

Pay Statement Examples – Hourly Paid Employees

Beginning in January 2019, the university is changing the way the pay rate is reflected on the pay statement for employees with limited term hourly employment contracts.

Example 1: Administrative Staff employee with a limited term hourly employment contract working 25 hours per week and earning \$22.79 (equivalent to job level 3, step 3 on the Administrative Salary Grid).

Existing employment contract: \$22.79 per hour

Bi-weekly Pay Statement after Jan 1, 2019

Earnings	Hours	Rate	Amount	Description
Regular Pay	50	\$21.91	\$1095.50	<i>Regular hourly earnings</i>
VPT	50	\$.88	\$ 44.00	<i>4% vacation pay earnings</i>
Total		\$22.79	\$1139.50	<i>Total gross earnings for pay period</i>

New employment contract created on or after Jan 1, 2019: \$21.91 per hour

Bi-weekly Pay Statement after Jan 1, 2019

Earnings	Hours	Rate	Amount	Description
Regular Pay	50	\$21.91	\$1095.50	<i>Regular hourly earnings</i>
VPT	50	\$.88	\$ 44.00	<i>4% vacation pay earnings</i>
Total		\$22.79	\$1139.50	<i>Total gross earnings for pay period</i>

Example 2: Work study student earning \$15.00 per hour working 10 hours per week.

Existing employment contract: \$15.00 per hour

Bi-weekly Pay Statement after Jan 1, 2019:

Earnings	Hours	Rate	Amount	Description
Regular Pay	20	\$14.42	\$288.40	<i>Regular hourly earnings</i>
VPT	20	.58	\$ 11.60	<i>4% vacation pay earnings</i>
Total		\$15.00	\$300.00	<i>Total gross earnings for pay period</i>

New employment contract created on or after Jan 1, 2019: \$14.42 per hour

Bi-weekly Pay Statement after Jan 1, 2019

Earnings	Hours	Rate	Amount	Description
Regular Pay	20	\$14.42	\$288.40	<i>Regular hourly earnings</i>
VPT	20	.58	\$ 11.60	<i>4% vacation pay earnings</i>
Total		\$15.00	\$300.00	<i>Total gross earnings for pay period</i>