

Automatic Deposit Key

UNIVERSITY OF ALASKA					ISSUE DATE	PERIOD BEGIN	PERIOD END	PAY No.	CDC	CONTROL NO.		
1					2	3	4	5	6	7		
Employee Name					TAXES		WITHHOLDINGS		TAXABLE GROSS		11 W4 EXEMPTIONS	
DESCRIPTION					9 CURR	YTD	10 CURR	YTD	M/S	No.	ADD'L	
8 LEAVES	BEG BAL	EARNED	USED	END BAL	Fed Tax	0.00	0.00	0.00	0.00	S	1	0.00
ANNUAL	0.00	0.00	0.00	0.00	Fica Med	0.00	0.00	0.00	0.00	NON-EXEMPT		
SICK:	0.00	0.00	0.00	0.00	Fica Old	0.00	0.00	0.00	0.00	HOURLY RATE		
PERS HOLIDAY	0.00	0.00	0.00	0.00						12		\$0.00
GROSS PAY					TOTAL:	\$0.00	\$0.00					
DESCRIPTION					DEDUCTIONS			MISC BENEFITS				
HOURS					CURR	YTD	DESC	CURR	YTD			
13					DESCRIPTION	CURR	YTD	15				
					14							
					NET PAY DETAIL							
					DESC	CURR	YTD					
					16			Financial Institution	\$0.00			
TOTAL:					0.00	0.00	\$0.00	TOTAL:	\$0.00	\$0.00		
MESSAGE:								TOTAL NET PAY:				
								17	\$0.00			

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



UNIVERSITY OF ALASKA
Fairbanks, Alaska 99775-5140

DATE: **2**

Payroll Advice - Auto Deposit

To the
Order of **1** **Employee Name**
18 Employee Address
Employee Address

NON-NEGOTIABLE

1. Employee Name
2. Issue Date = Pay Date
3. Period Begin = Start Date of pay period
4. Period End = End Date of pay period
5. Pay No = Run or Labor Distribution number (Each two week period in the calendar year has an unique identifying number. The first run number each calendar year is one)
6. CDC = Check Distribution Code for department
7. Control No = Automatic deposit number
8. Leaves = Leave beginning balances, current earned, current taken, and available balances
9. Taxes Withholdings = Type of tax, current amount withheld for each tax, and year to date amount withheld for each tax
10. Taxable Gross = Current taxable gross by type of tax and year to date taxable gross by type of tax
11. W4 Exemptions = Filing status from W4, Married or Single, Number of withholding allowances, and any additional dollar amount to be withheld
12. Non-Exempt Hourly Rate = Total non-overtime gross divided by total non-overtime hours paid
13. Gross Pay = Verbal description of type of pay by earnings code, hours/units of type of pay, current dollar amount of type of pay, and year to date total amount of type of pay
14. Deductions = Verbal description of type of deduction withheld from pay, current amount withheld from current pay, and year to date total amount of deduction withheld from pay
15. Misc. Benefits = Verbal description of type of benefit (University contributions to employee's pension vendor and retirement vendor), current amount of benefit calculated on pay, year to date total amount of benefit calculated on pay
16. Net Pay Detail = Name of financial institution(s) funds have been deposited to, amount of funds deposited, and net check amount
17. Total Net Pay = Total amount of net pay, gross pay less taxes and deductions
18. Employee mailing address