

Understanding the Major Elements of Your Pay Check

Your pay check looks very similar to what you see today. The principal elements are highlighted below and in the sample provided inside this pamphlet.

- ❶ **Pay Period Data:** Indicates Core-CT business unit, pay group, pay dates and check details.
- ❷ **Additional Employee Data:** Indicates your current job title, pay rate and the agency (department) for which you work.
- ❸ **Before-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay prior to tax calculations.
- ❹ **After-Tax Deductions:** Itemizes the payroll deductions subtracted from gross pay after tax calculations.
- ❺ **Leave Balances:** For employees whose agencies use Core-CT Time and Labor, lists leave balances as of the pay end date.
- ❻ **Employee Pay Check:** Shows the final amount paid to you in this pay period.

Please visit <http://www.core-ct.state.ct.us/employee/> for an electronic version of this pamphlet and other information about Core-CT.

Critical Payroll Changes in the New Core-CT System

Timely Completion of Timesheets: Employees play a critical role in the accuracy of the payroll process. Please submit your timesheets on time.

Employee Benefits: Enrollment and management of employee benefits will be performed at the agency level. For employees with multiple jobs, benefits are tied to the employee's primary job.

Garnishments: All garnishment transactions will be performed by the Central Payroll Division of the Office of the State Comptroller. However, employees should continue to call their agency payroll office with garnishment questions.

Employees with Multiple State Jobs:

- **You Will Receive Multiple Checks:** Within Core-CT, a payroll check will be issued for each job worked, even if they are in the same Agency. CT State Employee Credit Union deductions will remain the same.
- **Single Tax Setup:** Employees with multiple jobs are bound to the withholding structure as indicated for the employee's primary job. Please check with your agency payroll office if you need to change your W-4 tax setup.



Your New Pay Check

Beginning with this pay cycle, your pay check will be generated from the new Core-CT system. The new State of Connecticut pay check will provide a wealth of information. It will display the details of your...

- Earnings
- Taxes
- Other deductions
- Vacation and other leave balances
- And more

Inside you will find a sample of a new State of Connecticut pay check, as well as a list of important payroll changes.

Please contact your agency payroll office with any questions you may have.

SAMPLE PAY CHECK

State of Connecticut
Office of the State Comptroller, 55 Elm Street
Hartford, CT 06106 - 1775

Pay Group: B41-All Biweekly 14-Day 1	1	Business Unit: AGENCY
Pay Begin Date: 11/14/2003		Check #: 00001590
Pay End Date: 11/27/2003		Check Date: 12/12/2003

Employee ID: 000000	TAX DATA:	Federal	CT State	
Department: OSC15000 - Off of State Comptroller	Marital Status:	Single	Single (F)	
Location: Accounts Payable	Allowances:	0		
Job Title: Manager	Adtl. Pct.:		0	
Pay Rate: \$3,375.20 Biweekly	Adtl. Amt.:			

OSC15000 OSC064004
Employee Name
Street Address
Town, State Zip Code

TAXES		
Description	Current	YTD
Fed Withholding	1,113.61	2,227.22
Fed MED/EE	50.75	101.50
Fed OASDI/EE	217.00	434.00
CT Withholding	180.85	361.70
Total:	1,562.21	3,124.42

BEFORE-TAX DEDUCTIONS		
Description	Current	YTD
Health Net Charter HMO	2.56	5.12
DefCompHTF	100.00	200.00
Total:	102.56	205.12

AFTER-TAX DEDUCTIONS		
Description	Current	YTD
Life Ins. - Basic	17.00	34.00
LifeInsSup	6.74	13.48
ShTrmDisab	43.98	87.96
CrUnCSE	100.00	200.00
LifeInsING	57.48	114.96
LtCareAul	48.48	96.96
Total:	273.68	547.36

HOURS AND EARNINGS						
Description	----- Current -----			----- YTD -----		
	Rate	Hours	Earnings	Hours	Earnings	
Regular Pay	42.190000	52.00	2,193.88	104.00	4,387.76	
Holiday	42.190000	8.00	337.52	16.00	675.04	
Sick Pay	42.190000	20.00	843.80	40.00	1,687.60	
Longevity			0.00		142.00	
Total:		80.00	3,375.20	160.00	6,892.40	

LEAVE BALANCES AS OF: 11/27/2003	
Description	Balance
Sick	26.20
Vacation	30.70
Personal	24.00
Holiday	11.40
Comp Time	9.60

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:	3,375.20	3,272.64	1,562.21	376.24	1,436.75
YTD:	6,892.40	6,687.28	3,124.42	752.48	3,015.50

NET PAY DISTRIBUTION	
Check #000001590	1,436.75
Total:	1,436.75

MESSAGE: This is a sample pay check.

THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT ANGLE TO VERIFY.

State of Connecticut
Off of State Comptroller OSC15000



51-0044/0119 **FLEET BANK**
Hartford CT 06115

Check No. 00001590

ISSUED IN PAYMENT OF STATE PAYROLL OR RETIREMENT

OFFICE OF THE STATE COMPTROLLER TO THE TREASURER
OF THE STATE OF CONNECTICUT

Date: 12/12/2003

Pay Amount: \$1,436.75 *****

PAY EMPLOYEE NAME
to the
order of **** ONE THOUSAND FOUR HUNDRED THIRTY SIX AND 75/100 DOLLARS ****

CHECK NOT VALID UNLESS SIGNED BY BOTH STATE
TREASURER AND STATE COMPTROLLER

Employee Name
Street Address
Town, State Zip Code



Nancy vlyman
Nancy vlyman

Comptroller of the State of Connecticut



Denise L. Nappier
Denise L. Nappier

Treasurer of the State of Connecticut

|| 00001590 ||

| : 0119004451 : 00574 03966 ||