

## FREQUENTLY ASKED QUESTIONS REGARDING PAY STUBS AND BENEFIT ACCRUALS.

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### Q: Is my paystub in ESS a static document or does it change?

A: In ESS the paystub is not a completely static PDF or document. It is a template that pulls both **static** information and **dynamic** or changing information.

- a. **Static or non-changing information** – gross earnings, taxes, deductions and net.  
The template pulls the above fields and other similar items from a **Results Table** in SAP. These fields are like a snapshot at the time of the Pay Date.
- b. **Dynamic or “real time” information** – benefit accruals (sick and vacation)  
The template pulls the benefit accruals from dynamic “real time” fields in SAP. (**Entitled – Used = Remaining**). As changes are made on a timesheet and approved, the SAP changes the benefit accrual balance within the system and this is the balance that will always show in the pay stub template.

**Example:** If I go back and look at my paystub from two pay periods ago, I will see my **current benefit accrual** not the benefit accrual I had on the paystub from two pay periods ago.

### Q: Why does SAP do this?

A: All of the large payroll systems assume that employees always want to know their current benefit balance. This is so in PeopleSoft, Integral, ADP as well as SAP.

### Q: If it does change, which items stay fixed and which items change depending upon when you view it?

A: Again, all of the information is pulled from a results table that is locked in time except for the benefit accruals. The payroll dates, the earning, deductions, taxes etc. all stay the same. Only the benefit accruals change.

### Q: If I am looking at several past paychecks, the same accrual balance continues to show on my paystub. Does this mean I am not receiving my benefit accruals?

A: No. Everyone receives their benefit accruals on the last day of the pay period. If you want to see the accrual award change your benefit balance, we recommend that you **take a “snap shot in time” of your ESS paystub on payday**. It is also why we send a **“snap shot” of the benefit balances on Quick Slips**.

Again, if you keep your Quick Slips, you can track their accruals through time.

### Q: If I look at Quick Slips and the pay stub on ESS, they do not match. Which set of numbers are correct?

A: Quick Slips is correct if you are looking for the **benefit accruals on a specific pay date** because it is a “snap shot” on that day.

The ESS generated pay stub template is a correct balance if you are only looking for a current balance as of the day you run the template.

### Q: Why does my time statement look different from the paystub? Why do I get two sets of conflicting numbers within the same system?

A: We generate the Quick Slips as a “snap shot” to help people track benefit accruals. The time statements also provide a “snap shot” at the end of the pay period.

The ESS paystub template shows a current balance.

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**Q: Do we earn a fraction of our vacation / sick / personal hours each work day?**

A: No, it is not daily. Civil Service Section 4.25: "E. Vacation will be accrued per pay period in an amount that will equal the employee's current annual accrual rate."

**Q: For my pay grade, years of service, etc. how many vacation hours do I earn each year?**

A: The earned vacation hours are based on years of service. Below is directly from the Civil Service Rules.

Continuous Service Annual Accrual Rate	Prior Service Credit
10 days per year	0 through 5 years
15 days per year	more than 5 years; no more than 10 years
20 days per year	more than 10 years; no more than 15 years
25 days per year	over 15 years

**Q: For my pay grade, years of service, etc. how many sick/personal hours do I earn each per pay period.**

A: 3.69231 hrs every pay period. Information on sick pay is located in Civil Service Section 4.35.

**Q: What is the best way to track my benefit accrual balances?**

A: There are three ways to do this.

- You can print your pay stub each payday and hold them for comparisons.
- You can save your Quick Slips and hold them for future comparisons
- You can go to your Time Statement reports in ESS and print the last page. This report provides balances at the end of each month.

The numbers shown will be consistent with what you see on your actual pay stubs at the end of each month. Previous months can be called by using the built in features found on the screen.

**Q: On the last page of each month's Time Statement Form there are several columns which I do not understand. Please explain what the columns of Entitlement, Remainder, Planned and Used mean to my accounting of time?**

A: Absence Entitlement

Time Account	Deductible to	Entitlement	Remainder	Planned	Used
Sick/Personal	12/31/9999	639.03	87.03	0.00	552.00
Vacation	12/31/9999	595.60	67.60	0.00	528.00

Below are the definitions of each field.

- **Deductible to** - This is a date field. Since we use the date 12/31/9999, the below fields show all data.
- **Entitlement** - This is what the system has accrued for the employee.
- **Remainder** - This is a dynamic calculated real time field. It is **Entitlement - Used = Remainder**
- **Planned** - This is future pay period benefit time, which is entered, approved and transferred into Payroll Processing. Since it is for a future pay period, it is not part of the calculation for **Remainder**. **Remainder** is "real" (now) time.
- **Used** - This is all benefit time in the past and current pay period that has been taken, entered, approved and transferred into Payroll Processing.