

## Job Aid: Review Paycheck Summary

This document provides an overview of the Review Paycheck Summary page which allows you to view detailed paycheck information on earnings, deductions, and taxes.

### Navigation:

**Workforce Administration** Homepage > **Payroll Tasks** Tile > **Paycheck** Folder > **Review Paycheck Summary**

### Contents

Click on a topic below to jump to that section for more information:

- [Search Criteria](#)
- [Review Paycheck Summary Overview](#)
- [Earnings](#)
- [Deductions](#)
- [Taxes](#)

### Search Criteria

- Enter search criteria, such as **Empl ID**, and then click **Search**

The screenshot shows the 'Review Paycheck Summary' page with a search section titled 'Find an Existing Value'. Under 'Search Criteria', there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus for 'Recent Searches' and 'Saved Searches', both with 'Choose from recent/saved searches' and an edit icon. The main search area contains several fields: 'Company' (dropdown 'begins with' and text input), 'Pay Group' (dropdown 'begins with' and text input), 'Pay Period End Date' (dropdown '=' and text input), 'Off Cycle?' (checkbox), 'Page Nbr' (dropdown '=' and text input), 'Line Nbr' (dropdown '=' and text input), 'Paycheck Number' (dropdown '=' and text input), 'Empl ID' (dropdown 'begins with' and text input, highlighted with an orange border), and 'Legal Name' (dropdown 'begins with' and text input). A link 'Show fewer options' is below the 'Legal Name' field. At the bottom, there is a 'Case Sensitive' checkbox and three buttons: 'Search' (highlighted with an orange border), 'Clear', and 'Save Search'.

## Job Aid: Review Paycheck Summary

- From the list of [Search Results](#), select the paycheck you want to review by clicking on one of its values, such as [Pay Period End Date](#) or [Paycheck Number](#)

▼ **Search Results**  
185 rows - Empl ID

View 100    First 1-10 of 185 Last										
Company	Pay Group	Pay Period End Date	Off Cycle ?	Page Nbr	Line Nbr	Separate Check Nbr	Form Identification	Paycheck Number	Empl ID	Legal Name
UCS	MB7	10/29/2022	N	46	1	0	ADVICE	64006788		>
UCS	MB7	10/15/2022	N	46	2	0	ADVICE	63827134		>
UCS	MB7	10/01/2022	N	45	2	0	ADVICE	63698001		>
UCS	MB7	09/17/2022	N	45	2	0	ADVICE	63470756		>

- The following table provides an overview of the [Search Results](#) columns:

Field/Section	Description
<b>Company</b>	This is always show UCS
<b>Pay Group</b>	This displays the pay group for which the check was created
<b>Pay Period End Date</b>	This field displays the last date of the pay period
<b>Off Cycle ?</b>	This field displays <b>N</b> to indicate the payroll cycle is an on-cycle payroll process and <b>Y</b> to indicate the payroll cycle is an off-cycle payroll process
<b>Page Nbr</b>	This field displays the paysheet page number
<b>Line Nbr</b>	This field displays the paysheet line number
<b>Separate Check Nrb</b>	This field would display the check number if the payment was paid in a separate check
<b>Form Identification</b>	This field displays <b>ADVICE</b> for direct deposit and <b>CHECK</b> if the paycheck was printed
<b>Empl ID</b>	This field displays the employee's identification number
<b>Legal Name</b>	This field displays the employee's legal name

## Job Aid: Review Paycheck Summary

## Review Paycheck Summary Overview

The Review Paycheck Summary information is arranged in sections: [Summary Information](#), [Paycheck Information](#), [Paycheck Totals](#), [Earnings](#), [Deductions](#), and [Taxes](#).

<b>Summary Information</b>					
Empl ID	Legal Name Degolia, Nadine Ying				
Company UCS	Pay Group MB7	Pay Period End 10/29/2022	Page 46	Line 1	Separate Check
<b>Paycheck Information</b>			<b>Paycheck Totals</b>		
Paycheck Status Confirmed		Paycheck Option Advice			
Issue Date 11/09/2022		Paycheck Number 64006788			
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected	<input type="checkbox"/> Cashed	
			Earnings	4,164.80	
			Taxes	775.23	
			Deductions	567.61	
			Net Pay	2,821.96	
<b>Earnings</b>					
<b>Deductions</b>					
<b>Taxes</b>					

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

- The following table provides an overview of the [Paycheck Summary Information](#), [Paycheck Information](#) and [Paycheck Totals](#):

Field/Section	Description	
<b>Employee and Pay Criteria</b>	<p>The employee's paysheet information appears at the top of each page of the <a href="#">Review Paycheck Summary</a> component. This information includes the <a href="#">Employee ID</a>, <a href="#">Legal Name</a>, <a href="#">Company</a>, <a href="#">Pay Group</a>, <a href="#">Pay Period End</a> date, paysheet <a href="#">Page</a> and paysheet <a href="#">Line</a> number.</p> <ul style="list-style-type: none"> <li><a href="#">Separate Check</a> is currently not used</li> </ul>	
<b>Paycheck Information</b>	<b>Paycheck Status</b>	<p>During payroll processing, the paycheck displays one of the following statuses.</p> <ul style="list-style-type: none"> <li><b>Confirmed</b>: Check is confirmed and complete; it represents what was paid to the employee. Balances reflect this information, and the <a href="#">Paycheck Number</a> field displays the check or advice number</li> <li><b>Reversing Check</b>: Paycheck reflects an adjustment made using the reversal process</li> <li><b>Calculated</b>: Indicates the check is calculated but not confirmed</li> </ul>
	<b>Paycheck Option</b>	<p>Indicates whether pay was issued via a <a href="#">Check</a> or direct deposit <a href="#">Advice</a></p> <ul style="list-style-type: none"> <li>If the check was reversed and has been confirmed, the <a href="#">Paycheck Option</a> displays <a href="#">Check Reversal</a>, and the <a href="#">Paycheck Status</a> displays <a href="#">Confirmed</a></li> </ul>
	<b>Issue Date</b>	Displays the date the paycheck was issued

## Job Aid: Review Paycheck Summary

	<b>Paycheck Number</b>	Displays the system-generated check or advice number after the pay confirmation process completes
	<b>Off Cycle</b>	Selected if the payment was processed in an off-cycle payroll
	<b>Reprint</b>	Selected if the <b>Check Reprint COBOL SQL (PSPRPRNT)</b> process was used to renumber the check
	<b>Adjustment</b>	Selected for reversal and adjustment checks processed by the <b>Reversal/Adjustment COBOL SQL (PSPPYREV)</b> process. If processing a reversal only, just the reversal check is shown
	<b>Corrected</b>	Selected by the <b>Retro Distribution DB Update PSJob (HPRETDST)</b> process, which is run during commitment accounting retroactive distribution processing. This is not related to the payroll adjustment process
	<b>Cashed</b>	Selected by the <b>Check Reconciliation SQR Report (PAY015A)</b> process when the check has been cashed (transmitted to the banks)
<b>Paycheck Totals</b>	<b>Earnings</b>	The total amount of gross earnings
	<b>Taxes</b>	The amount of taxes withheld from the employee's paycheck. Includes only taxes the employee paid (does not include what the employer paid)
	<b>Deductions</b>	The amount of deductions taken from the employee's paycheck. Includes only deductions the employee paid (does not include what the employer paid)
	<b>Net Pay</b>	The amount of net pay recorded on the employee's paycheck (earnings less taxes and deductions)

## Job Aid: Review Paycheck Summary

## Earnings

- Click on the arrow next to **Earnings** to review the paycheck earnings data

Earnings		Find   View All		First ◀ 1 of 2 ▶ Last	
<b>Begin Date</b>	10/16/2022	<b>End Date</b>	10/22/2022	<b>Addl Line Nbr</b>	2
<b>Reason</b>	Not Specified				
<b>Empl Record</b>	0	<b>Benefit Record</b>	0	<b>Additional Data</b>	
<b>Salaried</b>		<b>Hourly</b>		<b>Overtime</b>	
<b>Hours</b>		0.00		<b>Hours</b>	
<b>Rate</b>		52.060000		<b>Rate</b>	
<b>Earnings</b>		0.00		<b>Earnings</b>	
		Rate Code		<b>Rate Code</b>	
<b>State</b>		CA		<b>Locality</b>	
<b>Rate Used</b>		Hourly Rate		<b>Shift Rate</b>	
<b>Shift</b>		Not Applicable			
<b>Other Earnings</b>		Personalize   Find   View All   📄 🗨️		First ◀ 1 of 1 ▶ Last	
<b>Other Earnings Details 1</b>		<b>Other Earnings Details 2</b>			
<b>Code</b>	<b>Description</b>	<b>Rate Used</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
REG	Regular Pay	Hourly Rate	40.00	52.060000	2,082.40

- The following table provides an overview of the **Paycheck Earnings**:

Field/Section	Description
Earnings	<p><b>Begin Date/End Date</b></p> <p>The first day/last day of the pay period or week.</p> <ul style="list-style-type: none"> <li>For monthly employees, the <b>Begin Date</b> and <b>End Date</b> indicate a one-month period</li> <li>For bi-weekly employees, earnings rows will appear for each week and will reflect the <b>Begin Date</b> and <b>End Date</b></li> <li>Use the <b>View All</b> or the previous or next arrow buttons to view earnings in a pay period</li> </ul>
	<p><b>Add Line Nbr</b></p> <p>Employees have at least one pay earnings line.</p> <ul style="list-style-type: none"> <li>For bi-weekly employees, earnings rows will appear for each week, and additional rows may appear if the employee is being paid from a previous pay period, including any accrual takes</li> <li>For monthly employees, one earnings row will appear reflecting the pay period <b>Begin Date</b>, <b>End Date</b>, and earnings</li> <li>Additional rows may appear if the employee is being paid from a previous pay period or has any accrual takes</li> <li><b>Note:</b> Paid time by date can be viewed on the <b>Timesheet</b> page in UCPath. Refer to the <a href="#">Job Aid: Timesheet</a> for more information.</li> </ul>

## Job Aid: Review Paycheck Summary

	<b>Reason</b>	Identifies the reason the employee is receiving additional pay. This field is for informational purposes only.  • <b>Note:</b> <b>Reason</b> may include <b>Time and Labor Row</b> . Only rows that are loaded to paysheets via an internal custom process will display this reason
	<b>Empl Record</b>	The employment record number defaults to zero, indicating the employee has one employment record. If there are multiple jobs, the number increments by 1.
	<b>Benefit Record</b>	The benefit record number defaults to zero
<b>Salaried</b>	For Salaried employees:	
	<b>Hours</b>	Indicates the employee's hours worked per month
	<b>Rate</b>	The field displays the adjusted hourly rate. The rate is determined by the monthly salary from <b>Job Data</b> divided by the working hours in the month
	<b>Earnings</b>	Compensation rate from <b>Job Data</b>
	For non-salaried employees:	
	<b>Rate</b>	Compensation rate from <b>Job Data</b>
<b>Hourly</b>	UCPath is currently not using this section	
<b>Overtime</b>	UCPath is currently not using this section	
<b>Rate Used</b>	This field indicates the earnings are based on an hourly rate	
<b>State</b>	This field displays the state abbreviation code	
<b>Shift/Shift Rate</b>	UCPath is currently not using this field	
<b>Locality</b>	This field displays the code for a local taxing authority	
<b>Other Earnings</b>	This section displays the daily earnings for hourly employees and additional pay for hourly and salaried employees	
	<b>Code</b>	Displays the three-character code for the type of earnings
	<b>Description</b>	Explains the type of earnings
	<b>Rate Used</b>	This field indicates the earnings are based on an hourly rate

## Job Aid: Review Paycheck Summary

	<b>Hours</b>	Displays the number of hours associated with the earnings type
	<b>Rate</b>	Display the rate of pay associated with the earnings type
	<b>Amount</b>	Displays the total amount paid for this type of earnings
	<b>Source</b>	Displays the Paysheet Update Source code that identifies where the data that is loaded to the paysheet resides. For example: OT (Other) is data loaded from the TRS system

### Deductions

- Click on the arrow next to **Deductions** to review the paycheck deductions data

Deductions					
Personalize   Find     First 1-18 of 18 Last					
Benefit Record	Code	Description	Class	Amount	Calculated Base
0	HBGBT	HealthNet Blue&Gold	Before-Tax	134.54	
0	HBGBT	HealthNet Blue&Gold	Nontaxable Benefit	1,147.21	
0	DPPOBT	Delta Dental PPO	Nontaxable Benefit	128.29	

- The following table provides an overview of the **Deductions**:

Field/Section	Description	
<b>Deductions</b>	<b>Benefit Record</b>	The benefit record number defaults to zero for benefit deductions and 999 for non-benefit deductions
	<b>Deduction Code</b>	Displays the benefit or non-benefit deduction code
	<b>Description</b>	Displays the description of the deduction
	<b>Class</b>	This column displays the tax classification assigned to the deduction. For benefit deductions, there may be multiple tax classifications assigned for one deduction displayed on multiple rows in the <b>Deduction</b> section
	<b>Amount</b>	The total deduction amount for the tax class
	<b>Calculated Base</b>	This column displays the base amount used to determine the deduction amount. This can be a coverage amount or a calculated amount. Note that a coverage cap may limit a coverage amount

## Job Aid: Review Paycheck Summary

## Taxes

- Click on the arrow next to **Taxes** to review the paycheck Tax data

Taxes									
Personalize   Find   First 1-7 of 7 Last									
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount	PA EIT Work PSD Code	PA EIT Residence PSD Code
US Federal					OASDI/Disability - EE	1,981.28	122.84		
US Federal					OASDI/Disability - ER	1,981.28	122.84		

- The following table provides an overview of **Taxes**:

Field/Section	Description	
<b>Taxes</b>	<b>Tax Entity</b>	Indicates the taxing authority: <b>US Federal</b> , <b>State</b> or <b>Local</b>
	<b>State</b>	Displays the state abbreviation code if <b>State</b> is listed as the <b>Tax Entity</b>
	<b>Resident</b>	A <b>Y</b> appears on the state withholding tax line for the employee's state of residence. The value defaults from the <b>State Tax</b> page
	<b>Locality/ Locality Name</b>	Displays the code and name of the local taxing authority when the <b>Tax Entity</b> is listed as <b>Local</b>
	<b>Tax Class</b>	Displays the code for the type of tax. The amounts paid by the employee and the employer are presented. The letters <b>EE</b> at the end of the code indicate an employee-paid tax, and the letters <b>ER</b> refer to an employer-paid tax
	<b>Taxable Gross</b>	Displays the taxable gross earnings for the specified tax class. Taxable gross takes into consideration any maximum limit imposed for the specified tax class
	<b>Tax Amount</b>	Displays the amount of taxes for a particular tax class
	<b>PA EIT Work PSD Code</b>	This column displays the Pennsylvania Local Earned Income Tax (EIT) Political Subdivision (PSD) code for employees working in PA
	<b>PA EIT Resident PSD Code</b>	This column displays the Pennsylvania Local Earned Income Tax (EIT) Political Subdivision (PSD) code for employees living in PA