

Employees paid via direct deposit receive an email notification of the payment and are responsible to obtain their pay stub information via WISE, USNH's self service web site. If an employee does not wish to receive this email notification, they may make that election in WISE. USNH employees are encouraged to receive payment via direct deposit.

Sections	Information Description	Additional Description/Comments
<b>Administrative Pay Stub Detail</b>		This section provides specific details about the payment and payroll period.
	USNH ID	Employee's unique USNH identification number.
	Employee	Employee's full name including suffix as maintained in HR system.
	Pay Date	Date payment is issued to employee.
	Pay Number	Payroll ID (B1 or B2) and payroll cycle number (normally 1 - 26).
	Pay Period	Pay Period begin and end dates for the work period.

<b>Payment Summary</b>		Displays summary amounts for the current payroll period and calendar year-to-date. The amounts are inclusive of all earnings, deductions/benefits and taxes for all jobs paid throughout the year.
	Gross Amount	Displays the gross earnings amount.
	Total Personal Deductions	Displays the total of the employee's deduction/benefit/tax withholding amounts.
	Net Amount	Displays the employee's net pay amount (gross less withholdings).
	Total Employer Contributions	Displays the total of the amounts contributed by the employer.

<b>Earnings</b>		This section provides a list of the employee's cash earnings by job (position) and earnings code with the earnings amount. Hourly jobs will also display the number of hours for the payroll period by earnings code and the hourly rate.
<b>Non Cash Earnings</b>		This section provides a list of Non Cash Earnings (earnings not paid in cash). These earnings are not included in the Earnings or the Payment Summary information sections. Non Cash earnings are often subject to applicable taxes (Federal and state withholding, FICA-OASDI, FICA-Medicare, Additional-Medicare) and reported as earnings on the employee's W2 Form per IRS regulation. Examples of Non Cash Earnings are Group Term Life Insurance (GTL), Taxable Fringe Benefit Earnings, Graduate Tuition Income, etc.
	Job	Employee's position-suffix associated with the earnings.
	Earnings	Display of the earnings code(s) and the long description of the earnings.
	Shift	Displays the shift worked for the hours/earnings listed.
	Hours/Units	Displays the hours associated with hourly appointments.
	Rate	Displays the hourly rate for hourly appointments.
	Amount	The total pay period amount for this earnings code.
	YTD Amount	The year-to-date amount for the earnings code.
	Total	Displays the total current pay period and year-to date cash earnings.

<b>Benefits, Deductions and Taxes</b>	Displays the employee's deductions in three categories: Deductions before Federal Tax, Taxes, and Deductions after Federal Tax. Each deduction will display the current pay period and year-to-date amounts for the employee's deductions, the employer's contributions, and the applicable gross when the deduction is not a flat withholding amount.	
<b>Deductions before Federal Tax</b>	Displays deductions that are withheld on a pre-tax basis, thus reducing the amount of applicable gross used to determine the earnings subject to tax withholdings. (For example: Flexible Spending Accounts, Deferred Retirement, pre-tax core benefits - Medical, Dental, Life Insurance, etc.)	
<b>Taxes</b>	Governmental tax deductions: Federal withholding tax, FICA-OASDI tax, FICA-Medicare tax, FICA-Additional Medicare tax and state withholding tax.	
<b>Deductions after Federal Tax</b>	Displays any deductions that are not designated as a deduction before Federal tax. For instance, voluntary payroll deductions, garnishments, receivable amounts, etc.	
	Benefits and Deductions	The description of the deduction.
	Employee	The employee's current pay period deduction amount
	Employee YTD	The employee's year-to date deduction amount, including adjustments prior to the Pay Date.
	Employer	The employer's current pay period contribution amount.
	Employer YTD	The employer's year-to-date contribution amount, including adjustments to prior pay periods.
	Applicable Gross	The current pay period gross pay applicable to the deduction withholding. This field will be blank if the applicable gross pay is not used to calculate the deduction.
	Applicable Gross YTD	The calendar year-to-date sum of all applicable gross amounts to the deduction withholding. Adjustments are included, except those for the current pay period.

<b>Check or Direct Deposit</b>	This section displays the employee's net pay amount paid by check and/or direct deposit. The direct deposit distribution amount(s) may include the net pay amount and/or a fixed amount election as authorized by the employee.	
	Number	Displays the USNH document number associated with the payment or direct deposit. For checks, this is the check number.
	Document Type	Indicates the method of payment, direct deposit or check.
	Bank Name	For direct deposit payments, the bank name is displayed. For checks, this is blank.
	Account Type	For direct deposit payments, the type of account is indicated (e.g., savings or checking). If the employee receives a paper check, this is blank.
	Amount	The amount of the direct deposit or check payment.

<b>Messages</b>	The check text message is used to communicate system-wide messages to all USNH employees. For instance, the box is used to remind employees to use the USNH Web self service located at WISE.UNH.EDU
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<b>Filing Status - Federal Tax</b>	Displays the employee's Federal tax withholding elections.  Note foreign employees who claim treaty exemption from Federal Tax withholding via IRS Form 8233 will not be able to view their tax withholding information in this section.
Filing Status	Displays Federal Form W-4 filing status.
Number of Allowances	Displays Federal Form W-4 number of allowances claimed.
NRA Tax	Displays a nonresident alien indication for Federal tax withholding as required by IRS regulation (see IRS Notice 1392) for specific NRA instructions.
Additional Withholding	Displays Federal Form W-4 additional withholding amount elected by the employee.

<b>Filing Status - State Tax</b>	Displays the employee's state tax withholding elections.
Filing Status	Displays filing status for state withholding purposes.
Number of Allowances	Displays number of allowances claimed for state withholding purposes.
Additional Withholding	Displays additional withholding amount elected by the employee for state withholding purposes.

<b>Printer Friendly</b>	Displays a printable version of the pay stub detail page
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