



UNDERSTANDING YOUR PAY STUB IN PEOPLESFT

TABLE OF CONTENTS

- Overview 1**
- Viewing your Pay Stub 2**
- Printing a Pay Stub 4**
- Appendix 4**
 - Pay Stub Codes 4
 - Tax Codes 6
- Frequently Asked Questions 6**
 - Why am I not receiving a paper pay stub? 6
 - Can I view the UVM contribution to my 403b in PeopleSoft? 6
 - What is the \$1.96 Life Credit in the earnings box on my pay stub? 6
 - What is the best web browser to use to print my pay stub? 7
- Resources 7**
 - Helpful Links 7
 - Relevant UVM Departments 7
 - Related Policies 7

Overview

Use this document to review pay stub information for earnings, taxes, deductions, leave balances, and net pay. This document also provides information on confirmed checks and direct deposits.

Pay stub information is displayed in an online view and a PDF view. The online view has the current and year-to-date information for the most recent pay stub while prior period online pay stubs display current information only, as of the pay end date. PDF views will retain YTD information for prior period pay stubs.

NOTE: The terms paycheck and pay stub are used interchangeably throughout this document.



Viewing your Pay Stub

1. Log in to PeopleSoft through the Human Resources Login www.uvm.edu/~erp/portal
2. Navigation: **Self-Service > Payroll and Compensation > View Paycheck**
3. Select the Check Date of the Paycheck to be viewed.

View Paycheck
Rally Cat

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck						
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2012-04-13	The University of Vermont	04/01/2012	04/15/2012			<input checked="" type="checkbox"/>
2012-03-30	The University of Vermont	03/16/2012	03/31/2012			<input type="checkbox"/>
2012-03-15	The University of Vermont	03/01/2012	03/15/2012			<input type="checkbox"/>
2012-02-29	The University of Vermont	02/16/2012	02/29/2012			<input type="checkbox"/>
2012-02-15	The University of Vermont	02/01/2012	02/15/2012			<input type="checkbox"/>
2012-01-30	The University of Vermont	01/16/2012	01/31/2012			<input type="checkbox"/>
2012-01-13	The University of Vermont	01/01/2012	01/15/2012			<input type="checkbox"/>
2011-12-29	The University of Vermont	12/16/2011	12/31/2011			<input type="checkbox"/>



4. The Check Date paycheck will appear in the next screen.

View Paycheck

Rally Cat

Company
The University of Vermont
Address
85 South Prospect Street
Waterman 228
Burlington, VT 05405

Net Pay: \$1,264.92
Pay Begin Date: 09/01/2012
Pay End Date: 09/15/2012
Check Date: 09/14/2012

[Printable Version](#)

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name: Rally Cat **Business Unit:** 17
Employee ID: 0101791 **Pay Group:** Semimonthly Payroll
Address: 97 Spear Street **Department:** 30501 - Athletics
Patrick Gymnasium **Location:** Patrick Gymnasium
Burlington, VT 05405 **Job Title:** Administrative Professional
Pay Rate: \$1,700.00 Semimonthly

Tax Data

Fed Marital Status: Married **VT Marital Status:** Married or Civil Union
Fed Allowances: 0 **VT Allowances:** 0
Fed Addl Percent: 0.000 **VT Addl Percent:** 0.000
Fed Addl Amount: \$0.00 **VT Addl Amount:** \$0.00

Paycheck Summary

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,701.96	1,552.54	278.94	158.10	1,264.92

Earnings				Taxes	
Description	Hours	Rate	Amount	Description	Amount
REG PAY			1,666.67	Fed Withholdng	142.06
Life Credi			1.96	Fed MED/EE	22.61
REG PAY	-7.50			Fed OASD/EE	65.50
Vacation	7.50			VT Withholdng	42.35
Total:			1,668.63	Total:	272.52

Before-Tax Deductions		After Tax Deductions		Employer Paid Benefits	
Description	Amount	Description	Amount	Description	Amount
PARKZONEP	8.00	SUPLIF	5.00	MEDFT	632.97
MEDFT	70.33			LIFE*	3.45
LIFE	9.20			403UVM	166.67
403UVM	33.33				
FSAMED	25.00				
Total:	145.86	Total:	5.00	* Taxable	
				Total:	803.09

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	1234567	Checking	AB098765	1,245.25



Printing a Pay Stub

Unnecessary printing of pay stubs should be avoided. When a copy of a pay stub is necessary, use the procedures listed in this document.

WARNING: The printed pay stub displays the Direct Deposit account information. DO NOT leave a printed copy unattended.

Printing a pay stub from PeopleSoft is easy and quick. Simply click the **Printable Version** button found below the Check Date at the top of the page. A PDF of the paycheck being viewed will appear. Follow the computer printing directions to print a copy of the PDF.

Appendix

Pay Stub Codes

CODE	DESCRIPTION
403EMP	403(b) - Plan for Employee Contribution Only
403UVM	403(b) - Plan Eligible for UVM Contributions
457EMP	457 Voluntary Excess Retirement Plan
ANNGVG	UVM Annual Giving
CATCRD	CATCARD
CHLIFE	Child Life Insurance
CSLIFA	Civil Service Supplemental A Standard
CSLIFB	Civil Service Supplemental B Additional
CSLIFC	Civil Service Supplemental C Family
CSLIFE	Civil Service Basic Life
CSRS	CSRS (Civil Service)
DCARE	University Day Care
DENFT	Dental Full Time
DENFTCU	Dental Full Time - Civil Union
DENPT	Dental Part Time
DENPTCU	Dental Part Time - Civil Union
DENRET	Dental Retiree Benefits
DNRTCU	Dental Retiree - Civil Union
FERAGE	FERS Agency Matching (Civil Service)
FERS	FERS (Civil Service)



CODE	DESCRIPTION
FSADAY	UVM Day Care Flex Account
FSADep	Dependent Care Flex Account
FSAMED	Medical Flex Spending Account
LAC	Leave Adjustment Cultural
LAP	Leave Adjustment Personal
LAS	Leave Adjustment Sick
LAV	Leave Adjustment Vacation
LDONAT	Staff Emergency Loan Donation
LIFE	Basic Life Insurance
LIFE6K	\$6000 Flat Rate Life Insurance
LIFECR	Life Insurance Credit
LSERIES	Lane Series
LTDAFT	Long-Term Disability - After Tax
LTDBFT	Long-Term Disability - Before Tax
MDEECU	Medical 100% Employee Paid - Civil Union
MDFTCU	Medical Full Time Benefits - Civil Union
MDPTCU	Medical Part Time - Civil Union
MDRTCUC	Medical Retiree Benefit - Civil Union
MEDCR	Medical Waiver Credit
MEDEE	Medical 100% Employee Paid
MEDFT	Medical Full Time Benefits
MEDPT	Medical Part Time
MEDRET	Medical Retiree Benefit
PARK	Parking Reserved Before Tax
PARKZ1	Parking Zone 1 Before Tax
PARKZ2	Parking Zone 2 Before Tax
PARKZP	Parking Zone P Before Tax
PREPAY	Pre-Payment Deductions
RETLIF	Retiree Life Insurance
RHSUVM	Retiree Health Savings Plan w/UVM Contribution
SPLIFE	Spousal Life - Basic & Supplemental Life
SUPLIF	Supplemental Life Insurance



CODE	DESCRIPTION
TMSTRS	Teamsters Dues
TRAVEL	Travel Advance Repayment
TSP	TSP Loan Repayment
TSPCSR	TSP - CSRS (Civil Service)
TSPFER	TSP - FERS (Civil Service)
UA_FT	United Academics Dues - Full Time
UA_PT	United Academics Dues - Part Time
UEDUES	United Electrical Dues
UTDWAY	United Way

Tax Codes

CODE	DESCRIPTION
Fed MED/EE	Federal Medicare- Employee Contribution
Fed OASDI/EE	Social Security- Employee Contribution
Fed Withholding	Federal Income Tax
VT Withholding	Vermont State Income Tax

Frequently Asked Questions

Why am I not receiving a paper pay stub?

For employees with direct deposit, paper pay stubs are not generated.

Can I view the UVM contribution to my 403b in PeopleSoft?

It is found in the section of the pay stub entitled “Before Tax Deductions” and “After Tax Deductions.”

What is the \$1.96 Life Credit in the earnings box on my pay stub?

This is UVM’s contribution to the cost of the basic life insurance policy.



What is the best web browser to use to print my pay stub?

PeopleSoft is designed to work best with either Microsoft Internet Explorer or Mozilla Firefox, regardless if using a PC or a Mac. The use of other browsers such as Chrome, Safari, Opera or Netscape is neither encouraged nor supported. However, printing successfully with alternate browsers may be possible. Click one of the following links to download the most recent version of [Microsoft Internet Explorer](#) or [Mozilla Firefox](#).

Resources

Helpful Links

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

- [Payroll Deadline Schedule](#)
- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Payroll & Tax Services](#)

Related Policies

- [Staff Handbook](#)
- [University Policies and Operating Procedures](#)