

University of Oklahoma HSC P.O. BOX 26901 Oklahoma City OK 73190		Pay Group: Pay Begin Date: 1 Pay End Date:		Business Unit: OUHSC Check #: 2 Check Date:	
Your Name 123 Main Street Any City, OK 99999-9999 3		Employee ID: Department: Location: 4 Job Title: Pay Rate:		TAX DATA: Federal State State Marital Status: Allowances: Addl. Pct: 5 Addl. Amt: Resident:	
HOURS AND EARNINGS				TAXES	
<u>Description</u>		Current <u>Hours</u> <u>Earnings</u>		YTD <u>Hours</u> <u>Earnings</u>	
6				7	
TOTAL:				TOTAL:	
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
<u>Description</u> <u>Current</u> <u>YTD</u>		<u>Description</u> <u>Current</u> <u>YTD</u>		<u>Description</u> <u>Current</u> <u>YTD</u>	
8		9		10	
TOTAL:		TOTAL:		*TAXABLE	
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES	
Current		YTD		YTD	
		11			
NET PAY DISTRIBUTION					
<u>Payment Type</u>	<u>Account Type</u>	<u>Account Number</u>	<u>Amount</u>		
Check #00000000		12			
TOTAL:					

MESSAGE: 13

1. The administrative payroll group from which the employee is paid. The calendar days included in the current pay period.
2. Check identifying information to include Check Date (date of payment).
3. Name and home address of employee.
4. The 6 digit EMPLID. The organizational unit to which the employee is appointed. Location of the organizational unit. Employee's job title. Employee's current rate of pay.
5. Federal and state tax information from W-4.
6. Description of pay and number of relevant hours during the current pay period. Sooner Credits (Medical, Dental, Life, and AD&D benefits), which are only provided when enrolled in benefits, are also included in this section. The Sooner Credits are intended to off-set benefit deductions, but have no monetary value. Year-to-date hours and earnings are shown as well. All earnings marked with an * are calculated in taxable income, but not added to gross wages.
7. A break down of taxes withheld for the current pay period and year-to-date totals for all tax withholdings.
8. A break down of all payroll deductions taken before calculating the taxes to be paid by the employee. Listing includes the current pay period and year-to-date totals.
9. A break down of all payroll deductions taken after taxes have been calculated. Listing includes the current pay period and year-to-date totals.
10. A listing of all employer paid benefits for the current pay period and the year-to-date cost of the employer's share of those benefits. All benefits marked with an * are calculated taxable income.
11. Current and year-to-date totals for before and after tax income, including taxes paid and deductions taken.
12. Shows the amount of the employee's paycheck after taxes and deductions have been taken.
13. The place for notifications from Payroll Services or the Office of Human Resources.