

Introducing Your Direct Deposit Statement (pay stub)

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1	<p>Identifying Information</p> <ol style="list-style-type: none">1. Pay Date: date of the pay event (e.g. direct deposit, check date, adjustment date)2. Gross: total gross cash earnings for the pay period and year to date3. Total Personal Deductions: total of all deductions taken from the employee earnings for the pay period and year to date4. Net net amount (gross deductions) payable to the employee5. ID6. SSN, Name & Address: as entered in the Andrews University administrative system, with SSN displaying last 4 digits7. Pay Period: pay period covered by the paystub
2	<p>Earnings</p> <p>Earnings information for the job(s) for which the employee is receiving or has received pay in the year</p> <p>Title job title(s) with earnings associated</p> <p>Earnings: type of earnings (e.g. Regular Salary Pay, Regular Hourly Paid Leave)</p> <p>Shift: will always display not applicable for Andrews University</p> <p>Hours or Units:</p> <ol style="list-style-type: none">a) H