



# Did You Know?

Office of Human Resources  
524 West 59<sup>th</sup> Street, New York, NY 10019  
212-237-8517  
[askhr@jjay.cuny.edu](mailto:askhr@jjay.cuny.edu)  
<http://www.jjay.cuny.edu/human-resources>

## Getting Paid By New York State

Employees may now request activation of their NY.gov account using the following path in CUNYfirst:  
**Human Capital Management > Employee Self Service > Other Employee Tasks > New York State Payroll Online**

New York State pays employees bi-weekly. Employees may choose to have some or all of their pay electronically transferred through direct deposit to up to eight (8) different accounts at banks or other financial institutions. Whether you are paid by check or direct deposit, you will receive a sealed document with three parts: **1. Address Information; 2. Paycheck/Direct Deposit Pay Stub; and 3. Direct Deposit Advice**

**1. Address Information** - This information appears on the outside of your pay document, which is sealed for you privacy. Please read the instructions for opening it and follow them with care.

**MAILDROP**

John Jay College  
CUNY Human Resources  
524 West 59<sup>th</sup> Street, 10<sup>th</sup> Fl  
NEW YORK, NY 10019

98765432 D      70060      M00000001      65300

**JOHN Q. PUBLIC**  
123 Main Street, Apt 2  
Anytown, NY 12345

**2. Paycheck/Direct Deposit Pay Stub** - The stub provides details about your current and year-to-date pay. Definitions are described on page 3.

<b>Thomas P. DiNapoli State Comptroller</b>		<b>JOHN Q. PUBLIC</b>		<b>Total Gross</b>		<b>Fed Taxable Gross</b>		
		<b>NYS EMPLID</b>	N01234567	<b>DEPTID</b>	70060	Current	2,550.34	1,975.54
						YTD	41,049.38	31,576.27
<b>Advice #</b>	000000098765432	<b>Pay Begin Date:</b>	08/24/2023	<b>Negotiating Unit</b>	TH	<b>Net Pay</b>		<b>1,334.52</b>
<b>Advice Date</b>	09/07/2023	<b>Pay End Date:</b>	09/06/2023	<b>Retirement System</b>	NYE	<b>Pay Rate</b>		<b>58,831.00</b>
<b>EARNINGS</b>				<b>TAX DATA</b>				
		<b>Current</b>		<b>YTD</b>		<b>Federal</b>	<b>State</b>	<b>NYC</b>
	<b>Hrs/Days</b>	<b>Earnings</b>	<b>Hrs/Days</b>	<b>Earnings</b>				<b>Yonkers</b>
Regular Pay Salary Employee		2,550.34		41,049.38	Tax Status	S	S	S
					Allowances	1	1	1
					Add. Percent	N/A		
					Add. Amount			
				<b>TAXES</b>		<b>Current</b>	<b>YTD</b>	
					Fed Withholding	214.91		3,877.55
					Medicare	32.63		587.97
					Social Security	139.52		2,514.06
					NY Withholding	97.24		1,752.70
					NYC Withholding	72.19		1,301.17
<b>BEFORE TAX DEDUCTIONS</b>				<b>AFTER TAX DEDUCTIONS</b>				
		<b>Current</b>	<b>YTD</b>				<b>Current</b>	<b>YTD</b>
<b>Description</b>	<b>Refund</b>	<b>Current</b>	<b>YTD</b>		CUNY Admin Fee Transit Benefit	0.00	1.25	7.50
CUNY 403(b)	0.00	259.21	4,729.09		District Co 37 Loc 384	0.00	28.87	518.91
Deferred Comp	0.00	129.61	2,364.60		Deferred Comp	0.00	44.17	795.97
NYE Retirement Before Tax	0.00	83.36	1,502.09					
CUNY Pre Tax Transit Benefit	0.00	100.00	830.00					
GHI CBP In Fr -Drugs Bef Tax	0.00	2.62	47.33		Paid Family Leave		10.24	184.50

**3. Direct Deposit Advice** - Direct Deposit electronically transfers wages and salary into your bank account. Contact the John Jay Payroll Team at [askpayroll@jjay.cuny.edu](mailto:askpayroll@jjay.cuny.edu) to take advantage of this fast, convenient and secure service.

September 7, 2023

Deposited in the Account(s) of **JOHN Q. PUBLIC**

Direct Deposit Distribution		Account Number(s) not display to protect your privacy	
Transit #	Account Type	Account Number	Deposit
11111111	Savings		300.00
22222222	Checking		1,034.52
<b>Total</b>			<b>1,334.52</b>

Identifies the Financial Institution to which the deposit is made

Type of account (eg. Checking or savings)

Advice No. 000000098765432

**NON-NEGOTIABLE**

NET DISTRIBUTIONS	
Advice # 000000098765432	1,334.52
Check #	
<b>Total</b>	<b>1,334.52</b>

This box summarizes the total direct deposit distributions and check amount received (if any) by an employee. John Q. Public used direct deposit for the full amount of his net pay.

## Key Definitions

**Heading** : identifies the employee by name.

**Advice Number or Check Number** : a unique number that identifies the document.

**Advice Date or Check Date** : date of payment.

**Pay Start Date and Pay End Date** : identifies the period for which the employee is being paid.

**Negotiating Unit** : the code indicating the union that represents the employee.

**Retirement System** : represents the plan that the employee belongs to.

**Current Total Gross** : gross earnings paid this pay period.

**Current Federal Taxable Gross** : gross earnings paid this pay period and any amounts paid by voucher that are subject to federal income tax.

**YTD Total Gross** : gross earnings paid to date for the calendar year.

**YTD Federal Taxable Gross** : gross earnings paid for the calendar year that are subject to federal income tax.

**Net Pay** : earnings paid for this pay period after all taxes and deductions. This amount equals the amount of the check received or direct deposit(s) made.

**Department ID** : the 5-digit agency or facility code.

**Pay Rate** : for annual salaried employees, an annual amount; for hourly employees, an hourly rate.

**Earnings** : all types of earnings for the current pay period and year-to-date.

**Current Earnings** : amount paid this pay period.

**Current and YTD Hrs/Days** : identifies number of units on which certain earnings are based; for example, overtime hours, holiday days, or overtime meals.

**YTD Earnings** : earnings by type, for the calendar year.

**Tax Data** : a summary of federal, state and local tax status data, as identified by the employee. This section identifies marital status (single or married), number of exemptions (allowances), and additional withholding amounts requested by the employee.

**Taxes** : withholdings for the current pay period and calendar year-to-date for each tax category. This includes federal income tax, Medicare, Social Security, and state and local income taxes.

**Before Tax Deductions** : deductions which reduce taxable gross salary.

**Current Deductions** : deduction amounts, by type, for this pay period.

**YTD Deductions** : deduction amounts, by type, for the calendar year.

**After Tax Deductions** : deductions which are included in taxable gross (e.g. union dues, union-sponsored insurances, and SEFA contributions) for the current pay period and year-to-date. **Note:** Benefits may also be listed for which no employee contribution is made, such as non-contributory membership in the Employees Retirement System. In those cases, the benefit will be listed with no amount.