

State of Vermont VTHR Operations Division, 120 State Street Montpelier, VT 05620-2504		Pay Group: A40 Pay Begin Date: 10/18/2015 Pay End Date: 10/31/2015	Business Unit: 55555 Advice #: 000000005555555 Advice Date: 11/12/2015						
John Doe 123 Street Town, VT 05555 1	Employee ID: 55555 Department: 818181818 - Example Department Location: Town 2 Job Title: Example Job Pay Rate: \$21.01 Hourly	TAX DATA: Federal VT State Marital Status: Single Single Allowances: 0 0 Addl. Percent: 3 Addl. Amount:							
HOURS AND EARNINGS			TAXES						
Description Regular Hours Call-In Paid Current Year Comp Time Sick Leave Annual Leave Personal Leave Overtime Cash Premium Prior Year Comp Time Holiday	Rate 21.01 21.01 21.01 0.00 0.00 0.00 0.00 0.00 0.00	Current Hours 76.00 6.00 4.00 0.00 0.00 0.00 0.00 0.00 0.00	Earnings 1,596.76 126.06 84.04 0.00 0.00 0.00 0.00 0.00 0.00	YTD Hours 1,428.75 113.64 131.25 28.00 118.00 20.00 65.50 42.00 72.00	Earnings 29,521.47 2,332.70 2,693.96 582.16 2,467.20 415.11 2,014.13 882.44 1,484.16	Description Fed Withholding Fed MED/EE Fed OASDI/EE VT Withholding	Current 192.87 23.32 99.71 49.37	YTD 5,362.27 583.80 2,496.23 1,395.51	
TOTAL: 86.00 1,806.86 2,131.14 44,393.65			TOTAL: 365.27 9,837.81						
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS				
Description Point of Service, Not Taxed State EE Retirement-F	Current 199.29 115.64	YTD 4,553.37 2,841.17	Description Life Insurance Union Dues, VSEA	Current 1.99 17.52	YTD 45.34 391.62	Description Point of Service, Not Taxed Dental Assistance Plan Life Insurance Life Insurance* State EE Retirement-F Defined Benefit OPEB Share EAP 9.1	Current 797.15 60.20 5.99 0.60 185.56 123.59 1.14	YTD 18,213.25 1,367.40 136.47 11.98 5,181.26 2,414.51 24.11	
TOTAL: 314.93 7,394.54			TOTAL: 19.51 436.96		*TAXABLE				
TOTAL GROSS			FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current YTD	1,806.86 44,393.65	1,492.53 37,420.62	9	365.27 9,837.81	334.44 7,831.50	1,107.15 26,724.34			
NET PAY DISTRIBUTION									
Advice #000000004135526		Account Type Checking	Account Number XXXXXXXX9393	Deposit Amount 1,107.15		10			
TOTAL:						1,107.15			

Box 1: Employee Information

Displays the employee's name and home address as it appears in the system.

Box 2: Additional Employee Information

Employee ID # is the 5-digit ID number assigned to you at the time of employment. This ID is the User ID number used for logging into Employee Self Service. Remainder of the information in this box is your Department's ID number, the town/city that best describes your work location, your job title and current hourly rate. NOTE: for Step information, refer to your HR Advice.

Box 3: Employee Federal and State Tax Withholding Status

Provides your federal and state tax withholding status based on the filing status and number of exemptions claimed. Federal withholding status is managed in Employee Self Service (ESS)

whereas Vermont withholding is managed by submitting a W-4VT form to VTHR Operations. The claimed status, in conjunction with current payroll withholding tables, determines federal and state income tax withholding as withheld in Box 5 of this document. If no elections are made, the default status of "single" and "zero (0)" are used. If federal elections (W-4 form) have been made, but no State certificate (e.g., W-4VT) has been submitted, the state withholding status will remain as "Single/0". W-4VT Forms can be obtained by clicking the link in ESS or on the Human Resources/VTHR Operations Web site.

Box 4: Hours and Earnings

Displays compensation information, including hourly rate and hours paid for each earnings code (up to a maximum of 9 codes). Both current and year to date amounts are shown. The most common earning type used is "Regular," but below are other commonly used earning types:

- Regular Hours
- Annual Leave
- Sick Leave
- Personal Leave
- Comp
- Overtime Cash Premium
- Overtime Cash Straight
- Holiday

Box 5: Taxes

Reflects the employee-paid federal, state, and social security taxes. Social Security Tax is broken out into two components: Fed Med EE is the Medicare portion, and Fed OASDI/EE represents the Old Age, Survivors, and Disability Insurance Portion.

Most common tax withholdings:

- Federal – withholding is based on Filing status and number of exemptions elected on W-4
- Fed Med EE - Medicare component of social security; withheld at the rate of 1.45% of base wage
- Fed OASDI/EE – Old Age, Survivors, and Disability Insurance of social security component; withheld at the rate of 6.2% of wage base
- VT - state income tax

Box 6: Before Tax Deductions

Displays amounts withheld for deductions that reduce your taxable gross income, such as:

- [Point of Service, Not Taxed – Health Care](#)
- [State EE Retirement – Retirement plan](#)
- [Deferred Compensation \(457\) Plan Contributions](#)
- [Flexible Spending \(FSA\) – Medical & Dependent Care](#)

Box 7: After Tax Deductions

Displays amounts withheld for deductions that do *not* reduce your taxable gross income, such as:

- [Point of Service, Taxed – Health Care](#)
- [Life Insurance](#)
- [Agency Fee](#)
- [Union Dues](#)
- [Union Insurances](#)
- [Garnishment](#)
- [Charitable Contributions-VT Shares](#)

Box 8: Employer Paid Benefits

Displays amounts that the State of Vermont is paying towards your Benefit elections.

- [Point of Service – Health Care](#)
- [EAP 9.1 – Employee Assistance Program](#)
- [Dental Assistance Plan](#)
- [Life Insurance](#)
- [Long Term Disability](#)
- [State EE Retirement](#) – The state share of retirement on your behalf is broken out in two components and may fluctuate throughout the year; however, the total contributed on your behalf totals 17.11% of eligible earnings.
- Define Benefits OPEB Share – second component of State EE Retirement

*TAXABLE—Employer paid benefit descriptions that contain an * indicate that this amount is taxable to you (i.e. Life Insurance, Domestic Partner Coverages*) These amounts are included in your taxable gross income and reported as such on your annual W-2.

Box 9: Pay Summary

- Total Gross – Represents Gross Wages earned in current Period and Year to Date
- Fed Taxable Gross = Total Gross MINUS Before Tax Deductions in Box 6 PLUS any employer paid benefits in Box 8 that are taxable (*)
- Total Taxes – total of the amounts withheld in Box 5
- Total Deductions = Before Tax Deductions as listed in Box 6 PLUS After Tax Deductions as listed in Box 7
- Net Pay = Gross Wages earned less amounts withheld in Boxes 5, 6 & 7.

Box 10: Direct Deposit Distribution

Displays how your net pay for this period will be distributed.

- Issued Check – This is a paper check that is mailed to your **mailing address**.
- Checking/Savings ##### - These amounts are directly deposited into your account(s) as specified. Note that only the last 4 digits of your account are displayed for your protection.