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Why are we implementing a new system?

When is the change happening?

What is changing?

- Why?
  - Required by LACOE (Los Angeles County Office of Education)
- When?
  - April pay period
- What?
  - Timing of some payments may change
  - Direct Deposit
  - Supplemental Checks
  - Tax withholding
  - New Paystub

#### What is Changing?

- Full Time Faculty
  - Summer and Winter contracts
  - Special Assignment
  - Substitute pay
  - Extra duty
- Everything paid on regular monthly paycheck

- Part Time Faculty
- Everything paid on regular monthly paycheck

#### **Direct Deposit**

No paper checks when direct deposit is set up

Supplemental checks

Garnishments

#### **Supplemental Checks**

1 to 2 supplemental check runs available each week

Verification process required

Payments processed outside the regular pay cycle will take longer in the new system

#### Tax withholding

Pay is not aggregated in new system

#### **New Paystub**

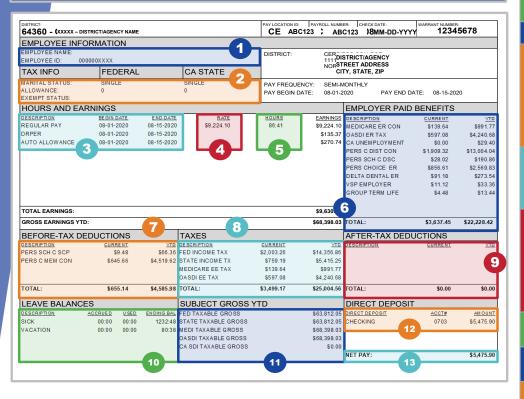
Paid leave will be separate line item in earnings section on paystub

Sick leave balance will include both advanced sick leave and sick leave bank

ESL balances will not show on paystub



#### HOW TO READ YOUR PAY STUB IN THE BEST ADVANTAGE SYSTEM – HCM APPLICATION



- **Employee Information.** Displays your employee name and ID. This is used to identify you in the HCM System.
- **Tax Info.** Displays Income tax withholding information, your allowances, marital status and exempt status when applicable.
- Hours & Earnings. Displays all types of earnings that count as income, such as regular pay/hours, shift differentials, overtime, incentives, etc.
- 4 Rate. Displays your hourly rate depending on how you are paid.
- 5 Hours. Displays the number of hours you worked.
- **Employer Paid Benefits.** Displays Benefits and total amounts paid for by your employer

**Before Tax Deductions.** Displays the deductions/reductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include pre-tax deductions such as:

- Medical, dental, and vision premiums
  - Flexible Spending Accounts (Health & Dependent Care Plans)
  - Deferred Compensation/Tax Sheltered Annuities
- The Earned Salary Advance (ESA) reduction
- CalPERS/CalSTRS Employee contributions

Taxes. Displays statutory taxes taken after income taxes are calculated and withheld may include:

- Social Security (OASDI) tax
  - Medicare (MEDICARE) tax

- Federal Withheld tax (FW)
- State Withheld tax (SWT)

**After-Tax Deductions.** Displays additional or voluntary deductions taken after taxes which may include:

- Credit Union Deductions
- Supplemental Life Insurance
- Union and/or Association Dues
- State Disability Insurance Premium (SDI), if applicable
- Medical, dental, and vision premiums
- Flexible Spending Accounts (Health & Dependent Care Plans)
- **Leave Balances.** Reflects sick and vacation balances based on your eligibility for the leave type.
- 11 Subject Gross YTD. Displays taxable gross dollar amount which forms the basis to calculate taxes.
- 12 Direct Deposit. Can be distributed to multiple accounts.
- **Net Pay.** Reflects the total net amount of your paycheck.



Business Enhancement System Transformation (BEST) Project

## **Questions?**

**El Camino College**