



Get the Facts on HR Direct: Pay Advice Update – Deduction Descriptions

Same Pay Advice Design

No updates were made to the actual design of the pay advice (i.e. color scheme, layout).

A Minor Update to Your Pay Advice

The University implemented the latest release of the HR application in early May 2009. This upgrade increases the business value and efficiency of the University's HR application. As part of the upgrade, some deductions have been updated. You may notice these updates on your printed pay advice starting May 15, 2009.

Understanding Your Updated Pay Advice

The way that deductions display on your printed pay advice will change for deductions that were updated.

Which deductions are updated?

The following is a list of deductions that have been modified and how they will display on your upcoming pay statements.

For the Retirement 2% deduction, you will see two rows of data as the payroll deduction code was updated.

Old Retirement 2%

You will notice the Current field is blank as the deduction will no longer be recorded in the old row. The Year to Date field (displayed at YTD) contains the year to date balances paid under this code.

Old Description
Retirement 2%

New 2% Deductions

Both the Current and the YTD fields will be displayed for these new codes listed below.

New Description
AIG 2% Retirement Deduction
Lincoln 2% Retirement Deduction
SERS GF 2% Retirement Deduction
State Retirement 2% Deduction
Tiaa Cref 2% Retirement Deduction

The description field for the below deductions was updated:

- Dependent Care Assistant Program
- Dental Deductions
- Health Care Spending Account & Fee
- 403(b)s and 457s
- Alternative Retirement

Were all deductions updated?

No, several deductions will not change, including Union deductions, parking, and GIC.

Note: Although the printed pay advice on May 1st does not show these updates, you may see these updates via the online pay advice for May 1, 2009.

Don't Forget: The University Introduces Employee Self Service

The University now has HR Direct Employee Self Service for all employees. Employee Self Service provides a single, secure online location to:

- View Your Personal Information
- View and Edit Your Emergency Contacts
- View Your Pay Advice
- View Training History (HR and IT Only)

View Your Pay Advice Online

Your online pay advice will have all the same information as the pay advice you receive every pay day. Also, you will still receive the hard copy version.

Questions about Your Pay Advice

Please contact the HR Office if you have questions regarding your pay advice.

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