

Earnings Statement Guide

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

For Norman leave balance information, go to the Workforce Time System at <https://time.ou.edu>. For OUHSC leave balance information, go to the TAL System at <https://ouhsc.ecotimebyhbs.com/ecotimesso/>

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 the employee.
4. The 6 digit Employee ID number. 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 pay period. Year-to-date hours and earnings are shown as well. All earnings marked with an * are calculated in taxable gross income but not added to gross wages.
7. A breakdown of taxes withheld for the current pay period and year-to-date totals for all tax withholdings.
8. A breakdown 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 breakdown 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 in taxable gross 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.