

Did You Knows

Office of Human Resources 524 West 59th Street, New York, NY 10019 212-237-8517

<u>askhr@jjay.cuny.edu</u> 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:

Log in to: https://ssologin.cuny.edu/cuny.html
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 59th Street, 10th FI NEW YORK, NY 10019

98765432 D 70060 M00000001 65300

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

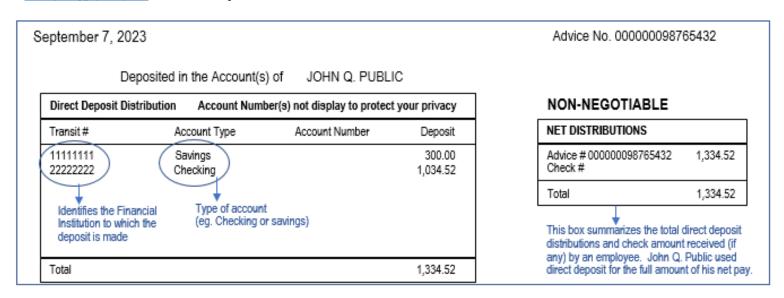




2. Paycheck/Direct Deposit Pay Stub - The stub provides details about your current and year-to-date pay. Definitions are described on page 3.

Thomas P. DiNapoli		JOHN Q. PUBLIC						Total Gross	Fed Taxable Gross
State Comptroller	N	YS EMPLID NO1	234567	DEPTII	70060		Current YTD	2,550.34 41,049.38	1,975.54 31,576.27
Advice # 0000000987654 Advice Date 09/07/2023		ay Begin Date: ay End Date:	08/24/2023 09/06/2023	1 -	ating Unit TH ment System NYE		Net Pay	1,334.52	
	•			•			Pay Rate	58,	831.00
EARNINGS		rrent	YTD		TAX DATA Fede	ral	State	NYC	Yonkers
	Hrs/Days	Earnings	Hrs/Days	Earnings					
Regular Pay Salary Employee		2,550.34		41,049.38	Tax Status Allowances Addl. Percent N Addl. Amount	S 1 /A	S 1	S 1	
					TAXES		Current		YTD
					Fed Withholding Medicare Social Security		214.91 32.63 139.52		3,877.55 587.97 2,514.06
					NY Withholding NYC Withholding		97.24 72.19		1,752.70 1,301.17
BEFORE TAX DEDUCTIONS		Current	YTD	AFTER TA	X DEDUCTIONS			Current	YTD
Description	Refund	Current	YTD	CUNY Ad	min Fee Transit Benefit	0.00		1.25	7.50
CUNY 403(b)	0.00	259.21	4,729.09		o 37 Loc 384	0.00		28.87	518.91
Deferred Comp	0.00	129.61	2,364.60	Deferred		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						
	0.00	2.62	47.33	Paid Fami				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 to take advantage of this fast, convenient and secure service.







Kev 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.



