FREQUENTLY ASKED QUESTIONS REGARDING PAY STUBS AND BENEFIT ACCRUALS

Q: **Is my paystub in ESS a static document or does it change?**

A: In ESS the paystub is **now** a completely static PDF document. However, prior to paycheck 6/24/16, the paystub document was both **static** and **dynamic**.

a. **Static or non-changing information** – gross earnings, taxes, deductions and net.
   The template pulls the above fields and other similar items from a **Results Table** in SAP. These fields are like a snapshot at the time of the Pay Date.

b. **Dynamic or "real time" information** – benefit accruals (sick and vacation)
   The template pulls the benefit accruals from dynamic _"real time" fields_ in SAP. (**Entitled – Used = Remaining**). As changes are made on a timesheet and approved, the SAP changes the benefit accrual balance within the system and this is the balance that will always show in the pay stub template.

   Example: If I go back and look at my paystub prior to 6/24/2016, I will see my **current benefit accrual** not the benefit accrual I had on the paystub prior to 6/24/2016.

Q: **If it does change, which items stay fixed and which items change prior to 6/24/2016?**

A: Again, all of the information is pulled from a results table that is locked in time **except for the benefit accruals**. The payroll dates, the earning, deductions, taxes etc. all stay the same. Only the benefit accruals change prior to 6/24/16.

Q: **If I am looking at past paychecks prior to 6/24/16, the same accrual balance continues to show on my paystub. Does this mean I am not receiving my benefit accruals?**

A: No. Everyone receives their benefit accruals on the last day of the pay period.
If you kept your Quick Slips prior to the change on 6/24/2016, you can view your actual balances through these e-mails.

Q: **Do we earn a fraction of our vacation / sick / personal hours each work day?**

A. No, it is not daily. Civil Service Section 4.25: "E. Vacation will be **accrued per pay period** in an amount that will equal the employee's current annual accrual rate."

Q: **For my pay grade, years of service, etc. how many vacation hours do I earn each year?**

A: The earned vacation hours are **based on years of service**. Below is directly from the Civil Service Rules.

Annual Accrual Rate	Continuous Service and Prior Service Credit
10 days per year	0 through 5 years
15 days per year	more than 5; no more than 10 years
20 days per year	more than 10; no more than 15 years
25 days per year	over 15 years

Q: **For my pay grade, years of service, etc. how many sick/personal hours do I earn each per pay period?**

A: 3.69231 hrs every pay period. Information on sick pay is located in Civil Service Section 4.35.

Q: What is the best way to track my benefit accrual balances?

A: The following options are available

- You can print your pay stub each payday and hold them for comparisons
- You can view your Pay Stub in ESS. After 6/24/16 all balances are a true historical representation.
- You can save your Quick Slips, prior to 6/24/2016 and hold them for future comparisons
- You can go to your Time Statement reports in ESS and print the last page. This report provides balances at the end of each month.

The numbers shown will be consistent with what you see on your actual pay stubs at the end of each month. Previous months can be called by using the built in features found on the screen.

Q: At the end of each month's Time Statement Form, there are three columns, "Remainder", "Planned" and "Used." What do these columns represent?

Absence Entitlement

Time Account	Deductible to	Entitlement	Remainder	Planned	Used
Sick/Personal	12/31/9999	639.03	87.03	0.00	552.00
Vacation	12/31/9999	595.60	67.60	0.00	528.00

A: Below are the definitions of each field.
Deductible to - This is a date field. Since we use the date 12/31/9999, the below fields show all data.
Entitlement – This is what the system has accrued for the employee.
Remainder – This is a dynamic calculated real time field. It is **Entitlement – Used = Remainder**
Planned – This is future pay period benefit time, which is entered, approved and transferred into Payroll Processing. Since it is for a future pay period, it is not part of the calculation for **Remainder**. **Remainder** is "real" (now) time.
Used – This is all benefit time in the past and current pay period that has been taken, entered, approved and transferred into Payroll Processing.