

Pay statement changes with SAP

Beginning July 2, employee pay statements will look different. The pay statement generated from the City's new SAP system will have a new look and layout.

- Hours and earnings for the current pay period will be listed at the top of the statement.
 - Premium pay amounts are combined into one category called Premium Pay.
 - Vacation, sick leave and other paid absences are combined into one category called Paid Absences.
 - The Other Payments category includes earnings such as prior period adjustments, bike/walk bucks and vacation payouts.
 - LTD is long term disability and shows as both an earning and a deduction.
 - If an employee opts out of medical and/or dental benefits, these dollars would show in the Hours and Earnings section.

- Deductions, both pre and post-tax will show just below Hours and Earnings.
 - Medical, dental and vision amounts are combined into one category called Health & Wellness EE.

- The Deposits section will show the bank name and deposit amount.

- Year-to-date (YTD) totals for some items will be calendar year-to-date, while others will be SAP-to-date (July 2-to-date).
 - Your YTD earnings in the Hours and Earnings section will be SAP-to-date (July 2-to-date) until Jan. 1, 2010.
 - The Tax Deduction section will show calendar year-to-date amounts for 2009.
 - The Totals section in the lower right corner will show calendar year-to-date totals for taxes, and SAP-to-date (July 2-to-date) for Earnings.
 - For employees who have deferred comp or VEBA deductions, your YTD Net Pay in the Totals section will be SAP-to-date less any deferred comp or VEBA deductions since Jan. 1, 2009. In some cases, the net pay amount shown in the Totals section may be negative; however, the deposit amount will be correct. The YTD Net Pay, plus the deferred comp or VEBA YTD total from your June 18 pay statement should equal the Current Net Pay total in the Totals section.

- The Quotas section will show available amounts of Vacation, Comp time, Management Leave and Personal Holiday.

- Employees should keep a copy of their last pay statement from IBIS (your June 18 pay statement).

- The first pay statements out of SAP will be generated July 2. The process for resolving pay check errors will be provided to employees by June 22.

HOURS AND EARNINGS

Description	Hours	Earnings	YTD Earnings
Regular Salary Pay	76.00	1,532.92	1,532.92
Overtime Pay	5.00	151.42	151.42
Premium Pay	7.50	3.00	3.00
Paid Absences	4.00	80.68	80.68
LTD		8.01	8.01
Other Payments		25.00	25.00

Other Payments include prior period adjustments and bike/walk bucks.

These amounts will be SAP-to-date (July 2-to-date).

DEDUCTIONS

Description Pre-Tax	Current	Year-to-Date	Description Post-Tax	Current	Year-to-Date
Health & Wellness EE	12.12	12.12	Union Deductions	28.61	28.61
MED	31.25	31.25	Charities	10.00	10.00
Deferred Comp ING	53.79	53.79	LTD	8.01	8.01

Medical, dental and vision amounts be combined into Health & Wellness EE.

DEPOSITS

Description	Deposit Amount	Description	Deposit Amount
WEST COAST BANK	1,257.60		

Leave balances show in the Quotas section.

TAX REPORTING INFORMATION

W-4 Information	Federal	State
Filing Status	Married	Married
Exemptions	01	01
Additional Amount	0.00	0.00

QUOTAS

Description	Available	Description	Available
Vacation	56.00	Personal Holiday	0.00
Comp Time	6.00	Management Leave	0.00

TAX DEDUCTION

Description	Current	Year-to-Date
Federal Withholding Tax	160.20	160.20
Federal Social Security Tax	108.97	108.97
Federal Medicare Tax	25.49	25.49
Oregon Withholding Tax	103.86	103.86
Oregon Worker's Comp Tax	1.13	1.13

Amounts in the Tax Deduction section are calendar Year-to-date

Period Begin	Period End	Pay Date	Net Pay
06/11/2009	06/24/2009	07/02/2009	1,257.60

TOTALS

Description	Earnings	Taxes	Deductions	Net Pay
Current	1,801.03	399.65	143.78	1,257.60
Year-to-Date	1,801.03	399.65	143.78	1,257.60

Earnings are SAP-to-date

Taxes are calendar year-to-date

Net pay is SAP-to-date



Treasurer of the City of Portland
Portland, Oregon
Direct Deposit Advice

DIRECT DEPOSIT NO
100256-06242009

DATE: 07/02/2009

DESCRIPTION
TOTAL NET PAY

DEPOSIT AMOUNT
*****1,257.60*

Amount deposited in employee bank account.

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PAYROLL DEPOSIT ADVICE ONLY - DO NOT CASH