**SuccessFactors Pay Statement Quick Reference Guide**

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This QRG outlines the content and layout of an employee pay statement in SuccessFactors.

Questions regarding benefit deductions including retirement should be directed to hr@purdue.edu or 765-494-2222 or to the regional campus HR Department. Questions regarding time should be directed to: Purdue West Lafayette – timeadmin@purdue.edu, Purdue Fort Wayne – payroll@pfw.edu, Purdue Northwest – pnw-payroll@pnw.edu.

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| Accessing the Pay Statement |
| From the SuccessFactors home page, under the Organizational Updates – Additional Actions, click the **Pay Statements 1/1/2019 to Present** tile. |  |
| Reading the Pay Statment |
| Terminology/Abbreviations | **ER** = Employer**EE** = Employee**TX** = Tax |
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| Section | Description |
| 1. Pay Statement Header
 | The Payroll Period and Pay Date for the currently displayed Pay Statement. |
| 1. Earnings
 | Earnings for the selected period, including worked time, vacation, holiday, sick, etc. |
| 1. Tax Exemptions
 | Total number of tax exemptions or additional funds withheld.  |
| 1. Payment Total
 | Total earnings, minus deductions and taxes, resulting in net-pay deposited. |
| 1. Net Pay
 | Total amount deposited into selected financial institution(s).  |
| 1. Taxable Earnings
 | Imputed Income for the Group Term Life Insurance. |
| 1. Purdue Paid Benefits
 | Benefits paid by Purdue such as Taxes, Health Insurance, Basic Term Life Insurance, AD&D, Long Term Disability (LTD), Health Savings Account (HSA), and Retirement. |
| 1. Pre-Tax Deductions
 | Deductions taken before taxes which include medical, dental, Health Savings Account (HSA), Flexible Spending Account (FSA), Limited Purpose Flexible Spending Account (LPFSA), Dependent Care Flexible Spending Account (DCFSA), AD&D, Short Term Disability, and Retirement. |
| 1. Post-Tax Deductions
 | Deductions taken after taxes which include Long Term Disability (LTD), United Way, Giving to Purdue, Voluntary Benefits (Legal, Critical Illness, Supplemental Hospital, Accident Insurance, and Universal Life). |
| 1. Tax Deductions
 | Tax amount withheld which include State and Federal Taxes, Social Security, and Medicare. |