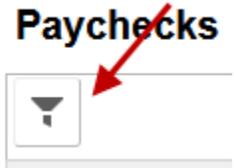


Step How to view your Paycheck Statement: Benefit Credits and Deductions																															
Navigation: Employee Self Service > Payroll > Paychecks																															
1	In this document, we will review how the benefit credits and deductions have changed for 2021, and how they are reflected on paycheck statement going forward.																														
2	<p>Open the Payroll tile from Employee Self Service</p> 																														
3	<p>Click on your most recent paycheck statement, starting with check date 01/15/2021. The default sorting will have the most recent paycheck statement at the top.</p> <p>Use the funnel icon in the upper left to view additional date ranges.</p> 																														
4	<p>The benefit sooner credits will no longer be reflected under the “Hours and Earnings” section of your paycheck statement. They will now be located in the “Employer Paid Benefits” section of the paycheck statement as shown below.</p> <table border="1" data-bbox="256 1144 836 1438"> <thead> <tr> <th colspan="3" style="text-align: center;">EMPLOYER PAID BENEFITS</th> </tr> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">Current</th> <th style="text-align: center;">YTD</th> </tr> </thead> <tbody> <tr><td>Health Insurance B</td><td></td><td></td></tr> <tr><td>Dental BT</td><td></td><td></td></tr> <tr><td>Basic Life Insurance</td><td></td><td></td></tr> <tr><td>Basic Life Insurance*</td><td></td><td></td></tr> <tr><td>Supplemental Life Ins.*</td><td></td><td></td></tr> <tr><td>AD&D - Before Tax</td><td></td><td></td></tr> <tr><td>Defined Contribution Plan 401a</td><td></td><td></td></tr> <tr><td>HSA Account</td><td></td><td></td></tr> </tbody> </table>	EMPLOYER PAID BENEFITS			Description	Current	YTD	Health Insurance B			Dental BT			Basic Life Insurance			Basic Life Insurance*			Supplemental Life Ins.*			AD&D - Before Tax			Defined Contribution Plan 401a			HSA Account		
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5	<p>The benefit deductions will still be located in the “Before-Tax Deductions” section, however, the amounts reflected will be the employee’s share only. The employee’s share of benefit premiums is the full premium amount <u>minus</u> the Employer Paid Benefit amount referenced above.</p> <table border="1" data-bbox="256 1570 812 1774"> <thead> <tr> <th colspan="3" style="text-align: center;">BEFORE-TAX DEDUCTIONS</th> </tr> <tr> <th style="text-align: left;">Description</th> <th style="text-align: center;">Current</th> <th style="text-align: center;">YTD</th> </tr> </thead> <tbody> <tr><td>Health Insurance B</td><td></td><td></td></tr> <tr><td>Dental BT</td><td></td><td></td></tr> <tr><td>Supplemental Life Ins.</td><td></td><td></td></tr> <tr><td>457 Plan</td><td></td><td></td></tr> <tr><td>FSA Dependent Care</td><td></td><td></td></tr> <tr><td>HSA Account</td><td></td><td></td></tr> </tbody> </table>	BEFORE-TAX DEDUCTIONS			Description	Current	YTD	Health Insurance B			Dental BT			Supplemental Life Ins.			457 Plan			FSA Dependent Care			HSA Account								
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