



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**.

HOME			
Finance / Supply Chain (FSCM)	Approvals	Budget	Scorecard
Employee Self-Service	Manager Self-Service	Human Resources (HCM)	Learning (ELM)
Analytics (OBIA)	Capital	Security Request Forms	About

Select Payroll.

Employee Self-Service			
Approvals	Forms and Approval - HR Forms	Time and Absence	Travel and Expenses
Payroll	Personal Details	Talent Profile	Benefit Details
Performance	Total Rewards		

- 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.

Payroll				
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
11/05/2021	Miami Dade County	10/18/2021 10/31/2021	\$1974.50	30993
10/22/2021	Miami Dade County	10/04/2021 10/17/2021	\$1974.51	2820

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

Miami Dade County 111 NW 1st Street, Ste 2630 Miami, FL 33128-1995 	Pay Group: MDC-General Emnloees Pay Begin Date: 10/18/2021 Pay End Date: 10/31/2021	Business Unit: AD Advice #: 00000000030993 Advice Date: 11/05/2021
DAVIE, FL 33325	Employee ID: AD02010000-ADMINISTRATIVE SERVICES Department: 7401 NW 74TH ST Location: Asd Facilities Manager Job Title: Asd Facilities Manager Pay Rate: \$3,773.47 Biweekly	TAX DATA: Federal: Single Allowances: 0 Addl. Percent: 0 Addl. Amount: 0

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.

Miami Dade County 111 NW 1st Street, Ste 2630 Miami, FL 33128-1995 	Pay Group: MDC-General Employees Pay Begin Date: 10/18/2021 Pay End Date: 10/31/2021	Business Unit: AD Advice #: 00000000030993 Advice Date: 11/05/2021
DAVIE, FL 33325	Employee ID: AD02010000-ADMINISTRATIVE SERVICES Department: 7401 NW 74TH ST Location: Asd Facilities Manager Job Title: Asd Facilities Manager Pay Rate: \$3,773.47 Biweekly	TAX DATA: Federal: Single Allowances: 0 Addl. Percent: 0 Addl. Amount: 0

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.

HOURS AND EARNINGS						TAXES					
Description	7.	Rate	Current		Hours	YTD	Earnings	Description	8.	Current	YTD
			Hours	Earnings							
FlexCrdt				21.73			956.12				
RegHrsPay		47.168350	40.00	1,886.73	152.00		81,518.00	Fed Withholding		581.37	13,527.01
RegHrsPay		47.168350	40.00	1,886.73			0.00	Fed MED/EE		52.91	1,224.69
FlexCrdt				21.73			0.00	Fed OASDI		226.04	5,236.61
Conversion				0.00			2,216.04				
Holiday Ho				0.00	8.00		377.35				
Longevity				0.00			2,691.67				
Retro Regu				0.00			400.32				
Safe Drivi				0.00			75.00				
TOTAL:			80.00	3,816.92	160.00		88,234.50	TOTAL:		860.32	19,988.37

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	Current	YTD	Description	Current	YTD	Description	Current	YTD
Medical Select Insurance Plan	166.00	3,652.00	Dade County Fed Credit Union	650.00	14,300.00	Medical Select Insurance Plan	519.23	11,423.06
Dental PPO Insurance Plan	9. 13.11	288.42	Dade County P.B.A. Dues	33.00	726.00	Dental PPO Insurance Plan	10. 11.54	253.88
Vision Insurance	6.79	149.38				Basic Life Insurance	7.95	172.52
FRS Contribution	113.20	2,468.81				Basic Life Insurance*	14.65	14.65
						FRS Contribution	408.29	8,539.66
TOTAL:	299.10	6,558.61	TOTAL:	683.00	15,026.00			

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.

	TOTAL GROSS	FED TAXABLE GROSS	11.	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	3,816.92	3,532.47		860.32	982.10	1,974.50
YTD	88,234.50	81,992.64		19,988.37	21,584.61	46,661.52

NET PAY DISTRIBUTION			
Advice #	Account Type	12.	Deposit Amount
#00000000030993	Checking		1,974.50
TOTAL:			1,974.50

MESSAGE:

Please consider the environment before printing your paystub

Mission Statement:
"Delivering excellent public services that address our community's needs and enhance our quality of life, now and in the future."

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.