

# **Miami-Dade County**

Paycheck Overview - Job Aid



# **DESCRIPTION**

This job aid is for all employees.

The purpose of this job aid is to help employees understand how to navigate to their paycheck in INFORMS and what information it contains.



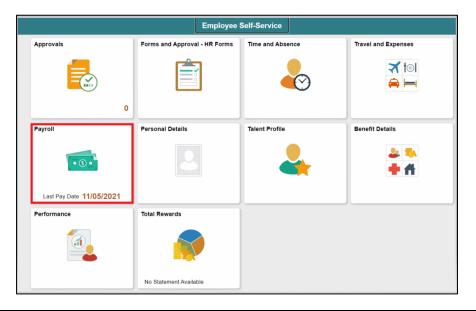
# **PAYCHECK OVERVIEW**

# **Action**

- Log into **INFORMS**.
- Select Employee Self-Service.



# Select Payroll.

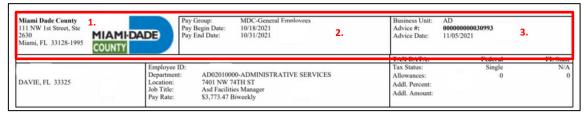




- Starting with the July 1, 2022 paycheck, a list of paychecks will be displayed.
- Click the row of the pay period you want to view.



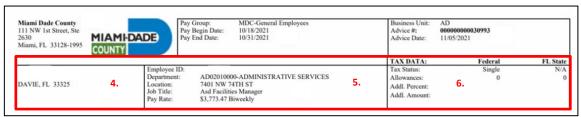
Here is a sample **INFORMS** paycheck stub with a description of each section.



- 1. Employer name and business address.
- 2. **Pay Group**: Displays the pay group the paycheck was paid under.
  - MDC (General Employees).
  - NON (Non-Employees; ex. Senior Companions, Foster Grandparents).
  - RET (Retirees).

Pay Begin Date and Pay End Date: The current bi-weekly payroll cycle.

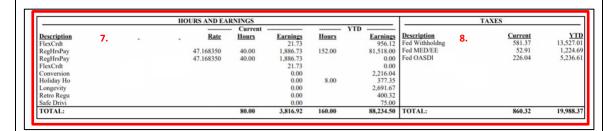
3. **Business Unit**: Formerly known as the Department the employee is in. **Advice #**: The number assigned to the employee's pay advice/check number. **Advice Date**: This is the pay date of the paycheck.



- 4. Payroll Information:
  - Employee Name.
  - Employee Address.
- 5. Employee Information:
  - **Employee ID**: The employee's issued employee identification number.
  - Department: The employee's primary department ID (including section).
  - Location: The employee's primary location.
  - Job Title: Displays the employee's position title.



- Pay Rate: Displays the employee's biweekly salary.
- 6. **Tax Data**: Displays what the employee has designated for federal and state taxes, which determines how much Federal and State taxes are withheld from a paycheck.
  - Tax Status: Marital status of the employee for tax withholding purposes.
  - Allowances: Withholding allowances selected for federal tax.
  - Addl. Percent and Addl. Amount: Additional withholdings.



- 7. **Hours and Earnings**: Displays the employee's regular bi-weekly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours. Includes the Year-to-Date balances for earnings paid throughout the year.
  - Regular bi-weekly base salary: Includes the hours received from
    payable time to include other extra compensation pay that the
    employee receives (Hazardous Duty, Premium Pay, etc.). Earnings are
    distributed by week. At the minimum, you will have two rows per
    earning code to represent each week within the bi-weekly period.
  - Additional Pays: Any other pay besides regular salary (for example, a Flex Credit loaded from the Additional Pay page or retro pay).
- 8. **Taxes**: Displays a breakdown of the federal and state tax amounts withheld from the employee's paycheck.
  - The Tax Class column lists the different types of taxes withheld:
    - Federal MED/EE: Employee paid Medicare tax, also known as MICA.
    - **Federal Med/ER**: Employer-paid Medicare tax (not withheld from the employee's pay).
    - Federal OASDI/EE: Employee paid Social Security tax, also known as FICA.
    - **Federal OASDI/ER**: Employer paid Social Security tax (not withheld from the employee's pay).
    - Federal Withholding: Federal withholding tax based on the employee's W4.



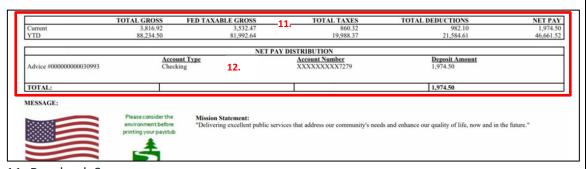
BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description Medical Select Insurance Plan Dental PPO Insurance Plan Vision Insurance FRS Contribution	9.	Current 166.00 13.11 6.79 113.20	3,652.00 288.42 149.38 2,468.81		Current 650.00 33.00	14,300.00 726.00	Description Medical Select Insurance Plan Dental PPO Insurance Plan Basic Life Insurance Basic Life Insurance* FRS Contribution	Current 519.23 11.54 7.95 14.65 408.29	YII 11,423.0 253.8 172.5 14.6 8,539.6
TOTAL:		299.10	6,558.61	TOTAL:	683.00	15,026.00	*TAXABLE		

#### 9. Before and After-Tax Deductions:

- **Before Tax Deductions**: Items listed in this box are taken from the employee's gross wages before taxes. These deductions reduce the federal taxable wages and the employee's tax withholding.
- **After-Tax Deductions**: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages.

### 10. Employer Paid Benefits:

• If any amounts are included as taxable income, they will be indicated with an asterisk. A taxable employer-paid benefit will be considered taxable gross for the employee's tax calculation.



#### 11. Paycheck Summary:

- The Current row refers to amounts for this pay period.
- The YTD row refers to amounts in the calendar year and includes the current amount.
  - **Total Gross**: The gross pay received.
  - Fed Taxable Gross: Gross pay minus any pre-tax deductions.
  - **Total Taxes**: The total federal withholdings.
  - **Total Deductions**: The total of the before-tax and after-tax deductions.
  - **Net Pay**: The gross pay minus the deductions and tax withholdings paid to the employee.
- 12. **Net Pay Distribution**: Shows net earnings for the pay period.