

Understanding Your Paycheck Earnings (For UUP-Represented Employees)

The purpose of this web page is to provide a detailed description of the types of earnings you may be eligible to receive as a SUNY Upstate Medical University UUP-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 web page 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 UUP-represented employee paid on an hourly basis, please contact Payroll Services for paycheck earning information.

New York State Comptroller		Sample Paycheck		Total Gross	Fed Taxable Gross
Advice # 12345678 Advice Date 02/08/06		Pay Start Date 01/12/06 Pay End Date 01/25/06	Negotiating Unit 08 Retirement System ERS	Current YTD	Net Pay
Department ID 02000					Pay Rate
EARNINGS		Current Hrs/Days	Earnings	YTD Hrs/Days	Earnings
Regular Pay Salary Employee Inconvenience Pay Full Also Receives OT Straight Rate for Annuals OT St Ann Standby -Unclassified (a.k.a. On Call) Standby OT Override Recall Overtime Extra Time Lost Time		# (which corresponds with descriptions) 1 2 3 4 5 6 7 8 9 10	Earnings Descriptions	TAX DATA Federal State NYC Yonkers	
				Marital Status Allowances Addl Amt. TAXES Current YTD Fed Withholding Medicare Social Security NY Withholding	
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TAX DEDUCTIONS	
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 UUP 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 hours and dollars 	<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 UUP 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 UUP Represented employees that are assigned an Annual Salary Only • Represents a pro-rated amount of the \$550 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>3 Also Receives 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 Also Receives • Represents payment of Also Receives when an employee works off shifts that were assigned as Also Receives shifts. • Paid on a 2 pay period lag • Paycheck indicates dollars only 	<p><u>II</u></p> <p>Not Applicable</p>

<p>4 OT Straight Rate for Annuals</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – All UUP Represented Employees that are assigned an annual salary and work greater than 40 hours in a workweek but charge an accrual for an absence during the same workweek. • Represents straight pay for each hour that is paid greater than 40 hours • Paid on a 2 pay period lag • Paycheck is noted in hours and dollars 	<p><u>II</u></p> <p>Same</p>
<p>5 OT ST Ann</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – All UUP 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, • 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>6 Standby - Unclassified (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 UUP Represented Employees that are assigned an annual salary and have a position/line number that is on the Standby/On Call Roster (eligible per contract) • Represents pay for Standby (On Call) hours reported to Payroll Services • Pay is calculated as number of Standby (On Call) hours times \$3.50 per hour • If recalled, employee is paid for scheduled hours of standby less recalled hours paid • 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>7 Standby OT Override</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Eligibility – Full Time and Part Time UUP 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 Recall Overtime and Standby Pay in the same pay period • Represents premium pay for standby overtime hours • Pay is calculated using the standby premium rate (.01955 times the number of Standby and Also Receives dollars paid – rate adjusts for leap year) times the number of Recall 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>8 Recall Overtime</p> <p>(back to top)</p>	<p><u>CI</u></p> <ul style="list-style-type: none"> • Recall hours are paid at the overtime hourly rate (.00075 x annual rate of pay – rate adjusts for leap year) and at a minimum of 4 hours or 3.75 hours – depending on employee’s work obligation • 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>9 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 UUP 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>10 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 UUP 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 (rate adjusts for leap year) 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>
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