


Automatic Deposit Key

|                             |         |        |      |         |                       |               |                      |                       |                      |                  |                         |       |
|-----------------------------|---------|--------|------|---------|-----------------------|---------------|----------------------|-----------------------|----------------------|------------------|-------------------------|-------|
| <b>UNIVERSITY OF ALASKA</b> |         |        |      |         | ISSUE DATE            | PERIOD BEGIN  | PERIOD END           | PAY No.               | CDC                  | CONTROL NO.      |                         |       |
| <b>1</b>                    |         |        |      |         | <b>2</b>              | <b>3</b>      | <b>4</b>             | <b>5</b>              | <b>6</b>             | <b>7</b>         |                         |       |
| Employee Name               |         |        |      |         | <b>TAXES</b>          |               | <b>WITHHOLDINGS</b>  |                       | <b>TAXABLE GROSS</b> |                  | <b>11 W4 EXEMPTIONS</b> |       |
|                             |         |        |      |         | DESCRIPTION           | <b>9</b> CURR | YTD                  | <b>10</b> CURR        | YTD                  | M/S              | No.                     | ADD'L |
| <b>8</b> LEAVES             | BEG BAL | EARNED | USED | END BAL | Fed Tax               | 0.00          | 0.00                 | 0.00                  | 0.00                 | S                | <b>1</b>                | 0.00  |
| ANNUAL                      | 0.00    | 0.00   | 0.00 | 0.00    | Fica Med              | 0.00          | 0.00                 | 0.00                  | 0.00                 | NON-EXEMPT       |                         |       |
| SICK                        | 0.00    | 0.00   | 0.00 | 0.00    | Fica Old              | 0.00          | 0.00                 | 0.00                  | 0.00                 | HOURLY RATE      |                         |       |
| PERS HOLIDAY                | 0.00    | 0.00   | 0.00 | 0.00    | TOTAL:                | \$0.00        | \$0.00               |                       |                      | <b>12</b> \$0.00 |                         |       |
| <b>GROSS PAY</b>            |         |        |      |         | <b>DEDUCTIONS</b>     |               | <b>MISC BENEFITS</b> |                       |                      |                  |                         |       |
| DESCRIPTION                 | HOURS   | CURR   | YTD  |         | DESCRIPTION           | CURR          | YTD                  | DESC                  | CURR                 | YTD              |                         |       |
| <b>13</b>                   |         |        |      |         | <b>14</b>             |               |                      | <b>15</b>             |                      |                  |                         |       |
|                             |         |        |      |         | <b>NET PAY DETAIL</b> |               |                      |                       |                      |                  |                         |       |
|                             |         |        |      |         | DESC                  |               | CURR                 |                       |                      |                  |                         |       |
|                             |         |        |      |         | <b>16</b>             |               |                      |                       |                      |                  |                         |       |
|                             |         |        |      |         | Financial Institution |               | \$0.00               |                       |                      |                  |                         |       |
| TOTAL:                      |         |        |      |         | 0.00                  |               | 0.00                 | TOTAL:                |                      | \$0.00           |                         |       |
| MESSAGE:                    |         |        |      |         |                       |               |                      | <b>TOTAL NET PAY:</b> |                      | <b>17</b>        | \$0.00                  |       |

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|  |                                      |
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|  <p>UNIVERSITY OF ALASKA<br/>Fairbanks, Alaska 99775-5140</p> | DATE: <b>2</b>                       |
|  | <b>Payroll Advice - Auto Deposit</b> |
| To the Order of <b>1 Employee Name</b><br><b>18 Employee Address</b><br>Employee Address   | <b>NON-NEGOTIABLE</b>                |

1. Employee Name
2. Issue Date = Pay Date
3. Period Begin = Start Date of pay period
4. Period End = End Date of pay period
5. Pay No = Run or Labor Distribution number (Each two week period in the calendar year has an unique identifying number. The first run number each calendar year is one)
6. CDC = Check Distribution Code for department
7. Control No = Automatic deposit number
8. Leaves = Leave beginning balances, current earned, current taken, and available balances
9. Taxes Withholdings = Type of tax, current amount withheld for each tax, and year to date amount withheld for each tax
10. Taxable Gross = Current taxable gross by type of tax and year to date taxable gross by type of tax
11. W4 Exemptions = Filing status from W4, Married or Single, Number of withholding allowances, and any additional dollar amount to be withheld
12. Non-Exempt Hourly Rate = Total non-overtime gross divided by total non-overtime hours paid
13. Gross Pay = Verbal description of type of pay by earnings code, hours/units of type of pay, current dollar amount of type of pay, and year to date total amount of type of pay
14. Deductions = Verbal description of type of deduction withheld from pay, current amount withheld from current pay, and year to date total amount of deduction withheld from pay
15. Misc. Benefits = Verbal description of type of benefit (University contributions to employee's pension vendor and retirement vendor), current amount of benefit calculated on pay, year to date total amount of benefit calculated on pay
16. Net Pay Detail = Name of financial institution(s) funds have been deposited to, amount of funds deposited, and net check amount
17. Total Net Pay = Total amount of net pay, gross pay less taxes and deductions
18. Employee mailing address