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

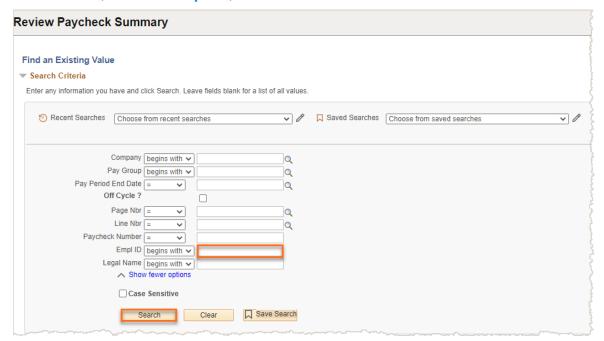
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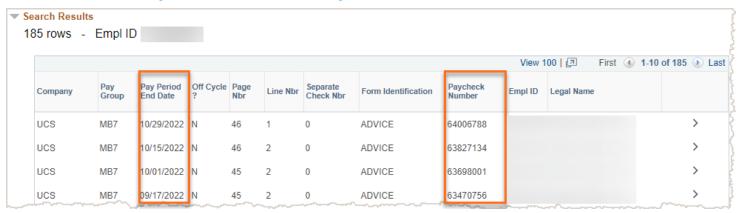
- Search Criteria
- Review Paycheck Summary Overview
- Earnings
- Deductions
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Search Criteria

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



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

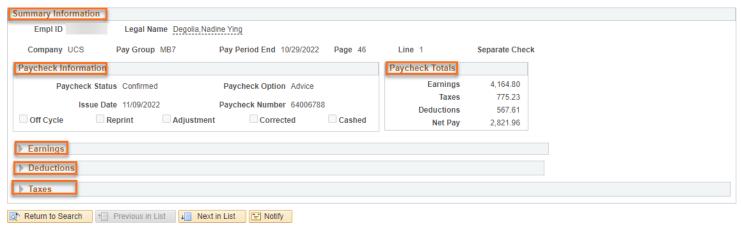


The following table provides an overview of the Search Results columns:

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

Review Paycheck Summary Overview

The Review Paycheck Summary information is arranged in sections: **Summary Information**, **Paycheck Information**, **Paycheck Totals**, **Earnings**, **Deductions**, and **Taxes**.



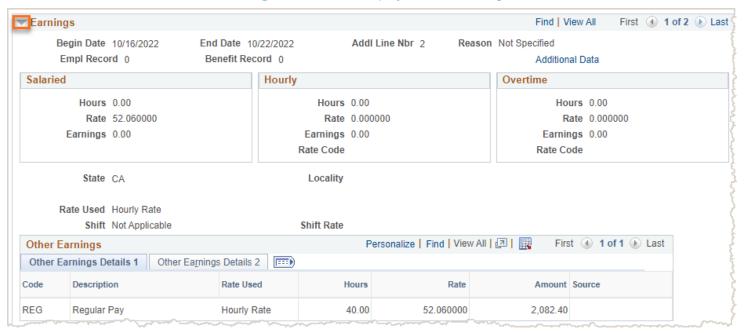
 The following table provides an overview of the Paycheck Summary Information, Paycheck Information and Paycheck Totals:

Field/Section	Description		
Employee and Pay Criteria	The employee's paysheet information appears at the top of each page of the Review Paycheck Summary component. This information includes the Employee ID, Legal Name, Company, Pay Group, Pay Period End date, paysheet Page and paysheet Line number.		
	Separate 0	Check is currently not used	
Paycheck Information	Paycheck Status	During payroll processing, the paycheck displays one of the following statuses.	
		 Confirmed: Check is confirmed and complete; it represents what was paid to the employee. Balances reflect this information, and the Paycheck Number field displays the check or advice number 	
		 Reversing Check: Paycheck reflects an adjustment made using the reversal process 	
		Calculated: Indicates the check is calculated but not confirmed	
	Paycheck Option	Indicates whether pay was issued via a Check or direct deposit Advice	
		If the check was reversed and has been confirmed, the Paycheck Option displays Check Reversal, and the Paycheck Status displays Confirmed	
	Issue Date	Displays the date the paycheck was issued	

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

Earnings

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



The following table provides an overview of the Paycheck Earnings:

Field/Section	Description	
	Begin Date/ End Date	The first day/last day of the pay period or week.
		 For monthly employees, the Begin Date and End Date indicate a one-month period
		 For bi-weekly employees, earnings rows will appear for each week and will reflect the Begin Date and End Date
		 Use the View All or the previous or next arrow buttons to view earnings in a pay period
	Addl Line Nbr	Employees have at least one pay earnings line.
N		 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
		 For monthly employees, one earnings row will appear reflecting the pay period Begin Date, End Date, and earnings
		 Additional rows may appear if the employee is being paid from a previous pay period or has any accrual takes
		 Note: Paid time by date can be viewed on the Timesheet page in UCPath. Refer to the <u>Job Aid: Timesheet</u> for more information.

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

	Hours	Displays the number of hours associated with the earnings type
	Rate	Display the rate of pay associated with the earnings type
	Amount	Displays the total amount paid for this type of earnings
	Source	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



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

Field/Section	Description	
Deductions	Benefit Record	The benefit record number defaults to zero for benefit deductions and 999 for non-benefit deductions
	Deduction Code	Displays the benefit or non-benefit deduction code
	Description	Displays the description of the deduction
	Class	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 Deduction section
	Amount	The total deduction amount for the tax class
	Calculated Base	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

Taxes

• Click on the arrow next to Taxes to review the paycheck Tax data



• The following table provides an overview of Taxes:

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