

Banner Pay Check Description - Employee

Update: 4/13/2013

USNH employees are paid on a biweekly basis. The employee's appointment determines which of the 2 biweekly payrolls they will receive payment. Exempt-Salaried appointments are paid on the B1 payroll and all hourly based appointments on the B2 payroll.

USNH employees are encouraged to receive payment via direct deposit. 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.

USNH employees who receive a pay check will receive the payment via Campus Mail, unless they direct the HR-Payroll office otherwise. Employees who receive payment via check also have access to their payment stub details via WISE.

Sections:	Information Description	Additional Description/Comments
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Details	Payroll document section containing specific details about the payment; name, ID, check number, dates gross amount, total deductions, amount direct deposited, and amount remaining to be paid via a check.	
Name	Employee's full name including suffix as maintained in HR System.	
ID	Employee's unique USNH Identification number	
SSN	Last 4 digits of employee's Social Security Number as assigned by U.S. Social Security Administration	
Dist Org	Banner Organization code used to inform the check process of the employee's campus and the address type to be used as employee's check mailing address.	
Check No	document number associated with the payment. For checks this is the check number.	
Check Date	Date the check is issued to employee.	
Pay Period End Date	The last day of the payroll period for which the payment is made	
Gross Amount	Sum of cash earnings (see Current Earnings section for breakdown)	
Total Deductions	Sum of the employee's withholdings/deductions (see Benefit and Deduction section for breakdown)	
Total Direct Deposit	Sum of the total amount direct deposited (see Distribution section for breakdown)	
Total Check	The amount to be paid via a check after direct deposits. This amount will be \$0.00 if the employee has authorized direct deposit for the net amount.	

Important Information	The check text message used to communicate system-wide messages to all USNH employees. For instance, this box used to remind employees to use USNH's Web self service located at WISE.UNH.EDU.	
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Distribution	This section displays up to 6 active direct deposit entries. The data displayed is for fixed amount and/or net pay amounts. If the employee has chosen direct deposit for fixed amount and a check for the remaining net, he/she will receive two documents; one check and one direct deposit notice. If the employee has more than 6 active direct deposit elections, they should visit WISE.UNH.EDU for the full list. (Terminated or inactive direct deposit entries do not display.) Employees will have ability to choose to change or STOP receiving a direct deposit notice. They can do so via WISE, at Wise.unh.edu.	
Type	Indicates the type of bank account: checking or savings.	
Bank Name	Name of Bank	
Amount	Amount to be direct deposited	

Jobs	<p>This section provides a list of Active jobs information for status salaried appointments. Data will display for up to 6 active job records.</p> <p>Data will not display in the jobs section for non-status salary jobs or for any hourly based appointments.</p>	
	Position	Employee's position-suffix active on this payroll period
	Description	Job title for active position-suffix
	Annual Rate	Annual salary rate for active position-suffix

Leave	<p>The leave section will display data for any employee whose leave accrual/use is maintained through Banner. Up to 4 active leave records will display.</p>	
	Type	Type of leave: Vacation, Sick Leave, Earned time, Sick pool
	Balance	The accrued balance available before the current payroll run. Balances are maintained in hours for operating staff and units for exempt staff.

Current Earnings	<p>Current pay period earnings (cash and non-cash) are displayed in this section. Up to 25 current pay period earnings are displayed with data separated by position-suffix-rate. Two lines of information will display if the employee receives a mid-pay period change to their appointment (i.e., rate change, at 7/1, etc.). The information is sorted by description and position-suffix. All of the payroll period's earnings information can be obtained via WISE.UNH.EDU. if the employee has more than 25 current pay period earnings lines.</p> <p>The sum of cash earnings equals the gross amount found in the Details section. Non-cash earnings are displayed, but do not factor into the gross amount.</p> <p>This section also displays the year-to-date payment information for any inactive appointments that have paid during the current calendar year.</p>	
	Type	Description (Long) of the current earnings., including the earnings code
	Position	Position-suffix for the earnings
	Hours	<p>If hourly appointment, the # of hours associated with this earnings will display</p> <p>If salary and base record, no data will display</p> <p>If hourly or salary and paid via special rate, the number of units will display, i.e., 1 or 10</p>
	Rate	<p>If hourly appointment, the hourly rate for the appointment will display</p> <p>If salary, no data will display</p> <p>If hourly or salary and paid via special rate, the special rate will display</p> <p>Note: if the employee experiences a mid-pay period rate change, two records will display. This is true for hourly and salary appointments</p>
	Current	The current pay period pay amount for the position-suffix-rate
	Year to Date	The current calendar year-to-date amount associated with the position-suffix-earnings type

Benefits and Deductions	<p>This section contains detail information about employee's deductions/withholdings information. Displays up to 25 deductions/withholding lines, including both current and current calendar year historical deduction types.</p> <p>Note: The Applicable Gross amount is displayed for Federal tax, FICA-OASDI tax, and FICA-Medicare Tax as these are the reportable amounts shown on the employee's Annual W2 statement.</p>
Type	Description (Long) of the deduction/withholding
Applicable Gross	<p>The sum of earnings (cash and non-cash) applicable for this deduction.</p> <p>For Federal Tax, the sum of all earnings less core pre-tax medical-dental benefit deductions, less deferred retirement, less pre-tax parking, plus group term life earnings = applicable gross.</p>
Applicable Gross YTD	The sum of calendar year-to-date applicable gross amount
Employee	The current pay period employee amount withheld from check
Employee YTD	The sum of calendar year to date employee withheld amount
Employer	The current pay period employer contribution for this benefit type
Employer YTD	The sum of calendar year-to-date employer contribution.