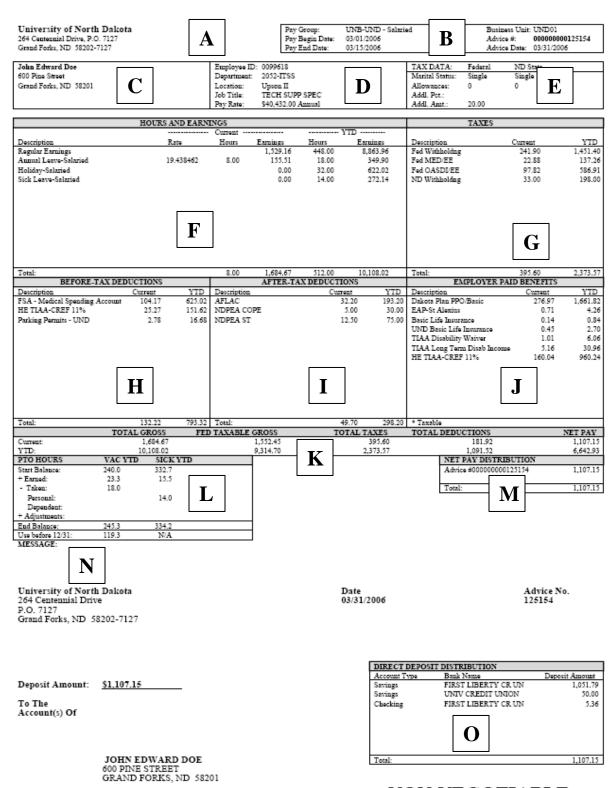
Understanding Your Paycheck/Advice Stub



NON-NEGOTIABLE

MailDrop:

UND Paycheck/Advice Stub Descriptions

Box A: Name and Address of Employer

Box B: Business Unit

Pay Group: Identifies the pay group of your primary position
Pay Begin Date: Beginning date of pay period paid this check/advice

Pay End Date: Ending date of pay period this check/advice Business unit: UND has a Business Unit of UND01 Advice # or Check #: System generated check/advice number

Advice date: Pay date for this pay period

Box C: Name

Primary Name: Must match the name on your SS card

Primary Address: Local home address

Box D: Tax Data

Employee ID: Your employee/student number as assigned by the system

Department: The department number and name where your primary position is assigned

Location: The physical location of your primary position Job Title: The job title of your primary position Pay Rate: The pay rate of your primary position

Box E: Tax Data

Federal and state tax data as claimed on your Form W=4, to include marital status, number of allowances and any additional amounts elected. The state indicated will be North Dakota unless you have completed a NDW-R reciprocity agreement form for Minnesota or Montana, then that state will be indicated.

Box F: Hours and Earnings

Description of the type of pay you are receiving. Listed is current rate, hours and earnings if paid hourly, or current earnings if you are salaried. Calendar Year-To-Date (YTD) hours and earnings are listed for each type of pay. THIS AREA ALSO INCLUDES ANY AUGMENTATIONS, REDUCTIONS, ONE-TIME PAYMENTS OR OTHER FORMS OF COMPENSTATION.

Box G: Taxes

Current pay period deductions and the calendar YTD totals for each type of tax.

Fed Withholding: Federal Withholding
Fed MED/EE: Federal Medicare Employee Employment Tax
Fed OASDI/EE: Social Security Tax
Fed 1042: Federal Withholding for Non Resident Alien

State Withholding: State Withholding

Box H: Before Tax Deductions

Description of current pay period amount and YTD totals for each deduction. Not subject to Fed, State, Medicare, and OASDI.

Box I: After Tax Deductions

Description of current pay period amount and YTD totals for each deduction. Are subject to Fed, State, Medicare, and OASDI.

Box J: Employer Paid Benefits (EPB)

This is UND's contribution to the cost of your benefits. NONE of these EPB are deducted from your pay. This is for informational purposes only. EPB's noted with an * are taxable for Fed, State, Medicare, and OASDI.

Box K: Tax Break Down

Total Gross: Represents Current and Calendar YTD totals from the total line in Box E

Fed Taxable Gross: + Total Gross from Box E Total Taxes: Current and YTD totals from Box F

+ Taxable fringe benefits from Box E + Taxable (*) EPB's from Box 1 **Total Deductions:** Current and YTD totals from Boxes G & H **Net Pay:** Total minus total taxes and deductions equals net pay

- Before tax deductions from Box G

= Federal Taxable Gross

Box L: Vacation and Sick Hours

YTD totals of annual, sick, and dependent leave hours. Calculation of annual and sick leave is figured by a rate per hour (based on years of service) times the number of hours worked each pay period (includes leave and holidays). Accrual will not be the same each pay period, actual hours worked varies each pay period. Vacation and sick accrual should be equal to your accrual in the past. Adjustments are balance corrections and/or vacation donation hours received. End balance is your leave balance as of this pay period. Number of use or lose hours are listed in the use by 12/31 box.

Box M: Net Pay Distribution

If your pay is direct deposited, this box will indicate the advice # (check#) and the total Net Pay deposited to your account.

Box N: Messages

Various important messages from the Payroll Office will be printed here.

Box O: Direct Deposit Information

Your account type, account number and deposit amount will display in this box. If your check is not direct deposit an actual check will appear at the bottom.