DUKE UNIVERSITY HEALTH SYSTEM

New Duke Pay Statement

Beginning in August, Duke employees will find that their paychecks and direct deposit statements contain more detailed information and are easier to understand. The newly formatted pay statements are the next—and most visible—step in the ongoing project to integrate Duke's administrative systems.

The new pay statements will provide employees more information about their gross pay, deductions, and leave time. For example, biweekly employees in the Health System will be able to see their carryover bank of paid time off. The statements will show University biweekly employees their available discretionary days. All monthly employees will see year-to-date totals for contributions to each of their 403(b) retirement vendors. None of this information is available on current pay statements.

All employees will receive their first new pay statement on August 23, as both the biweekly and monthly pay date occur on that day.

Employees who have questions regarding their new paycheck or direct deposit statements should contact Corporate Payroll's Customer Service staff at 684-2642.

Guide to Your

DUKE UNIVERSITY



Address

The paycheck will show the employees' home address for verification. Paychecks and statements will continue to be distributed through pay points.

> D # The employee's Duke Unique ID will be used as the personnel identification number.

Org. Key The Organizational Key identifies the employee's pay point.

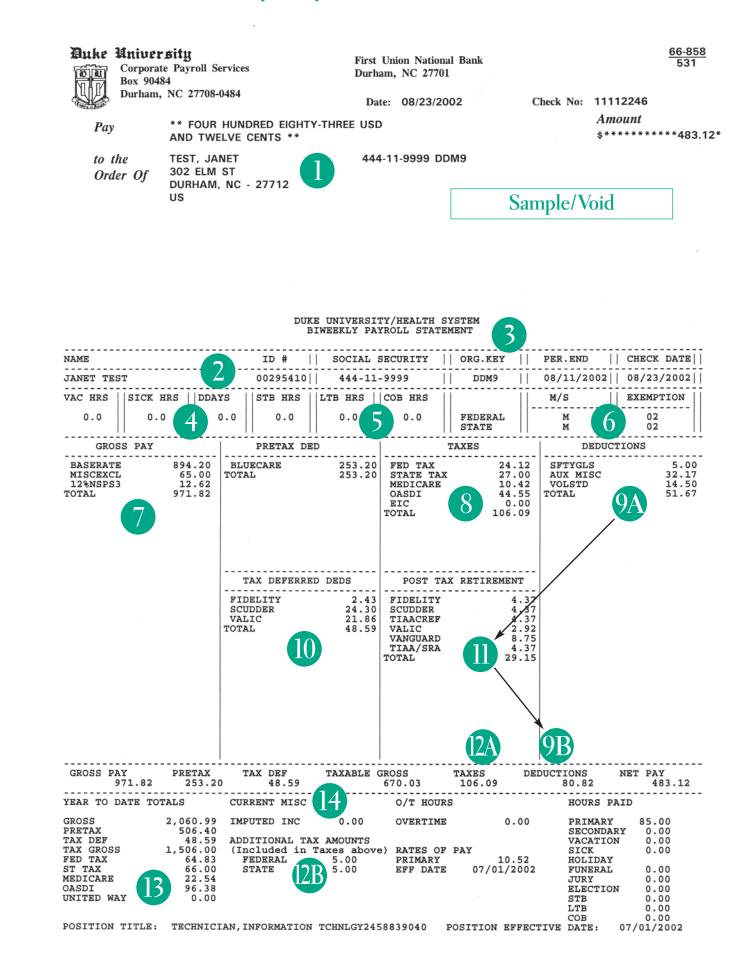
> Vac Hrs, Sick Hrs, and DDays These three items pertain to University employees. Note the new balance for discretionary hours.

5 **STB Hrs, LTB Hrs, and COB Hrs** These three items pertain to Health System employees. Note the new Carryover Bank balance.

> **M/S** This box displays the Marital Status the employee declared for tax purposes. M: Married; S: Single; H: Head of Household

Gross Pay Health System employees will see more detail about premium pay, e.g., Clinical Nurse, Weekend, etc.

Biweekly Paycheck and Statement



Medicare and OASDI

These separate figures were previously added together and shown as FICA Tax.

9A plus 11, are totaled in field 9B.

Tax Deferred Deds

Tax deferred contributions are listed by specific vendors.

Post Tax Retirement

Post tax contributions are listed by specific vendors. The total is included in the total deductions field, 9B.

122A, 12B Additional taxes withheld appear as separate lines

and in the Taxes total.

United Way Year-to-date United Way contributions will be recorded and shown, from August 2002 forward. Totals will not include the months January–July 2002.

Imputed Income Employees who have Imputed Income will be able to see the amount for the current pay period.