

1.General Information:

Direct Deposit Advice

4400 Massachusetts Ave, N.W.
Apt. XYZ
Washington, DC 20016

Account/Amount
****1234 879.74

AU ID: 1234567
Pay End Date: 08/24/2007
Advice Date: 09/07/2007
Advice Number: 123456
Net Amount: \$879.74

Address: This address is your home address and for students it will be their in-session address.

Type of pay: (Direct Deposit Advice or Check) If direct deposit, each account used will reflect the last four numbers of the account and the corresponding amount sent to that account

AU ID: Number assigned to you as an employee of the university, only on stub when printed

Pay End Date: The last day of the time period you are paid for this pay

Advice or Check Date: The actual date you are receiving this payment

Advice or Check Number: The number that identifies the payment

Net amount: The amount of money you are actually receiving in this pay

2.Leave and Tax Information:

Vacation Balance	Var. Hol. Balance	Sick Leave Balance	Federal Exempt	Additional Fed. Tax	State Code	State Exempt	Additional State Tax
19.48	14.00	43.98	S 01		DC	00	

Vacation Balance: The total hours of vacation leave available to use

Variable Holiday Balance: The total amount of variable holiday hours available for use. Note: You may only take this time in a full day increments. Leave must be earned during the fiscal year. One day for each six months worked (May 1st to October 31st and November 1st to April 30th). Leave can used at any time, but if you leave the university prior to the time needed to earn the time, you will have to pay this time back.

Sick Leave Balance: The total hours of sick leave available to use

Federal Exemptions: The number of exemptions you have claimed on the W-4 form you submitted to the HR/Payroll Office. Note: if you see no number, then we have no record of a W-4 form on file for you, and we are withholding at the highest rate based on IRS regulations. If you see a '2X' where X equals the calendar year, then you have elected to be exempt from tax. (e.g., Calendar year 2007 will show 27 exemptions)

Additional Federal Tax amount: The amount of additional money you have requested to be added to your regular withholding amounts on your W-4 form

State Code: The two digit abbreviation of the state for which we are currently withholding taxes; typically, where you reside. Codes used by American University are DC - District of Columbia, MD - Maryland, and VA - Virginia

State Exemptions: The number of the exemptions you filed on the state form you completed and submitted to the HR/Payroll Office

Additional State Tax amount: The amount of additional money you have requested on the state form to be withheld in addition to the regular tax calculations

3.Summary of Payment:

	Gross Earnings	Fed. Taxable Amount	F.I.C.A.	Federal W/H Tax	State W/H Tax	Other Deductions	Net Pay
Current	1,250.20	1,154.47	93.10	123.90	57.73	95.73	879.74
Y-T-D	19,703.94	18,297.28	1,365.26	1,901.15	933.50	1,406.66	14,097.37

Reflects the current period and the year-to-date (YTD) amounts. Year-to-date is any pay from January 1st through December 31st of the current year paid:

Gross Earnings: The actual total amount paid for all earnings in this pay period

Federal Taxable Earnings Amount: The federal taxable earnings that will be reported at the end of the year on the W-2 (Annual Wage and Earning Statement). This amount is derived from the gross wages - pretax deductions + any taxable income (e.g., taxable tuition remission if applicable)

FICA: Combined Social Security and Medicare taxes withheld (Employee amounts only) Note: University will match employee contributions sent to the Social Security Administration

Federal Withholding Tax: Federal tax withheld for this pay. Based on your calculated taxable income and filing status; federal tax is generally calculated from a graduated tax table within the payroll system

State Withholding Tax: The state tax withheld for this pay. Based on your calculated taxable income and filing status; state tax is generally calculated from a graduated tax table within the payroll system

Other Deductions: Combined totals of all benefits and deductions withheld from your pay.

Net Pay: Actual amount you receive. (Gross Earnings - FICA - Federal Tax - State Tax - Other Deductions)

4.Detailed Earnings and Deductions:

Earnings				Deductions		
Description	Hours	Current	Y-T-D	Description	Current	Y-T-D
Regular Earnings	70.00	1,250.00	17,529.59	BCBS Medical Ind PreTax	33.22	531.52
Student Earnings – Fica Exempt	0.00	0.00	1,326.00	Tiaa/Cref SRA Sup PrTx	62.51	875.14
Admin. Pay W/Benefits	0.00	0.00	35.72	FICA – Medicare	17.65	258.82
Sick Leave	0.00	0.00	62.51	FICA – Soc Security	75.45	1,106.44
Vacation Leave	0.00	0.00	500.08	Federal W/H Tax Single	123.90	1,901.15
Holiday Pay	0.00	0.00	250.04	DC W/H Tax	57.73	933.50

Earnings on the left: Detailed listing of the various pay types an employee has earned during the calendar year:

- Description of Earnings paid
- Related Hours
- Related Current Pay
- Related YTD Pay

Deductions on right: Detail of the current and YTD amounts for any benefits, deductions and taxes withheld from the employee:

- Description of Benefit, Deduction or Tax withheld during the calendar year.
- Related Current Pay
- Related YTD Pay