

An Introduction to Getting Paid by New York State

How to Understand your Payroll Documents

Produced by the Office of the State Comptroller

A Message From Comptroller Alan G. Hevesi



Welcome to your new position in State government or with the University! This brochure will introduce you to your payroll documents and some of the optional programs offered to benefit employees paid by New York State.

We work closely with your agency to ensure that your pay is accurate and issued on time. If you have a problem or concern about your paycheck or direct deposit, please contact your agency payroll office. We will work together to resolve any difficulties.

I'd like to take this opportunity to encourage you to take advantage of the convenience of direct deposit — a safer, faster, and smarter way to get your pay. You can also participate in several programs to help save for a child's education or your own retirement.

I wish you much satisfaction and success in your public service role.

Save Through Payroll Deduction

The State of New York offers employees the opportunity to participate in several savings programs that offer tax benefits and are flexible and convenient to use. Contributions to these accounts can be deducted directly from your paycheck. Savings may be used for education, retirement, vacations and various other purposes.

For more information, check these Web sites or contact your agency Human Resources or Payroll Office.



www.osc.state.ny.us

Getting Paid by New York State

New York State pays employees bi-weekly. Employees may choose to have some or all of their pay electronically transferred through direct deposit to up to seven different accounts at banks or other financial institutions. Whether you are paid by check or direct deposit, you will receive a sealed document with three parts:

1. Address Information
2. Paycheck or Direct Deposit Advice
3. Pay Stub

1. **Address Information** – This information appears on the outside of your pay document, which is sealed for your privacy. Please read the instructions for opening it and follow them with care.

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MAILDROP

State of New York
Office of the State Comptroller
Albany, New York 12236

06041220 D 02000 D0204020

JOHN Q PUBLIC
110 STATE ST
ALBANY, NY 12207-1715

2. Direct Deposit Advice

January 29, 2003

Deposited in the Account(s) of **JOHN Q PUBLIC**

Advice No. **06041220**

Direct Deposit Distribution			
Transit #	Account Type	Account Number	Deposit
221379251 023000023	Savings Checking	2182 1234567890	50.00 653.33
	identifies the financial institution to which the deposit is made	type of account, e.g. checking or savings	your account #
Total			703.33

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NON-NEGOTIABLE

NET DISTRIBUTIONS	
Advice # 06041220	703.33
Check #	
Total	703.33

Direct Deposit electronically transfers wages and salary into your bank account. Contact your Payroll Office to take advantage of this fast, easy and convenient service.

This box summarizes the total direct deposit distributions and check amount received (if any) by an employee. John Q. Public uses direct deposit for the full amount of his net pay.

3. **Paycheck/Direct Deposit Paystub Description** – The stub provides details about your current and year-to-date pay. Each section is described below.

Alan G. Hevesi New York State Comptroller		JOHN Q PUBLIC				Total Gross		Fed Taxable Gross					
		Current		YTD		1,225.28		901.41					
		YTD				2,450.56		1,802.82					
Advice # 06041220		Pay Start Date 01/02/2003		Negotiating Unit 02		Net Pay		703.33					
Advice Date 01/29/2003		Pay End Date 01/15/2003		Retirement System ERS									
Department ID 02000						Pay Rate		31,945.00					
EARNINGS		Current		YTD		TAX DATA							
		Hrs/Days		Earnings		Federal		State		NYC		Yonkers	
Regular Pay Salary Employee		1,179.25		2,404.50		Marital Status M		S					
Location Pay		46.03		92.06		Allowances 0		0					
						Addl. Amt.							
<div style="border: 1px solid green; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 3 </div>		TAXES		Current		YTD							
		Fed Withholding		74.92		149.84							
		Medicare		14.29		28.58							
		Social Security		61.11		122.22							
		NY Withholding		31.56		63.12							
BEFORE TAX DEDUCTIONS		Current		YTD		AFTER TAX DEDUCTIONS		Current		YTD			
Health Care Spending Account		8.33		16.66		Civil Service Employees Assoc		15.20		30.40			
Deferred Comp		47.44		94.88		United Way Clinton and Essex		1.00		2.00			
Dependent Care		166.66		333.32									
Regular Before Tax Health		64.68		129.36									
ERS Retirement Before Tax		36.76		73.52									
NY Dependant Care Contribution				500.00									



Heading - identifies the employee by name.

Advice Number or Check Number - a unique number that identifies the document.

Advice Date or Check Date – date of payment.

Pay Start Date and Pay End Date - identifies the period for which the employee is being paid.

Negotiating Unit - the code indicating the union that represents the employee.

Retirement System - represents the plan that the employee belongs to.

Current Total Gross - gross earnings paid this pay period.

Current Federal Taxable Gross - gross earnings paid this pay period and any amounts paid by voucher that are subject to federal income tax.

YTD Total Gross – gross earnings paid to date for the calendar year.

YTD Federal Taxable Gross - gross earnings paid for the calendar year that are subject to federal income tax.

Net Pay - earnings paid for this pay period after all taxes and deductions. For most employees, this amount will equal the amount of the check received or direct deposit(s) made. For employees who receive both a check and direct deposit stub, net pay will equal the total of the check amount and direct deposit amount(s).

Department ID- the 5-digit agency or facility code.

Pay Rate - for annual-salaried employees, an annual amount; for hourly employees, an hourly rate.

Earnings - all types of earnings for the current pay period and year-to-date.

Current Earnings - amount paid this pay period.

Current and YTD Hrs/Days - identifies number of units on which certain earnings are based, for example overtime hours, holiday days, or overtime meals.

YTD Earnings - earnings by type, for the calendar year.

Tax Data - a summary of federal, state and local tax status data, as identified by the employee. This section identifies marital status (single or married), number of exemptions (allowances), and any additional withholding amount requested by the employee.

Taxes - withholdings for the current pay period and calendar year-to-date for each tax category. This includes federal income tax, medicare, social security, and state and local income taxes.

Before Tax Deductions – deductions which reduce taxable gross salary.

Current Deductions - deduction amounts, by type, for this pay period.

YTD Deductions - deduction amounts, by type, for the calendar year.

After Tax Deductions – deductions which are included in taxable gross (e.g. union dues, union-sponsored insurances, and SEFA contributions) for the current pay period and year-to-date.

Note: *Benefits may also be listed for which no employee contribution is made, such as non-contributory membership in ERS. In those cases, the benefit will be listed with no amount.*