

YOUR IRIS HR/PAYROLL STATEMENT

When IRIS HR/Payroll goes live in April, your pay statement will be printed in this format. Information about each section is included here to help you become familiar with the new layout and additions/changes to the statement.

UNIVERSITY OF KENTUCKY PAYROLL EARNINGS / DEDUCTION STATEMENT

1 Miss Oink Alac Test Lexington KY 40503	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Person ID</th> <th>SSN</th> <th>Pay Date</th> <th>Period</th> <th>Begin Date</th> <th>End Date</th> <th>Check No.</th> <th>Net Pay</th> </tr> <tr> <td>10015656</td> <td>999-99-9999</td> <td>06/02/2006</td> <td>11/06</td> <td>05/14/2006</td> <td>05/27/2006</td> <td>100000605</td> <td>2,803.63</td> </tr> <tr> <td colspan="2">Filing Status</td> <td>S</td> <td>Exemptions</td> <td>FED</td> <td>123</td> <td>Add With</td> <td>1,234.56</td> </tr> <tr> <td colspan="2"></td> <td></td> <td>Exemptions</td> <td>ST</td> <td>123</td> <td>Add With</td> <td>1,234.56</td> </tr> </table>	Person ID	SSN	Pay Date	Period	Begin Date	End Date	Check No.	Net Pay	10015656	999-99-9999	06/02/2006	11/06	05/14/2006	05/27/2006	100000605	2,803.63	Filing Status		S	Exemptions	FED	123	Add With	1,234.56				Exemptions	ST	123	Add With	1,234.56
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1 Name and Address information

Check for accuracy.

2 Payroll Specific Data

Two rows of information are included in this section. The first includes Person ID, social security number, Pay date, Period, begin date, end date, the check number (if you are not yet on direct deposit), and your net pay amount.

➤ **Person ID.** As a UK employee, you will have a system-generated, unique identifier. This number will always be tied to you and your records.

➤ **Pay Period.** Pay periods have new numbers, following the calendar year (rather than fiscal year). For example, the April monthly payroll is PR4. Upcoming biweekly pay period numbers include PR7 (for March 19-April1), PR8 (for April 2-April 15), and PR9 (for April 16-April 29).

The bottom row of Section 2 shows your W4/K4 tax information – your filing status, Federal exemptions and additional withholding, and State exemptions and additional withholding.

➤ Your department number will no longer be displayed in this section.

3, 3a, and 3b– Earnings, Taxes, Deductions and Benefits, Leave Quotas

Your new statement includes three sections for Earnings, Taxes, Deductions and Benefits, and Leave Quotas.

3 will display all earnings and taxes.

3a lists all deductions and benefits. The pre-tax deductions, post-tax deductions and benefit amounts will be grouped and totaled.

➤ In Section **3b**, you will find your leave quota balances and expiration dates for vacation, temporary disability, and holidays, if you are a staff employee. Faculty information will not be shown here.

4 Communication Box

This section will continue to be used to provide employees with important information and messages from the Payroll Department and Human Resources. Watch for announcements concerning taxes, payroll schedules, open enrollment, and other HR/Payroll matters.