HCM changes bring new look to paycheck stubs

By Michele Rainford

The June 2006 issue of Impact included a detailed article on UTMB’s upcoming switch to the PeopleSoft Human Capital Management (HCM) system (the PeopleSoft component that supports employee and human resources functions) and the payroll calculation changes the new system will bring in late September. The changes, including the new look of direct deposit stubs and check stubs, will be effective for the first monthly pay check delivered on Oct. 2 for those employees paid monthly, and the first bi-weekly pay check delivered on Oct. 13 for those paid bi-weekly.

Employees on direct deposit will no longer receive pay stubs delivered directly to their mailboxes each pay period. In addition, paper stubs will no longer be printed. Employees who receive direct deposit will need to log onto PeopleSoft HCM to view their direct deposit advice using their Users-M account. Specific instructions on how to view pay stubs online at PeopleSoft HCM will be available prior to the check dates listed above.

Paper checks will be mailed to employees’ home addresses, so it is important to make sure that your correct address is showing on your current pay stub. The information on the check stub will be the same as the direct deposit advice, except that a check will be attached to the bottom of the stub.

An important procedural change will be effective after Sept. 8 for those employees who sign up for direct deposit: the first time or those who are already on direct deposit but wish to change their bank account number, employees must sign up for direct deposit for the first bi-weekly pay period beginning Oct. 13.

This new information on your stub will remind you about the Federal Tax Withholding status you have selected for withholding purposes. Again, with PeopleSoft Self Service functionality, you will be able to update your own withholding status on-line. You will find the detail breakdown of your gross pay for the current pay period and calendar year-to-date. You will see that your rate of pay is carried out to 6-decimal places in PeopleSoft, which could cause some small rounding differences in your regular earnings total. Also, UTMB will not interpret these differences in your regular earnings total. If any employees who earn overtime.

Please pay attention to this information to make sure your name matches the name on your Social Security Administration card to help ensure Social Security Wage Reporting is correct. It’s always important to have your correct home address in the Payroll System in case a check has to be mailed to you or other important communications.

With PeopleSoft Employee Self Service functionality, you will be able to update your own address on-line.

This area of your pay stub indicates the amount of your net pay and the current pay period being and end dates. The current check date also is provided. There is a hyperlink that takes you to pay stubs for prior pay periods.

Included here is your primary department and that department’s campus mail route and physical location. Other important information is your job title and your institutional base salary expressed on a bi-weekly, monthly or hourly basis.

You calculate your taxable gross for this pay period and for calendar year-to-date by subtracting “Total Before-Tax Deductions” from your “Total Gross Pay” amount.

Here you will see the amount of Federal Income Taxes withheld from this paycheck, and the amount withheld calendar year-to-date. “Fed MED/EE” and “Fed OASDI/EE” indicate the amount of withholding for Medicare and Social Security taxes.

These are deductions from your pay that actually reduce your taxable income.

Here you see dollars that UTMB is paying toward your benefits—Medical (Premium Sharing), Teachers Retirement System (retirement plan matching contributions), Social Security and Medicare matching contributions, Workman’s Compensation, Unemployment Compensation, etc. This is the type of information provided on the UTMB “Total Rewards” statements that you have received in recent years. These amounts are not deducted from your pay.

This hyperlink takes you to the KRONGOS Timekeeping System where you can log on to view your most current leave balances.

Here you see your various leave balances as of the end of the pay period.

This area indicates the number of future pay stubs that will be direct deposited to your account.