



Acuren HRIS

- Understanding Your New Pay Statement -

United States

# Presentation Purpose

- The purpose of this presentation is to give you a general overview of your new pay statement and some definitions of the terms you will see on the statement
- An example pay statement is used here for this purpose and may not exactly reflect the pay statement you may receive
- This presentation is not designed to address specific earnings and deductions that may appear on your pay statement. Any questions outside what is presented here should be addressed with your local payroll representative
- Note that this presentation is somewhat interactive and works best in **slideshow** mode

# Pay Statement

- Pay statements in Acuren HRIS will look different and contain different information than the pay statement you are used to from ADP
- The pay statement is used throughout North America so there may be areas that do not apply to you
- The image to the right is an example of what your pay statement may look like
- Click on a number for an explanation of that portion of the pay statement

ACUREN		Century Inspection Inc 30 Main Street Suite 402 Danbury, CT 06810		Pay Statement Period Start Date 12/03/2018 Period End Date 12/09/2018 Pay Date 12/14/2018 Document 6363 Net Pay \$1,147.50		
<b>Pay Details</b> <span style="float: right;">2</span>						
USA	Employee Number SSN Job Pay Rate Pay Frequency	XXXX-XX-XXXX Radiographer \$23.0000 Weekly	Pay Group Tax Location Region Division Department Dir / Ind	Century Inspection Inc OK - Oklahoma OK - Oklahoma US1005 - US LABS/AK US2007 - Century Inspection US370 - 370-CEN-Trinity D - Direct	Federal Income Tax OK State Income Tax (Residence) OK State Income Tax (Work)	M 4 \$ 0 \$ 0
<b>Earnings</b> <span style="float: right;">3</span>						
Pay Type	Hours	Pay Rate	Current	YTD		
BILLABLE	40.0000	\$0.0000	\$920.00	\$6,247.26		
BILLABLE OT-Hourly	18.3200	\$0.0000	\$632.04	\$3,614.57		
GROUP TERM LIFE			\$0.34	\$2.04		
HOLIDAY-Hourly	0.0000	\$0.0000	\$0.00	\$368.00		
PER DIEM	0.0000	\$0.0000	\$0.00	\$6.70		
PTO-Hourly	0.0000	\$0.0000	\$0.00	\$184.00		
Total Hours Worked 58.3200		Total Hours 58.3200				
<b>Deductions</b> <span style="float: right;">4</span>						
Deduction	Based On	Pre-Tax	Employee		Employer	
			Current	YTD	Current	YTD
Dental High	\$0.00	Yes	\$16.47	\$115.29	\$0.00	\$0.00
LTD	\$3,986.67	No	\$3.07	\$10.50	\$0.00	\$0.00
Medical	\$0.00	Yes	\$106.97	\$748.79	\$100.97	\$706.79
STD	\$552.00	No	\$3.06	\$18.36	\$0.00	\$0.00
Vision	\$0.00	Yes	\$3.07	\$21.49	\$0.00	\$0.00
Vol Life	\$48,000.00	No	\$1.99	\$14.05	\$0.00	\$0.00
ADD	\$59,800.00	No	\$0.00	\$0.00	\$0.18	\$1.26
Basic Life	\$59,800.00	No	\$0.00	\$0.00	\$0.53	\$3.71
<b>Taxes</b> <span style="float: right;">5</span>						
Tax	Based On	Current	YTD			
Federal Income Tax	\$1,425.87	\$98.82	\$637.63			
Employee Medicare	\$1,425.87	\$20.68	\$138.19			
Social Security Employee Tax	\$1,425.87	\$88.41	\$590.88			
OK State Income Tax	\$1,425.87	\$62.00	\$344.00			
<b>Paid Time Off</b> <span style="float: right;">6</span>			<b>Net Pay Distribution</b> <span style="float: right;">7</span>			
Plan	Current	Balance	Account Number	Account Type	Amount	
Paid Time Off	0.0000	32.0000	xxx1035	Checking	\$1,147.50	
			Total		\$1,147.50	
<b>Pay Summary</b> <span style="float: right;">8</span>						
	Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay	
Current	\$1,552.38	\$1,425.87	\$269.91	\$134.97	\$1,147.50	
YTD	\$10,422.57	\$9,530.30	\$1,710.70	\$930.52	\$7,781.35	

Need more help?




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# Pay Statement (Header)



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 <b>ACUREN</b> Century Inspection Inc 30 Main Street Suite 402 Danbury, CT 06810	<b>Pay Statement</b> Period Start Date 12/03/2018 Period End Date 12/09/2018 Pay Date 12/14/2018 Document 6363 Net Pay \$1,147.50
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- This is the **Header** portion of the pay statement
- This portion of the pay statement includes the address of the head office of your company (where payroll is processed)
- General details about your pay statement:
  - Period Start Date – the first day of the period for which you are being paid
  - Period End Date – the last day of the period for which you are being paid
  - Pay Date – the date that the pay for the above stated period is deposited to your account
  - Document – a system generated document number used for tracking
  - Net Pay – the amount of money that is deposited to your account



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# Pay Statement (Pay Details)



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Pay Details						
USA	Employee Number	██████████	Pay Group	Century Inspection Inc	Federal Income Tax	M 4
	SSN	XXX-XX-XXXX	Tax	OK - Oklahoma	OK State Income Tax (Residence)	S 0
	Job	Radiographer	Location		OK State Income Tax (Work)	S 0
	Pay Rate	\$23.0000	Region	US1005 - US LABS/AK		
	Pay Frequency	Weekly	Division	US2007 - Century Inspection		
			Department	US370 - 370-CEN-Trinity		
			Dir / Ind	D - Direct		

- This is the **Pay Details** section of the pay statement
- There are 4 individual sections in the Pay Details section
  - Section a) includes your name and address (greyed out for privacy)
  - Section b) has information regarding the your job and pay
    - Employee Number – The number assigned to you in Acuren HRIS
    - SSN – Your Social Security Number. This will be blocked out as the default setting but if you choose to print a physical copy of your pay statement you will have the option to either show or hide your SSN
    - Job – This is the Acuren HRIS code specific to your assigned job within the company
    - Pay Rate – Your standard rate of pay
    - Pay Frequency – How often you receive a pay statement



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# Pay Statement (Pay Details)



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Pay Details						
USA	Employee Number	██████████	Pay Group	Century Inspection Inc	Federal Income Tax	M 4
	SSN	XXX-XX-XXXX	Tax	OK - Oklahoma	OK State Income Tax (Residence)	S 0
	Job	Radiographer	Location		OK State Income Tax (Work)	S 0
	Pay Rate	\$23.0000	Region	US1005 - US LABS/AK		
	Pay Frequency	Weekly	Division	US2007 - Century Inspection		
			Department	US370 - 370-CEN-Trinity		
		Dir / Ind	D - Direct			

- **Pay Details** section continued

- Section c) includes general information about your setup in Acuren HRIS
  - Pay Group – Used solely by the payroll team for payroll processing purposes
  - Tax Location – The location assigned to you to ensure you are properly taxed
  - Region – The Region of the organization that you are assigned to (based on Department)
  - Division – The Division within the company that you are assigned to (based on Department)
  - Department – Your home department
  - Dir/Ind – Whether you are a direct or indirect employee
- Section d) includes information on your Federal and State income tax elections
  - Federal Income Tax – This is your Federal income tax election
  - XX State Income Tax (Residence) – This is your state income tax election for the state in which you live (if applicable)
  - XX State Income Tax (Work) – This is your state income tax election for the state in which you work



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# Pay Statement (Earnings)



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Earnings				
Pay Type	Hours	Pay Rate	Current	YTD
BILLABLE	40.0000	\$0.0000	\$920.00	\$6,247.26
BILLABLE OT-Hourly	18.3200	\$0.0000	\$632.04	\$3,614.57
GROUP TERM LIFE			\$0.34	\$2.04
HOLIDAY-Hourly	0.0000	\$0.0000	\$0.00	\$368.00
PER DIEM	0.0000	\$0.0000	\$0.00	\$6.70
PTO-Hourly	0.0000	\$0.0000	\$0.00	\$184.00

Total Hours Worked 58.3200      Total Hours 58.3200

- This is the **Earnings** section of the pay statement. It includes:
  - The earning code paid for the pay period (Pay Type)
  - The hours associated with the earning code being paid (Hours)
  - The pay rate for the earning code being paid (Pay Rate)
  - The total paid for each earning code – *Hours x Pay Rate* (Current)
  - The total paid so far in the calendar year for each earning code (YTD)

# Pay Statement (Deductions)



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Deductions						
Deduction	Based On	Pre-Tax	Employee		Employer	
			Current	YTD	Current	YTD
Dental High	\$0.00	Yes	\$16.47	\$115.29	\$0.00	\$0.00
LTD	\$3,986.67	No	\$3.07	\$10.50	\$0.00	\$0.00
Medical	\$0.00	Yes	\$106.97	\$748.79	\$100.97	\$706.79
STD	\$552.00	No	\$3.06	\$18.36	\$0.00	\$0.00
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Vol Life	\$48,000.00	No	\$1.99	\$14.05	\$0.00	\$0.00
ADD	\$59,800.00	No	\$0.00	\$0.00	\$0.18	\$1.26
Basic Life	\$59,800.00	No	\$0.00	\$0.00	\$0.53	\$3.71

- This is the **Deductions** section of the pay statement. It includes:
  - The list of deductions which are being apply to this pay period (Deduction)
  - The amount or earnings the deduction is based upon (Based on)
  - If the deduction is applied before taxes are taken (Pre-tax)
  - The amount being deducted for this pay period (Current) and the total amount deducted so far in the calendar year (YTD) for each deduction
- This section is divided in two:
  - Employee – amounts that are paid by the employee
  - Employer – amounts that are paid by the employer on the employee’s behalf



# Pay Statement (Taxes)



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Taxes			
Tax	Based On	Current	YTD
Federal Income Tax	\$1,425.87	\$98.82	\$637.63
Employee Medicare	\$1,425.87	\$20.68	\$138.19
Social Security Employee Tax	\$1,425.87	\$88.41	\$590.88
OK State Income Tax	\$1,425.87	\$62.00	\$344.00

- This is the **Taxes** section of the pay statement
- This section includes information about taxes taken or withheld for this pay period:
  - Tax – This is a listing of the different taxes applied to you
  - Based on – The wages for this pay period on which the taxes were calculated
  - Current – The taxes deducted for this pay period
  - YTD – The total amount deducted Year To Date for each tax applied

# Pay Statement (Paid Time Off)

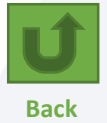


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Paid Time Off		
Plan	Current	Balance
Paid Time Off	0.0000	32.0000

- This is the **Paid Time Off** Section of the pay statement
- This section includes:
  - The PTO plan of which you are a part (Plan)
  - The PTO hours taken in the current pay period (Current)
  - The remaining PTO hours you have available at the end of the pay period (Balance)

# Pay Statement (Net Pay Distribution)



Net Pay Distribution		
Account Number	Account Type	Amount
xxxxxxx1113	Checking	\$2,376.87
Total		\$2,376.87

- This is the **Net Pay Distribution** section of the pay statement
- This section includes:
  - Account Number - the listing of account numbers to which your pay was direct deposited
  - Account Type – the type of account to which your pay was deposited (Savings/Checking)
  - Amount – the dollar amount deposited into each account
- Also included is a total line that adds up all amounts deposited into all accounts. This is your total pay for this statement.

# Pay Statement (Pay Summary)

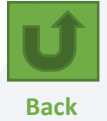


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Pay Summary					
	Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay
Current	\$1,552.38	\$1,425.87	\$269.91	\$134.97	\$1,147.50
YTD	\$10,422.57	\$9,530.30	\$1,710.70	\$930.52	\$7,781.35

- This is the **Pay Summary** section of the pay statement
- This section includes current pay statement and Year To Date (YTD) totals for:
  - Gross – your total pay prior to deductions
  - FIT Taxable Wages – The wages used to calculate your federal income tax withholding
  - Taxes – The taxes deducted or withheld
  - Deductions – the various deductions applied to your pay
  - Net Pay – the pay deposited to your account (Gross – Deductions)

# Where to Find More Information



- Your local HR and Payroll Administrators are here to help and can answer many of your questions
- Helpful links, training videos, and documentation are on the web at [Acuren HRIS Information Online](#)
- Attend a live web session / conference call, schedule here
- Or email [hrtech@acuren.com](mailto:hrtech@acuren.com)



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