

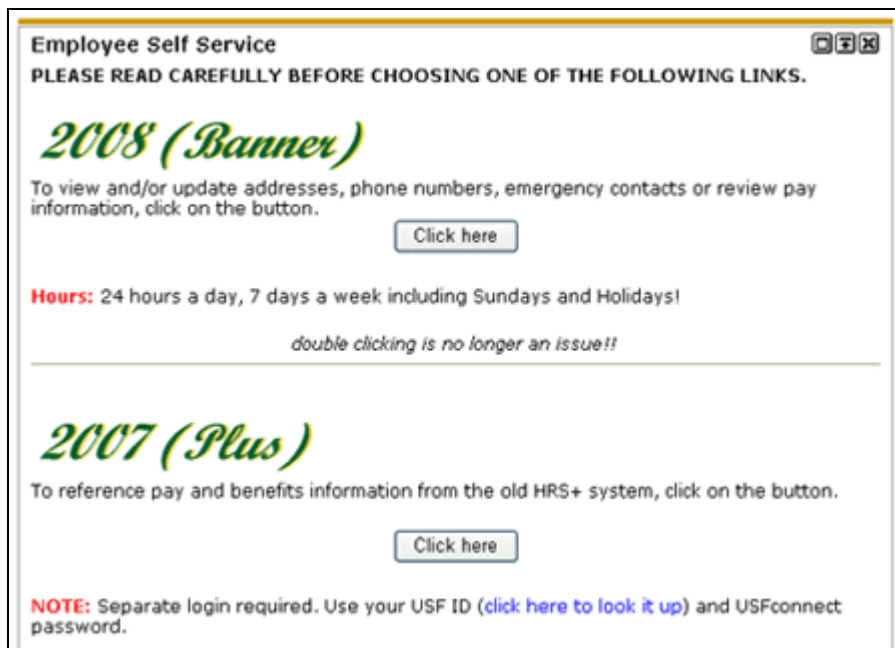
Comparing Your Check Stub Plus (2007) to Banner (2008)

This document provides instructions on how to compare your December, 2007 (Plus) check stub to your January, 2008 (Banner) check stub.

When comparing your December, 2007 Check Stub to your January, 2008 Check Stub we recommend you **keep the current paper copy of your January Check Stub in front you** and access your December check stub on the computer via the 2007 (Plus) section of employee self-service within USFconnect.

To access your December 2007 check stub via employee self-service, do the following:

1. Log into USFconnect: <http://usfconnect.usfca.edu>.
2. Click on the **Employee Tab**.
3. In the **Employee Self-Service** section on the Employee Tab you should now see two options:



In the **2007 (Plus)** section, click on the **Click here** button.

4. In the **Employee ID** field, enter your **8-digit USF ID** (located on your current check stub at the top left, to the right of your name). In the **PIN** field, enter your **USFconnect password**. *Because we are now using the new Banner system we no longer have single sign-on to our old self-service system.*

Employee ID:

PIN:

Remember to select buttons and menu links only **once**.

Click the **Login** button.

- From the Employee Services page, mouse over the **Payroll** option in the green navigation bar. From the pop-up menu that appears, select **Pay Stub**.



- From the **Select Check Stub Year** confirm that **2007** is the year listed and click the **Select** button.


Select Check Stub Year

Select Check Year: 2007

- On **Select Check Stub** page, confirm that the date that shows up in the Check Date field is the last date you were paid in 2007.

Select Check Stub

Check Date: 12/21/2007 ▼

 * Payments made outside the regular payroll cycle will be identified by an asterisk.

Select

Click the **Select** button.

8. You will now see your check stub for your last pay cycle in 2007.

Now you can compare what you see in employee self-service to what you see on your current paper copy of your first 2008 check stub.

On the next page is a sample of a 2008 Banner check stub. The comparison instructions follow.

Sample of the printed copy of the 2008 Banner check stub:

Employee		USF ID	Pay #	Pay Period		Deposit #	Deposit Amount
[REDACTED]		[REDACTED]	1	01/01/08	01/15/08	174453	1,469.61
Pay Type	Hours	Current	Year-to-Date	Deductions		Current	Year-to-Date
RRG PAY		2,231.25	2,231.25	Federal Income Tax		246.31	246.31
				California State Income Tax		71.11	71.11
				FICA OASDI		135.91	135.91
				FICA Medicare Tax		31.78	31.78
				Voluntary Disability Insurance		17.85	17.85
				Blue Cross Salary (SE)		10.50	10.50
				Parking Fee		26.56	26.56
				403(b) SRA TIAA-CREF Percent		219.17	219.17
				Vision Service Plan		2.45	2.45
Total Gross Pay:		1 2,231.25	2,231.25	Deduction Totals:		761.64	761.64
Direct Deposit Summary							
Checking		1,469.61					
Direct Deposit Totals:		\$1,469.61					
						Deposit Date	01/15/08
Leave Balances		SICK	VACATION	Filing Status			
		125.75 H	67.25 H	Fed: S 02 State: S			



Human Resources
2130 Fulton St.
San Francisco, CA 94117-1080

Check Dist.
715001

Deposit No. 174453

Deposit Date 01/15/08
Deposit Amount ****1,469.61

DEPOSIT

** DIRECT DEPOSIT ADVICE ** NOT A CHECK ** DIRECT DEPOSIT ADVICE **

[REDACTED SIGNATURE]

**** VOID ****
**** NON-NEGOTIABLE ****
DIRECT DEPOSIT ADVICE

AUTHORIZED SIGNATURE REQUIRED

1. Compare your **(1) gross** and your **(2) net** from your 2008 Banner check stub illustrated above to your 2007 check stub as seen in Plus employee self-service.

Sample of 2007 Plus Employee Self-Service check stub: Gross/Net Wages

(1)	Check Issue Date: 12/21/2007			(2)
Gross Wages	Total Employee Deductions and Taxes	Total Employer Contributions	Net Wages	
2,231.25	766.53	682.45	1,464.72	

2. Next, check the deductions:

Sample of 2007 Plus Employee Self-Service check stub: Taxes/Deductions Detail

Taxes			
Description	Employee Taxes	Employee Tax Year To Date	Year To Date Gross Wages
FICA	136.04	3,197.11	51,566.30
MQFE MEDICARE	31.81	747.71	51,566.30
FEDERAL W/H	250.46	5,763.87	46,347.38
CALIFORNIA	73.94	1,692.67	46,347.38
Total Employee Taxes:	492.25	11,401.36	

Deductions			
Description	Employee Deductions	Employee Year To Date Deductions	
VDI/PFL	13.39		314.96
TIAA SRA	221.88		5,218.92
B CROSS1	10.00		240.00
VSP PLAN	2.45		58.80
PARKING FE	26.56		624.48
DD-CHKG	1,464.72		34,629.08
Total Deductions:	1,739.00		41,086.24

The following deductions will be included in most check stubs **(3-7)**:

	2008 Banner Name	2007 Plus Name	Details
3.	Federal Income Tax	Federal W/H	This may be slightly lower in 2008 due to the 2008 tax table.
4.	California State Income Tax	California	This may be slightly lower in 2008 due to the 2008 tax table.
5.	FICA OASDI	FICA	This may be slightly lower in 2008 if your healthcare contribution increased; it will be higher in 2008 if your salary reached the FICA maximum of \$97,000 in 2007.

6.	FICA Medicare Tax	MAFE Medicare	This may be slightly lower in 2008 if your healthcare contribution increased.
7.	Voluntary Disability Insurance (VDI)	VDI/PFL	This will be higher in 2008 due to an increase in the VDI rate from .6% to .8%. It will also be higher in 2008 if your salary reached the VDI maximum of \$83,389 in 2007.

Supplemental deductions, like optional life insurance, 403(b) contribution, or healthcare contributions follow. Deductions here will vary depending on your individual deductions. In this example, the employee has the following supplemental deductions (8-11):

	2008 Banner Name	2007 Plus Name	Details
8.	Blue Cross	BCROSS1	This has increased due to increase in pre-determined healthcare contribution schedule (shown on the HR website at http://www.usfca.edu/hr).
9.	Parking Fee	Parking Fee	2008 should be the same as 2007.
10.	403(b) SRA TIAA-CREF Percent	TIAA SRA	2008 may be slightly different than 2007 due to Banner's method of calculation.
11.	Vision Service Plan	VSP Plan	2008 should be the same as 2007 unless you changed your election during open enrollment.

If you have any questions about how to do this comparison or on any differences between the two check stubs, please contact the HR Banner help line at 422-5743 or email etimesheets@usfca.edu. We will attempt to respond within four (4) business hours.

If you have any problems accessing your USFconnect account or accessing the employee self-service options, please contact the ITS Help Desk at itshelp@usfca.edu or at 422-6668.