

Comparing Employer Contributions Plus (2007) to Banner (2008)

This document provides instructions on how to compare USF's contributions between your December 2007 (Plus) pay to your January 2008 pay (Banner).

To compare USF's contributions to your benefits you will need to have 2008 (Banner) Self-Service open and 2007 (Plus) Self-Service open to the appropriate check stub. If it is easier, once you have access to the information via self-service, you can print the relevant documents.

In an effort to make this document more manageable, there are three sections:

[Section 1](#): Accessing your December 2007 (Plus) check stub via employee self-service

[Section 2](#): Accessing your January 2008 (Banner) check stub via employee self-service

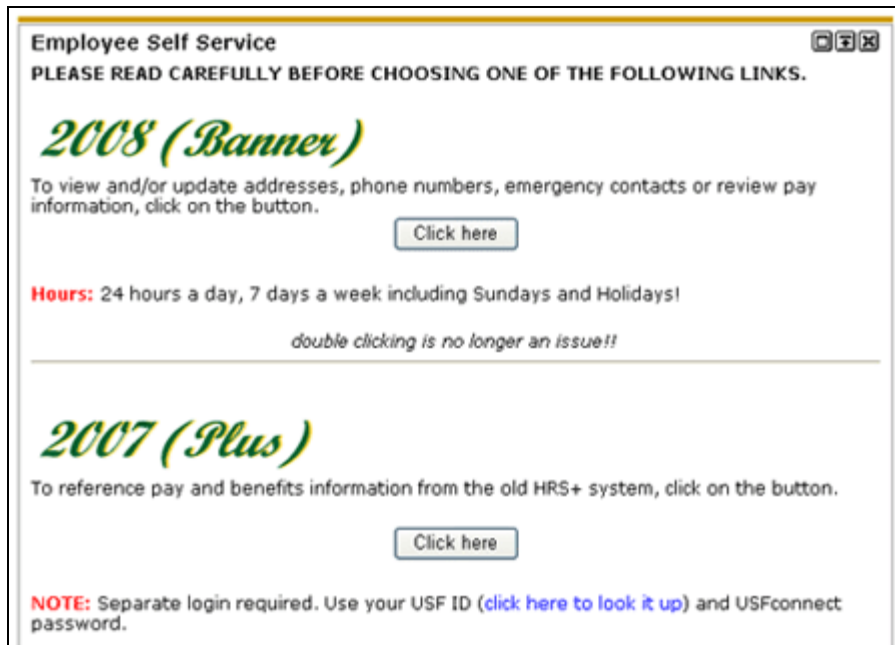
[Section 3](#): Comparing Employer Contributions

Section 1

Accessing your December 2007 (Plus) check stub via Employee Self-Service

To access your December 2007 (Plus) 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**. Click the **Login** button.

Because we are now using the new Banner system we no longer have single sign-on to our old self-service system.

5. 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**.



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

The screenshot shows a form titled "Select Check Stub Year". Below the title is a "Select Check Year:" label followed by a dropdown menu currently displaying "2007". Below the dropdown menu is a "Select" button.

7. 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.

The screenshot shows a form titled "Select Check Stub". Below the title is a "Check Date:" label followed by a dropdown menu currently displaying "12/21/2007". Below the dropdown menu is a "Select" button. Below the "Select" button is a note: "* Payments made outside the regular payroll cycle will be identified by an asterisk."

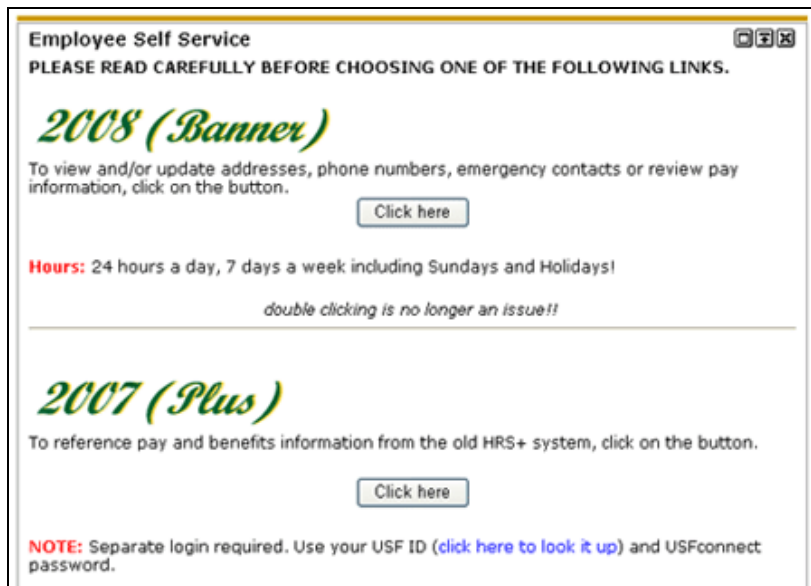
Click the **Select** button. You will now see your 2007 check stub.

Section 2

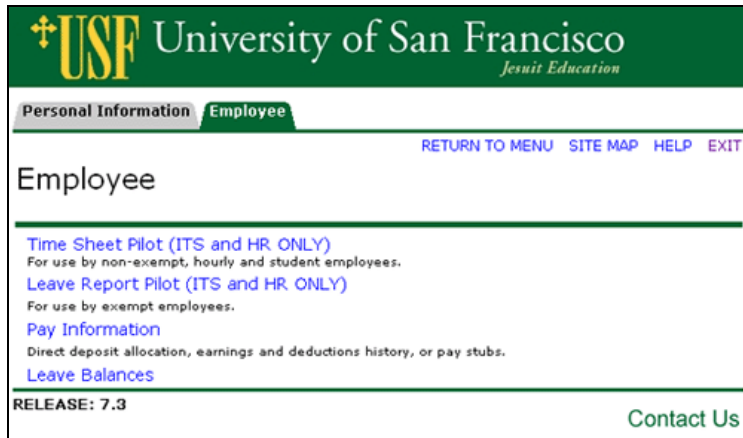
Accessing your January 2008 (Banner) Check Stub via Employee Self-Service

To access your January 2008 (Banner) 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 **2008 (Banner)** section of Employee Self-Service, click on the **Click here** button.



4. Once the self-service window opens, click on the tab for **Employee**. You should then see the **Employee menu** options illustrated below. **Click on the link for Pay Information.**



- From the **Pay Information** menu, click on the link for **Pay Stub**.

The screenshot shows the top navigation bar with the USF logo and 'University of San Francisco Jesuit Education'. Below it are tabs for 'Personal Information' and 'Employee'. A secondary navigation bar contains links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Pay Information'. A list of links includes 'Direct Deposit Allocation', 'Earnings History', 'Pay Stub', and 'Deductions History'. At the bottom left, it says 'RELEASE: 7.3' and at the bottom right, there is a 'Contact Us' link.

- On the **Pay Stub** page, confirm the **Pay Stub Year is 2008** and click on the **Display** button.

The screenshot shows the 'Pay Stub' page with an information icon and the text 'Choose a year and then select Display.' Below this is a dropdown menu labeled 'Pay Stub Year:' with '2008' selected. A 'Display' button is located at the bottom of the form.

- On the **Pay Stubs** page, click on the link for the current **Pay Stub Date** (in this example, Jan. 15, 2008).

The screenshot shows the 'Pay Stubs' page with an information icon and the text 'Select the Pay Stub Date to access additional information.' Below this is the heading 'Pay Stubs for 2008' and a table with the following data:

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Jan 15, 2008	Jan 01, 2008	Jan 15, 2008	2,231.25	1,469.61	

Below the table is a link for [Change Year](#).

Section 3 Comparing Employer Contributions

Now that you have both check/pay stubs either displayed on your computer or printed out, you can begin the comparison of Employer Contributions. Below you will see a screen shot of the 2008 (Banner) pay stub as displayed within self-service and the 2007 (Plus) check stub as displayed within self-service.

Sample of the 2008 Banner pay stub as viewed within self-service:

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Pay Stub Detail

Pay Stub Summary

Pay Stub Date:	Jan 15, 2008	
Gross Amount:		2,231.25
Total Personal Deductions:		761.64
Net Amount:		1,469.61
Total Employer Contributions:		717.60

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
174453	Direct Deposit	XXXXXXXXXX	Checking	1,469.61

Earnings

Type	Hours	Rate	Amount
Regular Pay			2,231.25

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
401A Retirement Plan	.00	223.13
403(b) SRA TIAA-CREF Percent	219.17	.00
Blue Cross Salary (EE)	10.50	.00
Blue Cross by Salary (ER)	.00	253.06
California State Income Tax	71.11	.00
Delta Dental	.00	56.06
FICA Medicare Tax	31.78	31.78
FICA OASDI	135.91	135.91
Federal Income Tax	246.31	.00
Parking Fee	26.56	.00
Vision Service Plan	2.45	1.87
Voluntary Disability Insurance	17.85	.00

[Pay Stubs](#)

RELEASE: 7.0

Sample of the 2007 Plus check stub as viewed within self-service:

Description	Benefits	
	Employer Contributions	Employer Year To Date Contributions
EMP@\$50K +	1.98	1.98
GP LIFE	3.46	94.91
FSAP 024	1.43	34.32
DELTA 124	22.24	533.76
LTD	6.47	152.18
TIAA GRA	223.13	5,248.82
B CROSS1	241.08	5,785.92
VSP PLAN	1.87	44.88
WC CLERK	12.94	304.46
FICA - EMPLOYER PORTION	136.04	3,197.11
MQFE - EMPLOYER PORTION	31.81	747.71
Total Benefits:	682.45	16,146.05

Comparing Employer Contributions:

The main contributions you should be comparing between your 2008 (Banner) pay stub and your 2007 (Plus) check stub are the following:

	2008 Banner Name	2007 Plus Name	Details
1.	401A Retirement Plan	TIAA GRA	This should be the same in both stubs unless you reached the FICA wage maximum of \$97,500 in 2007. If so, December's contribution would be higher than January's.
2.	Blue Cross by Salary (ER)	B CROSS1	Employer contributions for healthcare increased in 2008.
3.	Delta Dental	Delta 124	\$56.06 vs \$22.24. The entire Delta Dental contribution is now shown by USF in the first paycheck of the month. USF Delta Dental rates also increased.
4.	FICA Medicare Tax	MQFEE - Employer Portion	This amount may be slightly lower in 2008 if your healthcare contribution increased in 2008.
5.	FICA OASDI	FICA - Employer Portion	This amount may be slightly lower in 2008 if your healthcare contribution increased in 2008. If your 2007 salary reached the FICA wage maximum of \$97,500, the 2008 contribution may be significantly higher.

6.	Vision Service Plan	VSP Plan	This should be the same in both stubs.
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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 with 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.