

## Welcome to ePayroll



### Important Information Application Access

Welcome to the ePayroll Admin application. This application is for authorized USPS employees only. You will need your eight-digit Employee Identification Number (EIN) and USPS Self Service Password.

### Enter Application

Need Access?

### Sensitive Information

Information within this application is considered sensitive and should be properly protected from unauthorized access or disclosure.

### Restricted Information

#### **WARNING! FOR OFFICIAL USE ONLY**

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. Â§ 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with Postal Service policies and these terms.

### Help

For accessibility options please contact your administrator. If you need assistance, please refer to the online Training, FAQ's, or contact the USPS Help Desk at +1-800-USPS-HELP.



## Table of Contents:

### Overview

The following instructions will detail the information on the **USPS Employee Earnings Statement** available on the Web. The Employee Earnings Statement consists of both a Current Pay Period Page and Adjustments Pages (if applicable).

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### How to Read Your Earnings Statement

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## The ePayroll Landing Page Options:

You now have the option to choose whether or not to receive a printed and mailed hardcopy of your earnings statement. By default, the screen displays “**You are now receiving a printed pay stub mailed to you.**”

To no longer receive the printed pay stubs via the mail, click on the “**Change**” button.



liteblue United States Postal Service

Home My HR Inside USPS

**ePayroll** Brought to you in partnership by Finance and

Available Earning Statements for JANE A DOE

You are now receiving a printed pay stub mailed to you.  
To no longer receive the printed pay stub, click on this option:

Pay Period	Year	Pay Date	Pay Period	Year	Pay
25	2012	12/07/2012			
24	2012	11/24/2012			
23	2012	11/10/2012			

Help Files

\*\*\* The Bottom of this screen will contain links to the "HELP" files and other useful information \*\*\*

A confirmation pop-up screen displays. Click the **OK** button to confirm the change.



The messages on the ePayroll landing page now reads; “**You are no longer receiving a printed pay stub mailed to you**”.

You are no longer receiving a printed pay stub mailed to you.

To receive the printed pay stub, click on this option:

Change 

To revert back to receiving the printed and mailed hardcopy earnings statement, click the “**Change**” button again.

The lower portion of the screen contains links to other **Help Files** and messages pertaining to ePayroll.

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ePayroll is a secure online application that provides access to your current earnings statement as well as those of the prior 40 pay periods.

## Viewing your Earnings Statement

To view an Earnings Statement, click on a **Pay Date** Link.  
The Earnings Statement for the selected Pay Date displays in a separate web browser.

The screenshot shows the ePayroll interface for a USPS employee. At the top, there are navigation tabs: Home, My HR, and Inside USPS. Below this is the 'ePayroll' header and a sub-header 'Available Earning Statements'. A table lists three available pay periods: 25 (2012, 12/07/2012), 24 (2012, 11/24/2012), and 23 (2012, 11/10/2012). The 'Pay Date' column is circled in red, and a red arrow points from it to a detailed earnings statement window. This window includes a 'Print This Page' button, employee information (JANE A DOE, ID: 01011001, Finance Number: 99-9999), and a detailed table of earnings data.

Pay Period	Year	Pay Date
25	2012	12/07/2012
24	2012	11/24/2012
23	2012	11/10/2012

Pay Period	Week	RSC	Level	Step	Des Act	Se R
25-12	1	P	06	O	110	53
25-12	1	P	06	O	110	53
25-12	2	P	06	O	110	53
25-12	2	P	06	O	110	53
25-12	2	P	06	O	110	53

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# Current Pay Period Page

The following information will describe in detail, the various sections of the Current Pay Period Page. **Click** on the numbered buttons below to view that sections detail.

Print This Page <span style="float: right;">1</span> <b>USPS Employee Earnings Statement</b> <span style="float: right;">UNITED STATES POSTAL SERVICE</span>											
Employee: JANE A DOE					Pay Period: 25-2012					<b>3</b> <b>Net Pay</b>	
Employee ID: 01011001					Pay Date: 12/07/12					<b>\$ 848.88</b>	
Finance Number: 99-9999					Pay Loc: 999						
					Inclusive Dates: 11/17/12 - 11/30/12						
Pay Period	Week	RSC	Level	Step	Des Act	Salary Rate	Hours Code	Description	Hours	Amount	
25-12	1	P	06	O	110	53,633	55	ANNUAL LEAVE	32.00	825.12	
25-12	1	P	06	O	110	53,633	58	HOLIDAY LEAVE	8.00	206.28	
<b>4</b>										<b>5</b>	
25-12	2	P	06	O	110	53,633	52	WORK HOURS	40.00	1,031.40	
25-12	2	P	06	O	110	53,633	53	OVERTIME HOURS	10.00	386.78	
25-12	2	P	06	O	110	53,633	54	NIGHT WORK PREM HOURS	29.00	46.98	
25-12	2							FLSA		4.67	
<b>Total Hours Gross Pay :</b>										<b>2,501.23</b>	
<b>Total Adjustments Gross :</b>										<b>.00</b>	
**** To view detailed information on adjustments, click on the View Adjustments link ==>										<a href="#">View Adjustments</a>	
<b>10</b>											
<b>Leave</b>											
Category: 8.00 Leave Computation date: 06/16/79 Annual Leave (AL)											
AL Prior Year Balance										459.99	
AL Maximum Carryover										440.00	
AL Carried over from Prior Year										440.00	
+ AL Earned YTD										184.00	
+ AL Holiday Earned YTD										.00	
- AL Used YTD										160.00	
= Earned Annual Leave Balance										464.00	
+ AL Advanced YTD										24.00	
= Available AL Balance										<b>488.00</b>	
AL Used this Pay Period										32.00	
<b>Sick Leave (SL)</b>											
Category: 4.00											
SL Prior Year Balance										2,193.40	
+ SL Earned YTD										92.00	
- SL Used YTD										.00	
= Current SL Balance										<b>2,285.40</b>	
SL Used this Pay Period										.00	
<b>Other Leave</b>											
<b>Leave Without Pay (LWOP)</b>											
Pay Period LWOP										.00	
Calendar LWOP YTD										.00	
Leave Increment LWOP										.00	
<b>Retirement</b>											
YTD: 408.66 Total: 40,160.10											
<b>FERS USPS Thrift Contributions</b>											
PP 1%: 20.63 YTD USPS 1%: 510.71											
PP Match: 82.51 YTD Matching: 2,043.07											
<b>Insurance Income</b>											
Pay Period: YTD:											
<b>Earnings Statement Messages</b>											
CONTRACTUAL INCREASE											
<b>11</b>											
<b>12</b>											
<b>13</b>											
<b>14</b>											
<b>15</b>											
<b>16</b>											
<b>17</b>											
<b>18</b>											
<b>7</b>											
<b>8</b>											
<b>9</b>											
<b>Additional Pay / Other Compensation</b>											
<b>Total Additional Pay / Other Compensation :</b>										<b>.00</b>	
<b>Total Gross Pay :</b>										<b>\$ 2,501.23</b>	
<b>Deductions</b>											
Retirement: FERS - Ret-FICA Code A										16.50	
Social Security										94.05	
Medicare										32.47	
Federal Tax: S 01										272.55	
Health Plan Pre-tax: (Family) 105 BLUE CROSS AND BLUE SHIELD										146.68	
State Tax: MO S 00										82.00	
FSA Health Care										115.39	
Optional Insurance: A										6.00	
Optional Insurance: B 5										140.40	
Optional Insurance: C 5										13.50	
Thrift Savings Plan (TSP): 15% - (Regular)										309.42	
Union Dues: W										19.39	
Allotment										375.00	
Allotment										29.00	
<b>Total Current Pay Period Deductions :</b>										<b>1,652.35</b>	
<b>Total Adjustments Deductions :</b>										<b>.00</b>	
<b>Total Deductions :</b>										<b>\$ 1,652.35</b>	
<b>Net Pay (Net To Bank):</b>										<b>\$ 848.88</b>	

## Indicative Section

### ② **Header (Current Pay Period Page):**

The Header section will list all of the following pertinent employee information:

- Employee:** Employee's first name, middle initial and last name
- Employee ID:** Employee Identification Number
- Finance Number:** Employee's Finance Number
- Pay Loc:** Employee's Pay Location
- Pay Period:** Current Pay Period
- Pay Date:** Current Pay Period Pay Date
- Inclusive Dates:** The 14-day period span of the pay period (Begin Date – End Date)
- Print This Page** See [Print Earnings Statement](#)

Print This Page		USPS Employee Earnings Statement							
Employee:	JANE A DOE	Pay Period:	25-2012						
Employee ID:	01011001	Pay Date:	12/07/12						
Finance Number:	99-9999	Pay Loc:	999	Inclusive Dates:	11/17/12 - 11/30/12				
Pay Period	Week	RSC	Level	Des Act	Salary Rate	Hours	Code	Description	Hours

### ③ **Net Pay:**

The Net Pay section displays the total net pay amount due the employee for the pay period. This is displayed in two places, both at the top and bottom of this current pay period page.

UNITED STATES POSTAL SERVICE®	
Net Pay	
<b>\$ 848.88</b>	
Amount	

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## Hours and Gross Pay Section

### ④ Detailed Earnings Statement:

The Detailed Earnings section contains the following information. Below is a list of the column headings and a description of each.

**Pay Period:** The pay period and the year for the hours being paid.

**Week:** Week 1 and Week 2 of the pay period being paid.

**RSC:** The Rate Schedule Code.

**Level:** The level(s) the employee was paid at (base and/or higher level).

**Step:** The step(s) the employee was paid at.

**Des Act:** The employee's designation and activity code.

**Salary Rate:** The annual salary for full-time employees and hourly rate for part-time employees.

**Hours Code:** The hours code field.

**Description:** The full description of the hours code.

**Hours:** Number of hours reported for each hours code.

Pay Period	Week	RSC	Level	Step	Des Act	Salary Rate	Hours Code	Description	Hours
25-12	1	P	06	O	110	53,633	55	ANNUAL LEAVE	32.00
25-12	1	P	06	O	110	53,633	58	HOLIDAY LEAVE	8.00
25-12	2	P	06	O	110	53,633	52	WORK HOURS	40.00
25-12	2	P	06	O	110	53,633	53	OVERTIME HOURS	10.00
25-12	2	P	06	O	110	53,633	54	NIGHT WORK PREM HOURS	29.00
25-12	2							FLSA	

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⑤ **Amount:**

This amount column displays the Pay Period dollar amount paid for the specific number of hours being displayed in the corresponding **Hours** column.

The **Total Hours Gross Pay** section displays the sum of all pay from the detailed earnings section.

Amount	
Pay Period	
1,354.50	
76.19	
18.96	
.33	
1,354.50	
13.55	
<b>Total Hours Gross Pay :</b>	<b>2,818.03</b>

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## ⑥ **Total Adjustments Gross:**

The Total Adjustments Gross section will display the total gross of all adjustments processed in the pay period.

Below the **Total Adjustments Gross** is the **View Adjustments Link**. If the employee *does* have adjustments associated with the pay period, clicking on the **blue** link will display that detail information on the **Adjustments Page**.

	<b>Total Adjustments Gross :</b>	<b>887.14</b>
To view detailed information on adjustments, click on the <b>View Adjustments</b> link ==>		<a href="#">View Adjustments</a>

If no adjustments are associated with this pay period, clicking on View Adjustments link will display the following popup message, “**You have no adjustments to view**”.

Click **OK** to exit this message.



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## Additional Pay / Other Compensation

### ⑦ **Additional Pay / Other Compensation:**

This section will display premium pay/allowances and other compensation. This will include such things as Law Enforcement Premium (LEP), Locality Pay (SPA), Administratively Uncontrollable Overtime (AUO), Equipment Maintenance Allowance (EMA), Lock Pouch Allowance (LPA), etc.

**NOTE:** The YTD total amount for the Additional Pay/Other Compensation items (including Law Enforcement Premium and the Locality Pay when applicable) will be included in the Total Gross Pay YTD amount.

Additional Pay / Other Compensation	Amount	
	Pay Period	YTD
Locality Pay (SPA)	491.00	1,429.90
<b>Total Additional Pay / Other Compensation :</b>	<b>491.00</b>	<b>1,429.90</b>
<b>Total Gross Pay :</b>	<b>\$ 2,777.47</b>	<b>\$ 6,513.30</b>

### ⑧ **Total Gross Pay:**

The Total gross Pay section displays the total gross pay for the entire **Pay Period** as well as the total gross pay paid **YTD** (year-to-date). The gross pay for the pay period would be the sum of the gross of the regular earnings as well as the gross total of any adjustments processed (if applicable).

**NOTE:** The YTD total amount for the Additional Pay/Other Compensation items (including Law Enforcement Premium and the Locality Pay when applicable) will be included in the Total Gross Pay YTD amount.

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## Deductions

### ⑨ **Deductions:**

The Deductions section will display a list of only those deductions that are specific to the current pay period earnings. These deductions will be listed in the order they were taken for the employee, with active deduction segments listed first followed by any inactive deduction segments.

Deductions	Amount	
	Pay Period	YTD
Retirement: FERS - Ret-FICA Code A	16.50	408.66
Social Security	94.05	2,701.24
Medicare	32.47	932.57
Federal Tax: S 01	272.55	8,926.15
Health Plan Pre-tax: (Family) 105 BLUE CROSS AND BLUE SHIELD	146.68	3,671.04
State Tax: MO S 00	82.00	2,539.00
FSA Health Care	115.39	2,884.75
Optional Insurance: A	6.00	150.00
Optional Insurance: B 5	140.40	3,553.20
Optional Insurance: C 5	13.50	336.50
Thrift Savings Plan (TSP): 15% - (Regular)	309.42	7,662.06
Union Dues: W	19.39	471.07
Allotment	375.00	9,375.00
Allotment	29.00	725.00
<b>Total Current Pay Period Deductions :</b>	<b>1,652.35</b>	
<b>Total Adjustments Deductions :</b>	<b>.00</b>	
<b>Total Deductions :</b>	<b>\$ 1,652.35</b>	<b>\$ 44,336.24</b>
<b>Net Pay (Net To Bank):</b>	<b>\$ 848.88</b>	<b>\$ 26,534.75</b>

**Deduction Totals:** These totals, located near the bottom of the earnings statement, are separated into three different categories

- Total Current Pay Period Deductions:** Displays the total deductions relative to the current pay period earnings and also the YTD deduction total.
- Total Adjustments Deductions:** Displays the total deductions relative to all adjustments included on this earnings statement.
- Total Deductions:** Displays the sum of the **Total Current Pay Period Deductions** and **Total Adjustments Deductions** fields.

**Net Pay (Net to Bank):** Displays the employee's Net Pay (Direct Deposit) for this Earnings Statement (also displayed at the top of the Earnings Statement).

**Net Pay (Paper Check):** Indicates that a paper check was issued and distributed to the employee via their supervisor or manager.

**Deduction Description:**

Listed below are deductions that will display variable deductions.

<b>Earnings Statement Deduction Description (examples of variable information shown below in bold).</b>	<b>Variable Information</b>
Auto Insurance: <b>HIP</b>	HIP if the auto carrier control number = 65700002.
Auto Insurance: <b>MBA</b>	MBA if the auto carrier control number = 65700003.
Auto Insurance: <b>Travelers</b>	Travelers if the auto carrier control number = 65700001.
Auto Insurance: <b>VBP</b>	VBP if the auto carrier control number = 65700004.
Charity: <b>481</b>	Charity code.
Commuter Program After-tax	The total post tax amounts deducted for mass transit and parking.
Commuter Program Pre-tax	The total pre tax amounts deducted for mass transit and parking.
Federal Tax: <b>S 02</b>	Marital status and # of exemptions.
Health Plan After-tax:	
<b>Blue Cross Blue Shield 105</b>	Name and number of health plan.
Health Plan Pre-tax:	
<b>Blue Cross Blue Shield 105</b>	Name and number of health plan.
Local Tax: <b>101 S 02</b>	Local code, marital status, and # of exemptions.
Optional Insurance: <b>A</b>	Optional insurance code.
Optional Insurance: <b>B 2</b>	Optional insurance code and elected multiples of coverage.
Optional Insurance: <b>C 2</b>	Optional insurance code and elected multiples of coverage.
Retirement: <b>FERS - Ret-FICA</b>	CSRS - Ret-FICA Code X - for Ret-FICA codes 1, 3, 5, 6, and 7.
<b>Code 9</b>	FERS - Ret-FICA Code X - for Ret-FICA codes 8, 9, A, and B.
State Tax: <b>MN S 02</b>	State code, marital status, and # of exemptions.
Thrift Savings Plan (TSP): <b>5%</b> or	TSP deduction percent or a \$ sign if the employee has dollar
Thrift Savings Plan (TSP): <b>\$</b>	deduction amount rather than a percent deduction.
TSP Loan: <b>1</b>	The last digit (# 17) of the TSP loan number.
Union Dues: <b>L</b>	Union letter.

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## Leave and Miscellaneous Section

### ⑩ Leave:

**Category:** Displayed in this section is the employee's annual leave earnings category, either 4, 6, or 8 hours maximum per pay period based on the number of years with the Postal Service. Employees are in category 4 when hired, then progress to leave category 6 after 3 years of service and then to category 8 after 15 years of service.

**Leave Computation Date:** Displayed is the date the employee entered into a leave earnings position with the Postal Service. Usually it is the same as their hire date unless their first Postal Position is a non-leave earnings position (e.g. casual or temporary appointment).



Leave  
Category: 8.00 Leave Computation date: 06/16/79  
Annual Leave (AL)

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## 11 Annual Leave (AL) Section:

This section displays the employee's current Annual Leave information.

- AL Prior Year Balance:** Annual leave balance at the end of the previous leave year.
- AL Maximum Carryover:** Maximum annual leave hours that can be carried over from one leave year to the next.
- AL Carried Over from Prior Year:** Actual annual leave hours carried over from the previous leave year. This will be the lesser of the AL Prior Year Balance or the AL Maximum Carryover.
- + AL Earned YTD:** Total annual leave hours earned so far this leave year.
- + AL Holiday Earned YTD:** Displays the hours earned for working on a holiday so far this year.
- AL Used YTD:** Total annual leave hours used so far this leave year.
- = Earned Annual Leave Balance:** Lists the employee's "actual" annual leave balance which does not include advanced leave hours that haven't been earned.
- + AL Advanced YTD:** Total annual leave hours advanced so far this leave year.
- = Available AL Balance:** Total annual leave *including* all advanced leave.
- AL Used the Pay Period:** Total number of annual leave hours used this pay period.

Leave	
Category: 8	Leave Computation date: 09/05/77
Annual Leave (AL)	
AL Prior Year Balance	8.43
AL Maximum Carryover	560.00
AL Carried over from Prior Year	8.43
+ AL Earned YTD	16.00
+ AL Holiday Earned YTD	.00
- AL Used YTD	27.75
= Earned Annual Leave Balance	- 3.32
+ AL Advanced YTD	192.00
= Available AL Balance	<b>188.68</b>
AL Used this Pay Period	27.75
Sick	(SI)

### NOTE:

The individual field names are prefixed with +, -, and = symbols to better explain how the annual leave totals are calculated.

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**12 Sick Leave (SL) Section:**

This section displays the employee's current Sick Leave information.

- SL Prior Year Balance:** The sick leave hours carried over from the previous leave year.
- + SL Earned YTD:** The sick leaves hours earned so far this leave year.
- SL Used YTD:** The sick leaves hours used so far this leave year.
- + SL Advanced YTD:** The amount of sick leave hours that has been advanced to this employee so far this year. (This field will not be displayed if the sick leave advanced hours equal zero).
- = Current SL Balance:** Displays the total number of sick leave hours available to the employee.
- SL Used the Pay Period:** Displays the amount of sick leave hours used during this pay period.

Sick Leave (SL)	
Category: 4.00	
SL Prior Year Balance	2,193.40
+ SL Earned YTD	92.00
- SL Used YTD	.00
= Current SL Balance	<b>2,285.40</b>
SL Used this Pay Period	.00

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### 13 **Other Leave Section:**

The Other Leave section will display the employee's special leave information for the year (if applicable).

**Military Leave Prior FY Carryover:** Military hours carried over from the pervious fiscal year.

**+ Military Leave Advanced :** Military leave hours advanced this fiscal year.

**- Military Leave Used YTD:** Military leave hours used this fiscal year.

**= Military Leave Balance:** Remaining military leave hours available to the employee.

**Donated Leave Received:** Donated leave hours received (Leave hours other employees have donated to this employee).

**- Donated Leave Used YTD:** Donated leave hours used the year.

**= Donated Leave Balance:** Remaining donated leave hours available to this employee.

Other Leave	
Military Leave Prior FY Carryover	.00
+ Military Leave Advanced	23.00
- Military Leave Used YTD	12.00
= Military Leave Balance	11.00
Donated Leave Received	21.00
- Donated Leave Used YTD	8.00
= Donated Leave Balance	13.00

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**14 Leave Without Pay (LWOP):**

This section displays the employee’s current Leave Without Pay information for the year (if applicable).

- Pay Period LWOP:** Total Leave Without Pay hours used this pay period.
- Calendar LWOP YTD:** Total Leave Without Pay used so far this calendar year.
- Leave Increment LWOP:** The amount of LWOP going towards losing an increment of annual leave (4, 6, or 8 hour increments based on AL category) and sick leave (4 hour increments).

Leave Without Pay (LWOP)	
Pay Period LWOP	.00
Calendar LWOP YTD	.00
Leave Increment LWOP	.00

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**15 USPS Retirement**

The USPS Retirement section will display the **YTD** retirement contributions in addition to the **Total** contributions. The **Total** contributions amount will include **all** the retirement deductions for the employee (prior years plus the amount in the retirement YTD field).

**NOTE:** The retirement amount on the old printed pay stub only showed the retirement deductions for prior years. It did not include the amount of retirement deductions for the current year

Retirement	
<b>YTD:</b> 455.95	<b>Total:</b> 49,723.97

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### 16 **FERS USPS Thrift Contributions:**

This section will only be available to **FERS** (Federal Employees Retirement System) employees, to view both the Pay Period and YTD agency Thrift Savings Plan (TSP) contributions.

This will include the TSP automatic agency 1% contribution as well as any TSP matching agency contributions (if applicable).

FERS USPS Thrift Contributions			
<b>PP 1%:</b>	27.09	<b>YTD USPS 1%:</b>	269.84
<b>PP Match:</b>	108.36	<b>YTD Matching:</b>	1,079.35

### 17 **Insurance Income:**

The Internal Revenue Code (IRC) rules govern the taxation of employer-provided group-term life insurance. The value of coverage up to \$50,000 is excluded from taxation. The value in excess of \$50,000 must be included in income and is subject to Social Security and Medicare withholding. The Internal Revenue Service provides uniform premiums rates, by age brackets, which are used to calculate the taxable value. The taxable portion is reduced by the amount the employee paid for the coverage.

When applicable, the system calculates an imputed income gross regardless of the number of hours an employee is paid in a pay period. Imputed income is based on the employee's life insurance coverage rather than the number of paid hours.

Any applicable social security and/or Medicare deductions based on the pay period insurance income amount will show under the Deductions section of the earnings statement as follows:

- Social Security (deducted on Ins Income)
- Medicare (deducted on Ins Income)

Insurance Income	
<b>Pay Period:</b>	<b>YTD:</b>

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**18 Earnings Statement Messages:**

This field displays messages describing actions taken on the current earnings statement.

Earnings Statement Messages
CONTRACTUAL INCREASE

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## Adjustments Page Overview

The Adjustments Page is a major component of the new electronic earnings statement. The main objective of the Adjustments Page is to provide the details of any adjustments that will impact the employee's current net pay. Adjustments shown on this page will be limited to only those that affect the net of the current pay period. This statement will provide employees with all of the data necessary to perform a gross to net reconciliation of their earnings statement.

All the individual sections of the **Adjustments Page** will be displayed in detail for each relevant pay period adjusted and each will display on a separate Adjustments page, from top to bottom in reverse chronological order starting with the most recent relevant pay period. The relevant pay period is listed in PP/YYYY format and the inclusive dates of the pay period are displayed in MM/DD/YY – MM/DD/YY format.

**NOTE:** The maximum number of adjustment pages will be eleven. The first ten adjustment pages will contain detail adjustment information by pay period. If adjustments exceed ten detail pages, the eleventh adjustment page will display a summary of all remaining adjustments.

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The following information will describe in detail, the various sections of the **Adjustments Page**. Click on the numbered buttons below to view that section's detail.

Print This Page		Adjustments Processed in Pay Period 08-2009				UNITED STATES POSTAL SERVICE®				
Employee:	<b>1</b> Betty Good	Pay Period:	05-2009							
Employee ID:	01111011	Inclusive Dates:	02/14/09 - 02/27/09							
Finance Number:	22-2475	Pay Loc:	000							
Hours/Salary Adjustments										
Relevant Pay Period	Week	RSC	Level	Step	Des Act	Salary Rate	Hours Code	Description	Hours	Amount
05-09	1	E	16		080	57,054	52	Work Hours	32.00	877.75
05-09	1	E	16		080	57,054	53	Overtime Hours	5.50	226.30
05-09	1	E	16		080	57,054	58	Holiday Leave	8.00	219.44
05-09	1	E	13		080	54,337	52	Work Hours	- 32.00	- 835.96
05-09	1	E	13		080	54,337	53	Overtime Hours	- 5.50	- 215.52
05-09	1	E	13		080	54,337	58	Holiday Leave	- 8.00	- 208.99
<b>Total Hours Gross Pay :</b>									<b>63.02</b>	
Additional Pay / Other Compensation										Amount
<b>Total Additional Pay / Other Compensation :</b>										
<b>Total Adjustments Gross :</b>									<b>\$ 63.02</b>	<b>3</b>
Deductions										Amount
Retirement: FERS - Ret-FICA Code 8										.42
Social Security										3.91
Medicare										.91
Thrift Savings Plan (TSP): 5%										.00
Federal Tax: M 03										5.67
State Tax: ME S 00										4.22
<b>Total Deductions :</b>										<b>15.13</b>
<b>Adjustments Net</b>									<b>47.89</b>	<b>6</b>
<b>Back to Current Pay Period</b>										
<b>9</b>										
<b>7</b>										
<b>8</b>										

**Restricted Information / Confidential**

## ① Header Section (Adjustments Page)

The Header section of the **Adjustments Page** will display employee and date information about this adjustment.

### Adjustments Processed in Pay Period XX-XXXX

The Pay Period located at the top of the page specifies the pay period the adjustments were processed (this should match the pay period on the **Current Pay Period Page**)

Displayed in the Header section is the following pertinent employee information:

- Employee:** Employee's first name, middle initial and last name.
- Employee ID:** Employee Identification Number.
- Finance Number:** Employee's finance number.
- Pay Loc:** Employee's pay location.
- Pay Period:** Displays the pay period of the adjustments.
- Inclusive Dates:** The 14-day period span of the pay period being adjusted (Begin Date – End Date).
- Print This Page** See [Print Earnings Statement](#)

Print This Page		Adjustments Processed in Pay Period 15-2009		 UNITED STATES POSTAL SERVICE®	
Employee:	PAYROLL TEST	Pay Period:	14-2009		
Employee ID:	01011010	Inclusive Dates:	06/20/09 - 07/03/09		
Finance Number:	10-2117	Pay Loc:	117		

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## ② Hours / Salary Adjustments

The Hours / Salary Adjustments section contains the following information.

- Relevant Pay Period:** The pay period and the year relative to this adjustment.
- Week:** Week 1 or Week 2 of the pay period being adjusted.
- RSC:** The Rate Schedule Code.
- Level:** The level(s) the employee was paid at (base and/or higher level).
- Step:** The step(s) the employee was paid at.
- Des Act:** The employee's designation and activity code.
- Salary Rate:** The annual salary for full-time employees and hourly rate for part-time employees.
- Hours Code:** The hours code field.
- Description:** The full description of the hours code.
- Hours | Amount:** The old hours and dollar amounts will be displayed as negative numbers and the new hours and new dollar amounts will be displayed as positive numbers. The negative numbers will be displayed in **red** along with the negative sign (-).
- Total Hours Gross Pay:** The sum of all pay from the detailed earnings section.

Hours/Salary Adjustments											
Relevant Pay Period	Week	RSC	Level	Step	Des Act	Salary Rate	Hours Code	Description	Hours	Amount	
08-09	2	E	17	00	090	70,434	02	FMLA Sick Leave	40.00	.00	
08-09	2	E	17	00	090	70,434	56	Sick Leave	40.00	1,354.50	
08-09	2	E	17		090	70,434	04	FMLA OWCP LWOP Hours	- 40.00	.00	
08-09	2	E	17		090	70,434	49	OWCP LWOP Hours	- 40.00	.00	
									<b>Total Hours Gross Pay :</b>		<b>1,354.50</b>

### ③ **Additional Pay / Other Compensation**

This section will display premium pay/allowances and other compensation. This would include such things as Law Enforcement Premium (LEP), Locality Pay (SPA), Administratively Uncontrollable Overtime (AUO), Equipment Maintenance Allowance (EMA), Lock Pouch Allowance (LPA), etc.

This section will also display **Lump Sum Payments**. This would include Employee Business Expense (EBE) payments such as Vehicle Hire, Supervisory Reimbursement, Carrier Drive-Out payments. Adjustments for Grievance, EEO, and MSPB settlements will also be displayed.

Additional Pay / Other Compensation	Amount
<b>Total Additional Pay / Other Compensation :</b>	
<b>Total Adjustments Gross :</b>	<b>\$ 1,354.50</b>

The **Total Adjustments Gross** section displays the total gross dollars paid for the adjustment.

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## 4 Deductions

This section will display a list of those deductions that are specific to the pay period being adjusted.

The deductions sections will also display adjustments processed to charge or refund erroneously withheld deductions. Charges will be displayed as positive dollars and refunds would be displayed as negative dollars in a **red** font with a minus sign(-).

## 5 Total Deductions

The **Total Deductions** field will display the total of all the deductions.

Deductions	Amount
Retirement: FERS - Ret-FICA Code	189.63
Medicare	38.65
Thrift Savings Plan (TSP): 10%	270.90
Federal Tax: S 00	411.87
State Tax: IA S 00	116.00
FSA Health Care	43.44
Union Dues: S	9.00
Optional Insurance: A	2.70
Optional Insurance: B 0	99.40
TSP Loan: G	243.35
<b>Total Deductions :</b>	<b>1,424.94</b>

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## 6 Adjustments Net

The Adjustments Net field is the difference between the **Total Adjustment Gross** and **Total Deductions** fields for the relevant pay period.

**NOTE:** The net could be negative, and if so will be displayed in a **red** font with a minus sign (-).

Adjustments Net	
	1,284.06

## 7 FERS USPS Thrift Contributions

This section will only be available to FERS (Federal Employees Retirement System) employees, to view the Pay Period agency Thrift Savings Plan (TSP) contributions (if applicable).

The dollar amounts for TSP automatic agency 1% and TSP matching contributions could be either positive or negative dependent upon the nature of the adjustment processed.

FERS USPS Thrift Contributions	
Pay Period USPS 1%:	
Pay Period Matching:	

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## 8 Insurance Income

The Internal Revenue Code (IRC) rules govern the taxation of employer-provided group-term life insurance. The value of coverage up to \$50,000 is excluded from taxation. The value in excess of \$50,000 must be included in income and is subject to Social Security and Medicare withholding. The Internal Revenue Service provides uniform premiums rates, by age brackets, which are used to calculate the taxable value. The taxable portion is reduced by the amount the employee paid for the coverage.

When applicable, the system calculates an imputed income gross regardless of the number of hours an employee is paid in a pay period. Imputed income is based on the employee's life insurance coverage rather than the number of paid hours.

Any applicable social security and/or Medicare deductions based on the pay period insurance income amount will show under the Deductions section of the earnings statement as follows:

- Social Security (deducted on Ins Income)
- Medicare (deducted on Ins Income)

Insurance Income	
Pay Period:	_____

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**9** *Back to Current Pay Period*

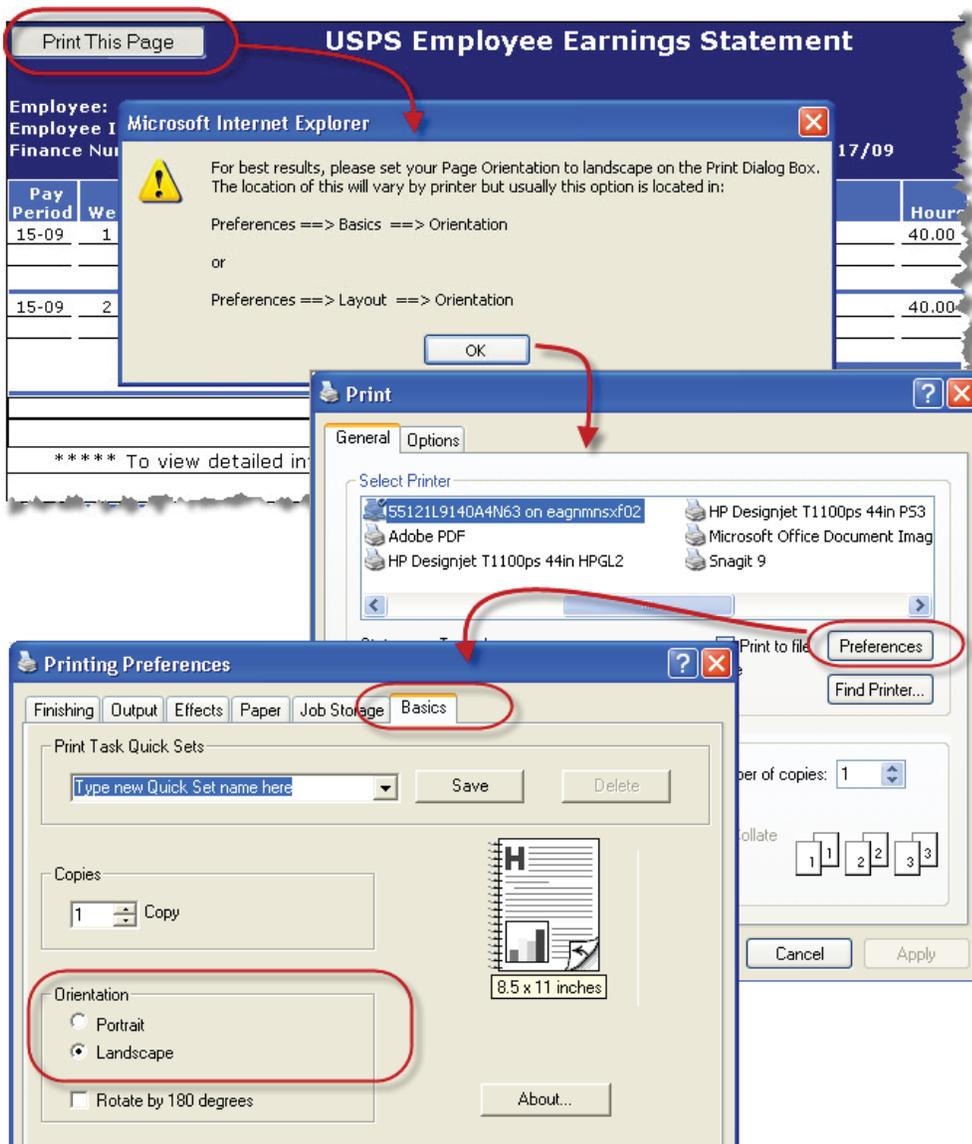
Click on this link to return to the current pay period page.



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## Print the Earnings Statements:

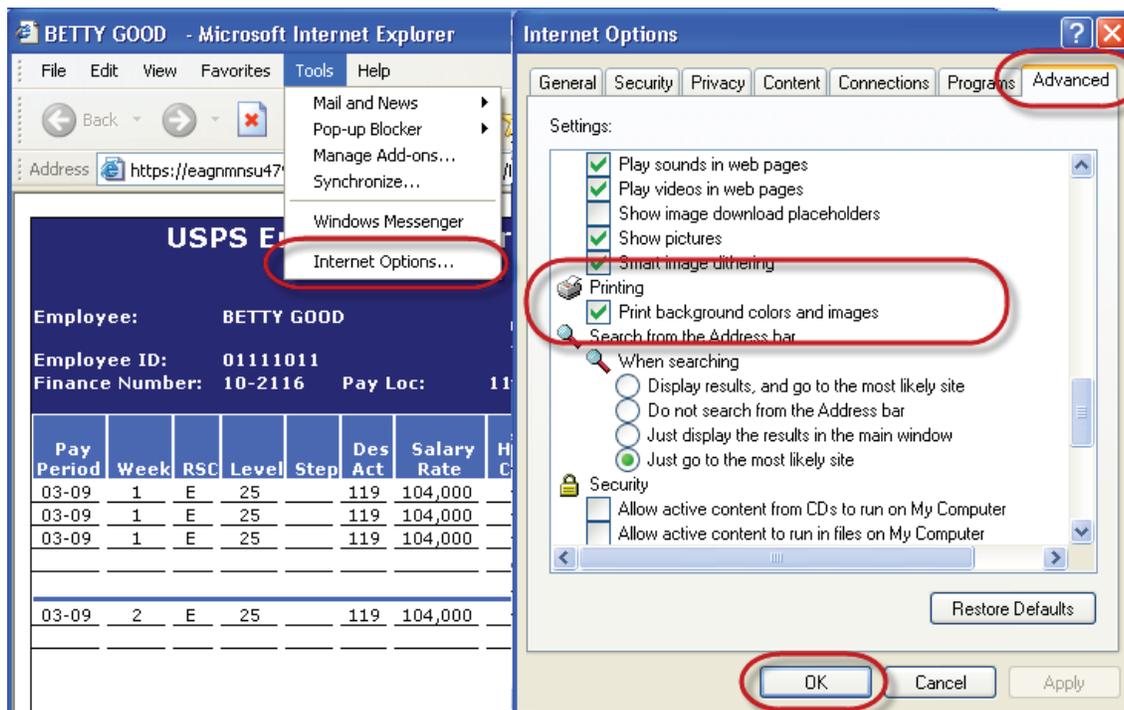
To print the Earnings Statement, click on the **“Print This Page”** button located in the top left corner of the Earnings Statement page. For best results, set the page orientation to landscape on the Print Dialog Box.



## Print in Color

By default, the Earnings Statement will print in black & white. To print in full color, select:

1. **Tools** from the menu bar.
2. Select **Internet Options** from the dropdown list.
3. Select the **Advanced** tab from the Internet Options popup box.
4. Scroll until you find the Printing options.
5. Select the **“Print background colors and images”**.
6. Click on **OK** to accept the change.



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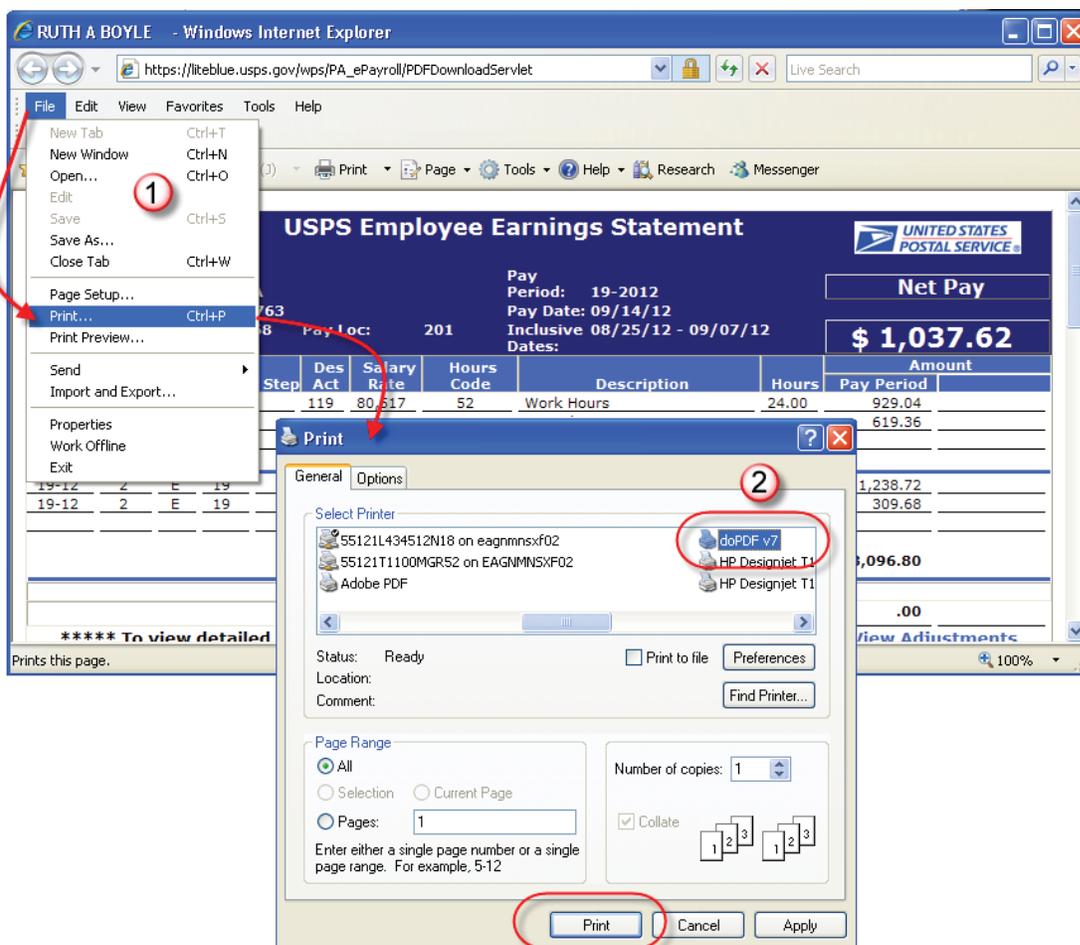
[Return to Current Pay Period Page](#)

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## Save/Print as PDF

The ePayroll Statement can be saved and printed as a PDF.  
From the opened earnings statement:

1. Select **File** then **Print**.
2. From the Print dialog box, select printer **doPDF v7** and click **Print**.



The screenshot shows a Windows Internet Explorer browser window displaying the USPS Employee Earnings Statement. The browser's File menu is open, and the 'Print...' option is selected. A Print dialog box is open, showing the 'doPDF v7' printer selected. The 'Print' button in the dialog box is highlighted.

**USPS Employee Earnings Statement**

Pay Period: 19-2012  
Pay Date: 09/14/12  
Inclusive Dates: 08/25/12 - 09/07/12

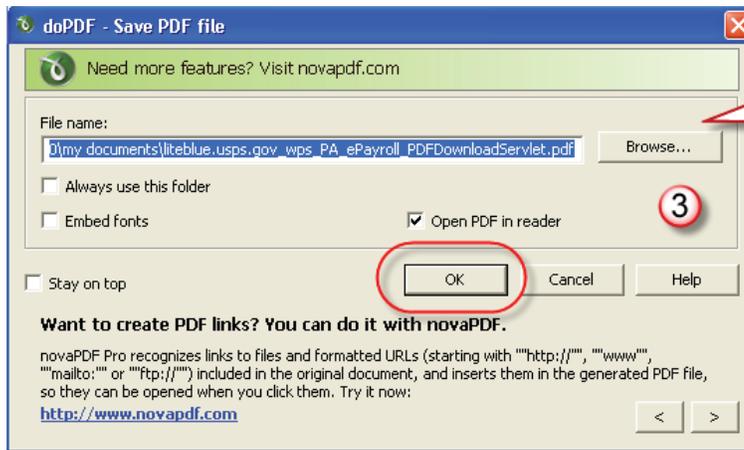
Net Pay: **\$ 1,037.62**

Step	Des Act	Salary Rate	Hours Code	Description	Hours	Pay Period	Amount
119	80	517	52	Work Hours	24.00	929.04	619.36
						1,238.72	309.68
						1,096.80	.00

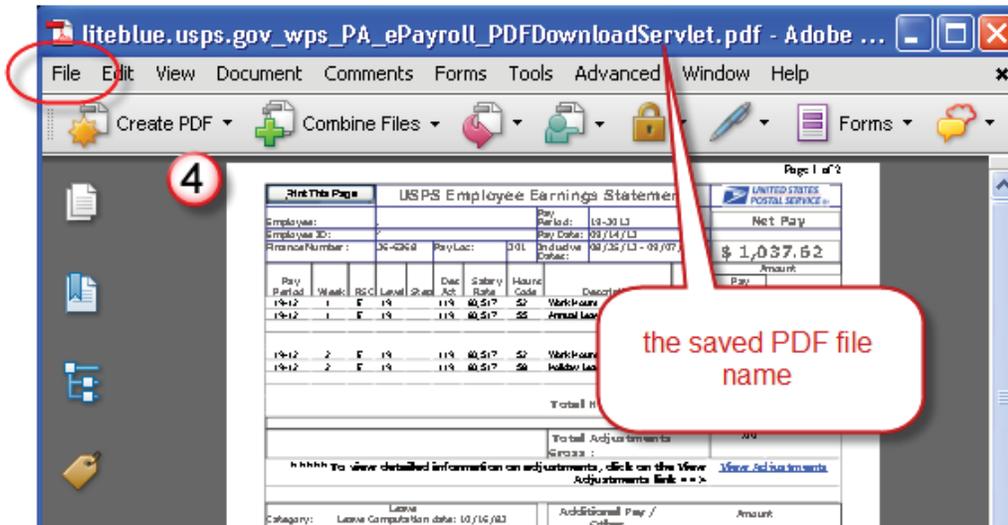
Print dialog box details:

- Select Printer: doPDF v7 (circled in red)
- Status: Ready
- Page Range: All
- Number of copies: 1
- Collate:
- Print button: circled in red

- From the following screen, you can save the file to your default location, or click the **Browse** button to go to a specific location. Click **OK** to continue.



- The saved PDF file displays. From the menu bar select **File** then **Print**.



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