

UNDERSTANDING YOUR PAYCHECK EARNINGS - For CSEA-Represented Employees

The purpose of this brochure is to provide a detailed description of the types of earnings you may be eligible to receive as a SUNY Upstate Medical University CSEA-represented employee assigned an annual salary.

This information will describe how earnings are calculated, how they are included on your paycheck and when they are paid. Please note this brochure is in addition to the “How to Understand your Payroll Documents” brochure produced by the Office of the State Comptroller.

If you have any questions or concerns regarding information included on this web page or your own paycheck earnings, please call Payroll Services at 464-4840 or email STATEPR@upstate.edu. We will be happy to work with you to resolve any concerns and ensure your pay is both accurate and timely. If you are a SUNY Upstate Medical University CSEA-represented employee paid on an hourly basis, please contact Payroll Services for paycheck earning information.

Jane Doe		Sample Paycheck				Current YTD	Total Gross	Fed Taxable Gross		
Advice # 12345678	Advice Date 2/8/06	Pay Start Date 01/12/06	Pay End Date 01/25/06	Negotiating Unit 02	Retirement System ERS	Net Pay				
Department ID 02000						Pay Rate				
EARNINGS		Current Hrs/Days	Earnings	YTD Hrs/Days	Earnings	TAX DATA	Federal	State	NYC	Yonkers
Regular Pay Salary Employee Additional Comp Inconvenience Pay Full Shift Differential Intermittent Inc & Shift Intermittent Inconvenience Pay Holiday Pay Holiday Pay 1.5 OT Meals OT for Annuals Overtime St Ann Overtime with IIP or Partial I Extra Time Lost Time Standby – Classified Standby OT Classified		# (which corresponds with descriptions) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Earnings Descriptions				Marital Status Allowances Addl Amt. TAXES Current YTD Fed Withholding Medicare Social Security NY Withholding				
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TAX DEDUCTIONS		Current	YTD			
Regular Before Tax Health TIAA Retirement Before Tax				NYS Group Insurance SUNY Parking Services SEFA of Central NY						

Earnings Description Shown on Paycheck	Continuous Inconvenience (CI) Assignment – Employees eligible for Inconvenience Pay and/or Shift Differential who are regularly assigned to a work shift other than a normal weekday shift that is other than on a temporary basis are considered to be working a continuing assignment.	Intermittent Inconvenience (II) Assignment – Employees eligible for Inconvenience Pay and/or Shift Differential who occasionally work a shift other than a normal weekday shift are not considered to be working a continuing assignment.
<p>1 Regular Pay Salary Employee</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – all CSEA Represented employees • Represents the biweekly amount of your Annual Base Salary • Part Time Employees regular pay will be pro-rated • Paid on a 1 pay period lag • Paycheck indicates dollars only 	<p><u>II</u></p> <p>Same</p>
<p>2 Additional Comp</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – CSEA LPN only, Full Time <u>and</u> assigned an annual salary <u>and</u> hired before 2/9/95 • Represents the biweekly amount of \$751 prorated if worked less than full shifts • Eligible Employees that work equal to or greater than 4 hours between 6pm and 6am will receive additional compensation • Paid on a 2 pay period lag • Paycheck indicates dollars only 	<p><u>II</u></p> <ul style="list-style-type: none"> • <u>Same</u>

<p>3 Inconvenience Pay Full Full Time Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time CSEA Represented Employees that are assigned an Annual Salary Only • Represents the biweekly amount of the \$575 Annual Inconvenience Pay (\$22.05 biweekly) • Part Time Employees are not eligible for Inconvenience Pay • If employee does not work all off shifts, then inconvenience pay is adjusted • Paid on a 1 pay period lag • Paycheck indicates dollars only 	<p><u>II</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time CSEA Represented employees that are assigned an Annual Salary Only • Represents a pro-rated amount of the \$575 Annual Inconvenience Pay based on the actual number of off shifts that are worked for that pay period • Paid on a 2 pay period lag. • Paycheck indicates dollars only
<p>4 Shift Differential Eligible Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Determined by review of local market. Eligible employees must be assigned an Annual Salary and work half a shift that falls between 4pm and 8am • Represents total biweekly amount of the annual Shift Differential • If employee does not work all off shifts, then shift differential is adjusted • Paid on a 2 pay period lag • Paycheck indicates dollars only 	<p><u>II</u></p> <p>Not Applicable</p>

<p>5 Intermittent Inconvenience & Shift</p> <p>Eligible Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Determined by review of local market. Eligible employees must be assigned an Annual Salary and work half a shift that falls between 4pm and 8am • Represents <u>adjustments</u> to both Inconvenience pay (#3) and Shift Differential (#4) when an employee does not work all off shifts that were assigned as continuous inconvenience • Amounts are negative dollars • Adjusted on a 2 pay period lag • Paycheck is noted in units and dollars 	<p><u>II</u></p> <p>Not Applicable</p> <ul style="list-style-type: none"> • Employees must be permanently assigned a continuous inconvenience in order to be paid Shift Differential • For Inconvenience Pay – see Intermittent Inconvenience Pay (#6)
<p>6 Intermittent Inconvenience Pay</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time Employees that are assigned an annual salary and that work half a shift that falls between 6pm and 6am • Represents <u>adjustments</u> to Inconvenience Pay (#3) when an employee does not work all off shifts that were assigned as continuous inconvenience • Part time employees are not eligible for Intermittent Inconvenience Pay • Amounts are negative dollars • Adjustments paid on a 2 pay period lag • Paycheck is noted with day increments and dollars 	<p><u>II</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time Employees that are assigned an annual salary and that work half a shift that falls between 6pm and 6am • Represents payment of Inconvenience Pay (#3) when an employee works off shifts that were assigned as intermittent inconvenience • Amounts are positive dollars • Paid on a 2 pay period lag • Paycheck is noted with units and dollars

<p>7 Holiday Pay</p> <p>For Holidays worked <u>other than</u> Thanksgiving and/or Christmas and employee elected cash</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time CSEA Represented Employees that are assigned an annual salary • Represents holiday pay when employee works on a holiday <i>other than</i> Thanksgiving and/or Christmas • Amount paid is equal to the employee’s daily rate of pay and includes Shift Differential and/or Inconvenience Pay if eligible • Please note that holiday pay is in addition to total amount of pay for actual hours worked on the holiday(s) • Paid on a 2 pay period lag • Paycheck is noted with day increments and dollars 	<p><u>II</u></p> <p>Same</p> <ul style="list-style-type: none"> • Except amount does not include Shift Differential and Inconvenience Pay • Paid on a 2 pay period lag • Paycheck is noted with day increments and dollars
<p>8 Holiday Pay 1.5</p> <p>For Holidays worked on Thanksgiving and/or Christmas only and employee elected cash</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time CSEA Represented employees that are assigned an annual salary • Represents holiday pay when employee works Thanksgiving and/or Christmas holidays and elected cash • Represents 1.5 times the daily rate of pay and includes shift differential and/or inconvenience pay if eligible • Please note that holiday pay is in addition to total amount of pay for actual hours worked on the holiday(s) • Paid on a 2 pay period lag • Paycheck is noted with day increments and dollars 	<p><u>II</u></p> <p>Same</p> <ul style="list-style-type: none"> • Except amount does not include shift differential and inconvenience pay • Paid on a 2 pay period lag • Paycheck is noted with day increments and dollars

<p>9 OT Meals</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • For Full Time Employees -- Represents payment of \$6.00 meal allowance for every 3 hours of overtime an Employee works beyond their regular scheduled shift • For Part Time Employees – same as Full Time once s/he works the same number of hours as a Full Time Employee • For pass day employee must work as follows – if 6 hours worked, then 1 overtime meal allowance is paid if 9 hours worked, then 2 overtime meal allowances are paid (maximum amount) • Paid on a 2 pay period lag • Paycheck is noted in unit increments and dollars 	<p><u>II</u></p> <p>Same</p>
<p>10 OT for Annuals</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – All CSEA Represented Employees that are assigned an annual salary and work greater than 40 hours in a workweek • Represents overtime pay for each hour that is paid greater than 40 hours in a workweek at the overtime rate • Recall hours that result in overtime hours are paid as overtime and at a minimum of 4 hours or 3.75 hours – depending on employee’s work obligation • Paid on a 2 pay period lag • Paycheck is noted in hours and dollars 	<p><u>II</u></p> <p>Same</p>

<p>11 OT ST Ann</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – All CSEA Represented Employees that are assigned a 37.5 hour workweek obligation and have an annual salary, work between 37.5 and 40 hours in a workweek, and have a compensatory time accrual balance of 225 hours during that pay period • Represents straight hourly rate of pay for each hour worked between 37.5 and 40 hours in a workweek • Paid on a 2 pay period lag • Paycheck is noted in day increments and dollars 	<p><u>II</u></p> <p>Same</p>
<p>12 Overtime with IIP or Partial I</p> <p>Paid when employee receives Intermittent Inconvenience pay (#6) and works overtime</p> <p>(back to top)</p>	<p><u>CI</u></p> <p>Not Applicable – (Included in Overtime for Annual (#10))</p>	<p><u>II</u></p> <ul style="list-style-type: none"> • Eligibility – All CSEA Represented Employees that are assigned an annual salary, work greater than 40 hours in a workweek, <u>and</u> also are paid for a prorated amount of the Annual Inconvenience Pay (#6) • Represents additional inconvenience overtime pay if the employee is paid for overtime • Paid on a 2 pay period lag • Paycheck is noted in hour increments and dollars
<p>13 Extra Time</p> <p>Part Time Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Part Time CSEA Represented Employees that are assigned an annual salary • Represents pay for those hours that are worked in excess of their normal work hour obligation up to 40 hours in a workweek • Pay is calculated as total number of Extra Time hours times straight hourly rate • Paid on a 2 pay period lag • Paycheck is noted in day increments and dollars 	<p><u>II</u></p> <p>Same</p>

<p>14 Lost Time</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time CSEA Represented Employees that are assigned an annual salary • Represents a reduction of pay for time not worked <u>and</u> accruals not charged • Pay is reduced using the straight hourly rate times the number of lost time hours • Pay is adjusted on a 2 pay period lag • Paycheck is noted in day increments and dollars 	<p><u>II</u></p> <p>Same</p>
<p>15 Standby - Classified (a.k.a. On Call)</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time CSEA Represented Employees that are assigned an annual salary and have a position/line number that is on the Standby/On Call Roster • Represents pay for Standby (On Call) hours reported to Payroll Services • Pay is calculated as number of Standby (On Call) hours times 25% of hourly rate and may include Inconvenience Pay (#3) and Shift Differential pay (#4), if eligible • If recalled, employee is still paid for scheduled hours of standby • Pay is adjusted on a 2 pay period lag • Paycheck is noted in day increments and dollars 	<p><u>II</u></p> <p>Same</p>

<p>16 Standby OT Classified</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none">• Eligibility – Full Time and Part Time CSEA Represented Employees that are assigned an annual salary and have a position/line number that is on the Standby/On Call Roster and are paid Overtime (#10) and Standby Pay (#15) in the same pay period• Represents premium pay for standby overtime hours• Pay is calculated using the standby premium rate times the number of overtime hours paid• Pay is adjusted on a 2 pay period lag• Paycheck is noted in hour increments and dollars	<p><u>II</u></p> <p>Same</p>
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