>	<b>762.00</b>	<b>827.50</b>	<b>TOTAL:</b>				<b>1,487.77</b>	

## LEGEND



Area	Description	Fields
1	Employer Name and Address	<ul style="list-style-type: none"> <li>Employer name and business address</li> </ul>
2	Payroll Information	<ul style="list-style-type: none"> <li><b>Payroll Number:</b> The payroll number indicates your division.</li> <li><b>Pay Begin and End Date:</b> 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></li> <li><b>Warrant Dist:</b> The warrant distribution code defines your branch</li> <li><b>Advice #:</b> The number assigned to your pay</li> <li><b>Advice Date:</b> The date the funds are available</li> </ul>
3	Employee Name and Payroll Address	<ul style="list-style-type: none"> <li><b>Employee Name:</b> Your Payroll Name</li> <li><b>Employee Address:</b> Your Payroll Address</li> </ul>
4	<b>Tax Data</b> <i>Shows what you have designated for federal and state taxes.</i>	<ul style="list-style-type: none"> <li><b>Marital Status:</b> Marital status for tax withholding purposes</li> <li><b>Allowances:</b> Withholding allowances selected for Federal and State</li> <li><b>Addl. Amount:</b> Additional amount withholding</li> </ul>
5	<b>Hours and Earnings</b> <i>Your regular base pay and/or how many hours you worked in the pay period</i>	<ul style="list-style-type: none"> <li><b>Regular:</b> Includes base pay – current and year to date (YTD) earnings</li> <li><b>Additional Pays:</b> Overtime, Differential Pay, etc. – current and YTD earnings.</li> <li>On paychecks with a fixed semi-monthly amount for Regular Earnings, when Vacation and Sick leave are used, an additional payline for Regular Earnings will show <b>negative</b> hours and amount along with corresponding paylines for Vacation and Sick leave hours that are used.</li> </ul>
6	Taxes	<ul style="list-style-type: none"> <li>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"> <li>◇ 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.</li> </ul> </li> <li><b>Tax Withholding Changes:</b> 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"> <li>◇ This means that you may see a decrease in your overall taxes withheld each pay period.</li> <li>◇ You may update your withholdings to change what is withheld if needed, but it is not required.</li> <li>◇ This may result in less taxes being withheld throughout the year.</li> </ul> </li> </ul>

Need help?

<http://ags.hawaii.gov/hip/get-your-pay-statement/> | (808) 201-SERV [7378] | [HIP@hawaii.gov](mailto:HIP@hawaii.gov)

## LEGEND



Area	Description	Fields
7	<b>Before Tax Deductions</b> <i>Shows before tax deductions.</i>	<ul style="list-style-type: none"> <li><b>Before Tax Deductions:</b> 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.</li> </ul>
8	<b>After Tax Deductions</b> <i>Shows after tax deductions.</i>	<ul style="list-style-type: none"> <li><b>After Tax Deductions:</b> 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.</li> <li><b>Monthly Deduction Amounts:</b> 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.</li> <li><b>Garnishment Deductions:</b> 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 <a href="mailto:dags.garnishment@hawaii.gov">dags.garnishment@hawaii.gov</a>. <b>*Note: Garnishment and student loan processing will follow federal standards and calculation routines to ensure that disposable income is maximized.</b></li> </ul>
9	<b>Pay Statement Summary</b>	<ul style="list-style-type: none"> <li><b>Total Gross:</b> The total gross pay you received in this pay period.</li> <li><b>Fed Taxable Gross:</b> The federal taxable gross.</li> <li><b>Total Taxes:</b> The total of Federal and State withholdings.</li> <li><b>Total Deductions:</b> The total of the before tax and after-tax deductions.</li> <li><b>Net Pay:</b> The gross pay less deductions and tax withholdings paid to the employee.</li> </ul>
10	<b>Other Employee Information</b>	<ul style="list-style-type: none"> <li><b>Self Service ID:</b> Your self-service identification number</li> <li><b>Department:</b> The employee's primary department</li> </ul>
11	<b>Employer Paid Benefits</b>	<ul style="list-style-type: none"> <li>This section will show the employer paid benefit amounts for this pay period. Current and year to date (YTD) are listed.</li> <li>If any amounts are included as taxable income, they will be indicated with an asterisk.</li> </ul>
12	<b>Net Pay Distribution</b> <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> <li>If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown.</li> <li>This information notes how the earnings for this pay period are paid to you.</li> </ul>

Need help?

<http://ags.hawaii.gov/hip/get-your-pay-statement/> | (808) 201-SERV [7378] | [HIP@hawaii.gov](mailto:HIP@hawaii.gov)

## LEGEND



Area	Description	Fields												
13 New	<p><b>Year-to-date Vacation Leave Sick Leave</b> <i>Shows vacation and sick leave balance details.</i></p> <p>[Applicable only to employees on HIP Time and Leave.]</p>	<ul style="list-style-type: none"><li>• <b>Start balance</b> indicates the balances at the beginning of the year.</li><li>• <b>+Earned</b> shows the hours earned year-to-date. Special note: vacation and sick balances are typically credited after the second pay period of the month ends, with the exception of employees who qualify for earn-as-you-go sick leave which are credited every pay period. If an employee is on leave at the end of the period, their balances may update on a later pay statement once they return to work.</li></ul> <table><tr><th>Employee Type</th><th>Pay Period</th><th>Accrual Month</th><th>Accruals on Paycheck</th></tr><tr><td>ATF</td><td>03/16 to 03/31</td><td>March</td><td>04/20 (2nd Paycheck)</td></tr><tr><td>LAG</td><td>03/16 to 03/31</td><td>March</td><td>04/05 (1st Paycheck)</td></tr></table> <ul style="list-style-type: none"><li>• <b>-Taken</b> shows the hours taken year-to-date. Special note: leave taken during the end of the pay period may not be reflected if either it is not entered or approved on the timesheet before the timesheet submission deadline.</li><li>• <b>+Adjustments</b> shows adjustments due to situations such as correction, reclassification, or carryforward to update the end balance.</li><li>• <b>End balance</b> indicates the calculated balances at the end of the pay period.</li></ul>	Employee Type	Pay Period	Accrual Month	Accruals on Paycheck	ATF	03/16 to 03/31	March	04/20 (2nd Paycheck)	LAG	03/16 to 03/31	March	04/05 (1st Paycheck)
Employee Type	Pay Period	Accrual Month	Accruals on Paycheck											
ATF	03/16 to 03/31	March	04/20 (2nd Paycheck)											
LAG	03/16 to 03/31	March	04/05 (1st Paycheck)											

Need help?

<http://ags.hawaii.gov/hip/get-your-pay-statement/> | (808) 201-SERV [7378] | [HIP@hawaii.gov](mailto:HIP@hawaii.gov)