

AN HR GUIDE TO YOUR PAYCHECK

This infosheet supplements Financial Services' [How to Read Your Paystub Poster](#)

Wilbur Wildcat 1 Anywhere Street Tucson, AZ 99999		Employee ID: 99999999 Department: 9999-Generic Department Location: Main Campus Job Title: Generic Job Pay Rate: \$16.186782 Hourly	1																																																																																							
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EMPLOYEE ID

1 UNDERSTANDING EMPLOYEE ID
 You will automatically be assigned an Employee Identification Number (EID) after HR processes your hiring documents. You will receive your EID via email from EmployeeSelfService@arizona.edu.

If you forget your Employee ID, you can always find it on your paychecks.

Did you know?



Your Employee ID is **not the same** as your Alternate Employee ID, an identifier related to benefits eligibility. Find your Alternate Employee ID in the University Benefits tile of UAccess, at the top of the page. [Get Your Alternate ID](#) (Login with NetID).

HOURS AND EARNINGS

2 UNDERSTANDING EARNINGS
 There are many categories of earnings other than your regular salary. Connect with HR if you have questions on the items listed in this section.

Learn More About the Items Listed in This Section

- [Regular](#)
- [Sick Taken](#)
- [Health Impact Program](#)
- [Holiday](#)
- [University Closure](#)
- [Vacation Taken](#)
- [Parental Leave](#)
- [Jury Duty](#)
- [Bereavement](#)
- [Childcare Choice](#)

DEDUCTIONS

3 UNDERSTANDING VOLUNTARY DEDUCTIONS
 Understanding how your voluntary deductions impact your taxable income is an important part of your financial health.

Connect with one of our [Financial Wellness Specialists or Planners](#) to schedule complimentary, virtual or on-campus appointments.

Learn More About Voluntary Deductions in this Section

- [Life and Disability Insurance](#)
- [Medical Plans](#)
- [Dental and Vision Plans](#)
- [Flexible Spending Accounts](#)
- [Supplemental Retirement Plans](#)
- [UA Foundation Donation](#)

Did you know?



- This section includes pre- and post-tax deductions. Your paycheck shows you which is which.
- Insurance deductions are taken only twice per month. When three pay periods occur in a month (twice each year), the extra payday is a "premium holiday" for which deductions are not made – a bigger paycheck!

EMPLOYER PAID BENEFITS

4 UNDERSTANDING TOTAL REWARDS
 Your compensation includes the combined value of your salary, benefits, retirement contributions, qualified tuition reduction and more. This section of your paycheck shows an itemized list of what the University pays on your behalf. This is non-salary compensation.

Did you know?



- The University pays an average of 88% of the cost of medical premiums.

- The University matches contributions to the ASRS or ORP.
- The University pays \$15,000 of term life insurance.

To calculate your personalized total compensation, visit the [Total Rewards Calculator](#).

ACCRUED BALANCES

5 UNDERSTANDING ACCRUAL PAYOUTS
 If you accrue vacation and sick time, we encourage you to use it. However, even if you don't, you are entitled to portions of your accrued balance.

Learn more about [vacation time](#).

Learn more about [Retiree Accumulated Sick Leave](#).

Vacation Rollover and Payout

- You keep (rollover) a maximum of 320 hours (prorated by FTE) each calendar year.
- At separation, you are paid out* up to the amount accrued in one year of service.
- All hours removed from employees' balances in January and at separation are automatically made available for [Compassionate Transfer of Leave](#).

Retiree Accumulated Sick Leave

- Under the RASL program, you may be paid out a portion of your balance in three-year installment following retirement if you meet certain criteria.
- You must apply within 180 days post retirement to be eligible. [RASL Certification Form](#)

*Postdoctoral scholars do not receive payout at separation.

Learn More About Your Paycheck

EDGE Learning: [Exploring your Payroll and Compensation Tools](#)
 Financial Services: [Paycheck Information Webpage](#) | [Paystub Poster](#)
 Review the [Payroll Calendars](#)



Human Resources