

HOW TO READ YOUR ULTI PRO PAY STATEMENT

(See Online Pay Statement Sample)

1. Employee Information

- a. Employee Name and Address
- b. Employee Id Number, Job Title, Pay Rate
- c. Current Store Assignment (location and store name)

2. Pay Period Details

- a. Pay Period Start and End Date – This is the current period for which you are being paid
- b. Check Number
- c. Net pay (This information is also provided at the bottom of the check)

3. Hours, Pay Rate, Earnings

- a. The “type” and number of hours (Regular, Overtime, Double Time, Holiday, Sick, etc.) are listed on the left side, for each week of the pay period.
- b. Applicable pay rate and current earnings are noted for each line
- c. Total Year-to-Date earnings are provided on the far right side of the check

4. Individual Deductions and Taxes

- a. An associate’s individual deductions (Medical, Dental, 401k, Spiffs, Employee purchase Repay, etc.) are listed in this section.
- b. Taxes and Withholdings

5. Total Gross Earnings & Net Pay

- a. Gross Earnings for the current period and total Year-To-Date
- b. “Taxable Wages” (This amount will sometimes be less than the gross amount)
- c. Total taxes and deductions (from #4 above)
- d. Net pay or check amount for this pay period