

UNDERSTANDING YOUR PAYCHECK EARNINGS – For PEF-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 PEF-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 document 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 PEF-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 05 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
		# (which corresponds with descriptions)				Marital Status		
Regular Pay Salary Employee	1	} Earnings Descriptions			Allowances			
Inconvenience Pay - Full	2				Addl Amt.			
Shift Differential	3				TAXES			Current YTD
Intermittent Inc/Shift Override	4				Fed Withholding			
Intermittent Shift Override	5				Medicare			
Intermittent Week-end Shift Override	6				Social Security			
Holiday Pay	7				NY Withholding			
Holiday Pay 1.5	8							
OT Meals - \$5.50 MAN CON/PEF	9							
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Geographic Pay	17							
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 PEF Represented employees • Represents the biweekly amount of your Annual Base Salary • If 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 Inconvenience Pay Full Time Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time PEF Represented Employees that are assigned an Annual Salary Only • Represents the biweekly amount of the \$550 Annual Inconvenience Pay (\$21.09 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 PEF Represented employees only • Represents a pro-rated amount of the \$550 Annual Inconvenience Pay based on the actual # of off shifts that are worked for that pay period • Paid on a 2 pay period lag. • Paycheck indicates dollars only

<p>3 Shift Differential</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time PEF Represented Employees that are assigned an Annual Salary • Represents 20% biweekly amount of the annual base salary and is pro-rated if the employee is part time • If employee does not work all off shifts, then shift differential is adjusted • Paid when an employee works greater than 4 hours between 6 pm & 6 am during <i>weekday</i> • Paid when employee works greater than 4 hours between 6 am & 6 pm <i>weekend day</i> • Paid when an employee works greater than 4 hours between 6 pm & 6 am <i>weekend nights</i> • Paid on a 1 pay period lag • Paycheck is noted with dollars only 	<p><u>II</u></p> <p>Not Applicable</p>
<p>4 Intermittent Inconvenience /Shift Override</p> <p>Full Time Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Paid to PEF Represented Full Time Employees that are assigned an annual base salary are eligible for both Inconvenience Pay (#2) and Shift Differential (#3) • Represents <u>adjustments</u> to both the Inconvenience pay (#2) and Shift Differential (#3) 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 dollars only 	<p><u>II</u></p> <ul style="list-style-type: none"> • Eligibility – Paid to PEF Represented Full Time Employees that are eligible for both Inconvenience Pay (#2) and Shift Differential (#3) • Represents payment of both the Inconvenience Pay (#2) and Shift Differential (#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 in dollars only

<p>5 Intermittent Shift Override</p> <p>Part Time Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Paid to PEF Part Time Employees that are assigned an annual salary and are eligible for Shift Differential (#3) • Represents adjustments to Shift Differential (#3) when an employee does not work all off shifts that were assigned as continuous inconvenience • Amounts are negative dollars • Adjustments paid on a 2 pay period lag • Paycheck is noted with dollars 	<p><u>II</u></p> <ul style="list-style-type: none"> • Eligibility – Paid to PEF Part Time Employees that are assigned an annual salary and are eligible for shift Differential (#3) • Represents payment of the Shift Differential (#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 dollars
<p>6 Intermittent Weekend Shift Override</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time PEF Represented employees assigned an annual salary • Represents 10% of daily rate of pay for each actual off shift worked <u>on weekends only</u>. (This is in addition to the Shift Differential pay (#3)) • Paid when an employee works equal to or greater than 4 hours between 6 pm & 6 am during weekend nights Friday/Saturday and/or Saturday/Sunday • Paid on a 2 pay period lag • Paycheck is noted with dollars only 	<p><u>II</u></p> <p>Same</p>

<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 PEF 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 PEF 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 	<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 – \$5.50 MAN CON/PEF</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time PEF Represented Employees that are assigned an annual salary • For Full Time Employees -- Represents payment of \$5.50 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>Only paid to Employees that <u>are not</u> paid Shift Differential</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time PEF Represented Employees that are assigned an annual salary and are not paid a Shift Differential (#3) in the pay period • Represents overtime pay for each hour that is paid greater than 80 hours in a pay period at the overtime rate • Recall hours that result in overtime hours are paid as overtime and at a minimum of 4 hours • 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 Override</p> <p>Only paid to Employees that <u>are</u> paid Shift Differential</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time PEF Represented Employees that are assigned an annual salary and are paid a Shift Differential (#3) in the pay period • Represents overtime pay for each hour that is paid greater than 80 hours in a pay period at the overtime rate • Recall hours that result in overtime hours are paid as overtime and at a minimum of 4 hours • Paid on a 2 pay period lag • Paycheck is noted in hours and dollars 	<p><u>II</u></p> <p>Same</p>
<p>12 Extra Time</p> <p>For Part Time Annual Salaried Employees only</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Part Time PEF 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 full time - 80 hour obligation • Pay is calculated as number of Extra Time hours times straight hourly rate • Paid on a 2 pay period lag • Paycheck is noted in days and dollars 	<p><u>II</u></p> <p>Same</p>

<p>13 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 PEF Represented Employees that are assigned an annual salary • Reduction of pay for time not worked and accruals not charged • Pay is reduced using the straight hourly rate x # 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>14 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 PEF 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 20% of hourly rate and may include Inconvenience Pay (#2) and Shift Differential pay (#3), 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>15 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 PEF 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 (#14) 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>
<p>16 PST Longevity LSP</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – PEF Represented Employees assigned an annual salary and who have continuous service of equal to or greater than 5 years. Employee must be at Job Rate or higher during each year to be eligible • Longevity Pay is paid annually via a separate check • Paid April of each year • Earnings are added to the regular rate of pay when calculating overtime • Paycheck is noted in dollars only 	<p><u>II</u></p> <p>Same</p>

<p>17 Geographic Pay</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none">• Eligibility –Full Time and Part Time PEF Represented RNs only• Additional Pay based on the competitive salary package developed jointly by Hospital Administration and the Human Resources Department and approved by the SUNY Board of Trustees• Paid on a 1 pay period lag• Paycheck is noted in dollars only	<p><u>II</u></p> <p>Same</p>
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