

Quick Reference Guide: *Reading your Workday Pay Slip*

To read your pay slip in Workday, you can either view it directly online or download it to a PDF. An example pay slip is provided below. There are a number of codes on your pay slip which are used to list your deductions. A table defining each of these codes is provided in this quick reference guide. If you have any questions regarding your pay slip, please contact workdaysupport@uchicago.edu.



EXAMPLE

University of Chicago						
Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
Jane Doe	University of Chicago	70020689	01/01/2015	01/31/2015	01/30/2015	10000
		Gross Pay	Pre-Tax Deductions	Employee Taxes	Post-Tax Deductions	Net Pay
Current		7,797.59	1,893.42	1,716.25	49.93	4,337.99
YTD		7,797.59	1,893.42	1,716.25	49.93	4,337.99
Earnings				Employee Taxes		
Description	Date	Hours	Rate	Amount	YTD	YTD
REGULAR PAY - MONTHLD	10/1/2015-01/31/2015	0	0	7,797.59	7,797.59	
				OASDI	467.36	467.36
				Medicare	109.30	109.30
				Federal Withholding	834.38	834.38
				State Tax - IL	305.21	305.21
Earnings				7,797.59	7,797.59	
				Employee Taxes	1,716.25	1,716.25
Pre-Tax Deductions			Post-Tax Deductions			
Description	Amount	YTD	Description	Amount	YTD	
DEF ECRP TIAA	233.93	233.93	CHILD LIFE	1.00	1.00	
DEF SRA TIAA	1,200.00	1,200.00	GROUP LIFE	25.57	25.57	
PTX-MAROON SAVINGS CHOICE PLAN-EMP	252.00	252.00	LTD UC	13.66	13.66	
PTX VISION	7.49	7.49	PERS ACCDT	4.60	4.60	
			SPOUSE LIFE	5.10	5.10	
Pre-Tax Deductions			1,893.42	1,893.42		
			Post-Tax Deductions	49.93	49.93	
Employer Paid Benefits						
Description	Amount	YTD				
DEF ECRP TIAA U	194.94	194.94				
GROUP LIFE U	0.50	0.50				
PTX-MAROON SAVINGS CHOICE PLAN-UC	2,039.01	2,039.01				
Employer Paid Benefits		2,234.45	2,234.45			
		Federal			State	
Marital Status		Married				
Allowances		0			0	
Additional Withholding		100			0	
Payment Information						
Bank	Account Name	Account Number	USD Amount	Payment Amount		
BANK NAME	BANK NAME ****3502	****3502		1,987.99	USD	
BANK NAME	BANK NAME ****5641	****5641		2,350.00	USD	

Quick Reference Guide: *Reading your Workday Pay Slip*

Workday Pay Code	Definition
YTD	Year to Date
701 DUES	Local 701 Machinist Union Dues
743C-INIT FEE	Local 743 Clerical- Union Initiation Fees
743C-UNION DUES	Local 743 Clerical- Union Dues
743S-INIT FEE	Local 743 Service Workers- Union Initiation Fees
743S-UNION DUES	Local 743 Service Worker- Union Dues
ACTOR'S EQ-DUES	Actor Equity Union Dues
ACTOR'S EQ-INTF	Actor Equity Union Initiation Fees
AFT-L2063-DUES	America Federation of Teachers - Union Dues
ATHLETIC FACIL	Athletic Facility Membership
ATX GLI E PD	After Tax Group Term Life - Post-Doctoral (Employer Contribution)
ATX GLI PD	After Tax Group Term Life - Post-Doctoral
ATX HI DEN PD	After Tax Dental Deduction- Post Doctoral Scholar
ATX HLTH E PD	After Tax Health Insurance - Post-Doctoral (Employer Contribution)
ATX HLTH-MAROON	After Tax Maroon Health Insurance
ATX HLTH PD	After Tax Health Insurance - Post-Doctoral
ATX HLTH PRT GTN	After Tax Post-Doctoral Researcher Health Insurance
ATX HMO E GTN	After Tax HMO Post-Doctoral Researcher Health Insurance (Employer Contribution)
ATX HMO-HUMANA	After tax HMO Humana health insurance
ATX HMO-HUMANA U	After Tax HMO Humana Health Insurance (Employer Contribution)
ATX HMO-ILL	After Tax HMO Illinois Health Insurance
ATX HMO-ILL U	After Tax HMO Illinois Health Insurance (Employer Contribution)
ATX HMO PD PRT	After Tax HMO Post-Doctoral Researcher Health Insurance
ATX HMO-UCHP	After Tax HMO University of Chicago Health Plan- Health Insurance
ATX INDEM DENTL	After Tax Indemnity Dental Insurance
ATX LO DEN PD	After Tax Low Option Post-Doctoral Dental Insurance
ATX-MAROON SAVINGS CHOICE PLAN-EMP	After Tax Maroon Savings Insurance
ATX-MAROON SAVINGS CHOICE PLAN-UC	After Tax Maroon Savings Insurance (Employer Paid)
ATX MET DENT CP	After Tax Metlife Dental Co-Pay - Dental Insurance
ATX VISION	After Tax Vision Eye Care Insurance
BSD ANNUAL FUND	Biological Science Division Annual Fund- Charity

Quick Reference Guide: *Reading your Workday Pay Slip*

BSD RA FEES	Biological Science Division Research Assistant Fees
CHILD LIFE	Child Life Insurance
CRP TIAA NDEF C	Contributory Retirement Plan- TIAA CREF- Non Tax Deferred (Employer Contribution)
CRP TIAA NONDEF	Contributory Retirement Plan- TIAA CREF- Non Tax Deferred
CRP VNGD NDEF C	Contributory Retirement Plan- Vanguard- Non Tax Deferred (Employer Contribution)
CRP VNGD NONDEF	Contributory Retirement Plan- Vanguard- Non Tax Deferred
DEF 457(B) TIAA	Tax Deferred 457 (B) TIAA CREF
DEF 457(B) VNGD	Tax Deferred 457 (B) Vanguard
DEF CRP TIAA	Tax Deferred Contributory Retirement Plan- TIAA CREF
DEF CRP TIAA U	Tax Deferred Contributory Retirement Plan- TIAA CREF (Employer Contribution)
DEF CRP VNGD	Tax Deferred Contributory Retirement Plan- Vanguard
DEF CRP VNGD U	Tax Deferred Contributory Retirement Plan- Vanguard (Employer Contribution)
DEF ECRP TIAA	Pension Plan for Staff Employee - TIAA-CREF
DEF ECRP TIAA U	Pension Plan for Staff Employees TIAA-CREF (Employer Paid)
DEF ECRP VNGD	Pension Plan for Staff Employee - Vanguard
DEF ECRP VNGD U	Pension Plan for Staff Employees Vanguard (Employer Paid)
DEF EX ECRP TIAA	SRP contributions directed to CRP account with TIAA-CREF
DEF EX ECRP TIAA CATCH UP	Tax Deferred Contributory Retirement Plan (TIAA-CREF) Catch Up
DEF EX ECRP VNGD	SRP contributions directed to CRP account with Vanguard
DEF EX ECRP VNGD CATCH UP	Tax Deferred Contributory Retirement Plan (Vanguard) Catch Up
DEF EXTRA TIAA	SRP contributions directed to ERIP account with TIAA-CREF
DEF EXTRA TIAA CATCH UP	Tax Deferred Retirement Plan (TIAA-CREF) Catch Up
DEF EXTRA VNGD	SRP contributions directed to ERIP account with Vanguard
DEF EXTRA VNGD CATCH UP	Tax Deferred Retirement Plan (Vanguard) Catch Up
DEF SRA TIAA	Supplemental Retirement Plan - TIAA CREF
DEF SRA TIAA CATCH-UP	Tax Deferred Supplemental Retirement Plan (TIAA-CREF) Catch Up
DEF SRA VNGD	Tax Deferred Supplemental Retirement Plan (Vanguard)
DEF SRA VNGD CATCH-UP	Tax Deferred Supplemental Retirement Plan (Vanguard) Catch Up
ECRP TIAA NDEF	Retirement Contributions for Long Term Disability - TIAA CREF
ECRP TIAA NDEFU	Retirement Contributions for Long Term Disability - TIAA CREF – (Employer Contribution)
ECRP VNGD NDEF	Retirement Contributions for Long Term Disability - Vanguard

Quick Reference Guide: *Reading your Workday Pay Slip*

ECRP VNGD NDEFU	Retirement Contributions for Long Term Disability - Vanguard (Employer Contribution)
EMERGENCY LOAN	Emergency Loan - Bursars Office
FCS-UNIV OF CHG	Faculty Child Scholarship
FLEX-DEPENDENT	Flexible Dependent Care
FLEX-MEDICAL	Flexible Medical Care
GEMS DEDUCTION	General Expense Management System Deduction
GEMS DEDUCTION INPUT	GEMS deduction for unapproved expenses
GEMS REIMBURSEMENT	General Expense Management System Reimbursement
GIVING TO HELP	Giving To Help - The United Way Charity
GRAD TUITION	Non Academic Tuition Remission
GROUP LIFE	Group Life Insurance
GROUP LIFE U	Group Life Insurance (Employer Contribution)
HLTH-MAROON U	After Tax Maroon Domestic Partner Health Insurance Employer Contribution
HMO-UCHP-U	After Tax HMO - University of Chicago Health Plan- Domestic Partner Health (Employer Contribution)
HOUSING SUMRLNKS	Summer Links Housing
HYPOTAX	Hypothetical Tax
L1 HFUND-REO	Local 1 Union Health Fund- REO- Health Insurance
L1 UNION DUES	Local 1 Union Dues
L399 UNION DUES	Local 399 Union Dues
L73 SEIU-DUES	Local 73 SEIU Union Dues
L73 SEIU INIT	Local 73 SEIU Union Initiation Fees
L743C-FAIR SHR	Local 743 Clerical Union- Fair Share Dues
LOC73 COPE FUND	Local 73 Union - Committee on Political Education Fund
LOCKER RENTAL	Athletic Facility Locker Rental
LTC-GEN	Long Term Care
LTD UC	Long Term Disability
MANDEL FAC LOAN	Mandel Faculty Loan
METLIFE DENTAL	Metlife Dental Insurance
MORTGAGE LOAN	Mortgage Loan
OVERPAYMENT REC	Overpayment Recovery
PARK QUAD	Post Tax - Campus Parking
PARK RSD H&C	Post Tax - Hospital Parking

Quick Reference Guide: *Reading your Workday Pay Slip*

PARK RSD QUAD	Post Tax - Reserved Campus Parking
PDF-HMO IL	Post Tax - Post Doc Fellow- HMO ILL- Health Insurance
PDF-LTD	Post Tax - Post Doc Fellow- Long Term Disability
PERS ACCDT	Personal Accident Insurance
PE TOWEL SERVCE	Athletic Facility Towel Service
POLICE B/A #185	Local 185 Police Benevolent & Protective Association Union Dues
PR WIRE TRANSFR	Payroll Wire Transfer
PTX-HEALTH SAVINGS ACCOUNT HSA BANK-EMP	Pre-Tax Health Savings Account (Employee Contribution)
PTX-HEALTH SAVINGS ACCOUNT HSA BANK-UC	Pre-Tax Health Savings Account (Employer Contribution)
PTX HI DEN PD	Pre-Tax High Option Dental - Post Doctoral
PTX HLTH E PD	Pre-Tax Health Employer Paid Post-Doctoral
PTX HLTH-MARN U	Pre-Tax Maroon Health Insurance (Employer Contribution)
PTX HLTH-MAROON	Pre-Tax Maroon Health Insurance
PTX HLTH PD	Pre-Tax Post-Doctoral Health Insurance
PTX HMO E PD	Pre-Tax Post-Doctoral HMO- Health Insurance (Employer Contribution)
PTX HMO-HUMANA	Pre-Tax HMO - Humana Health Insurance
PTX HMO-HUMANAU	Pre-Tax HMO - Humana Health Insurance (Employer Contribution)
PTX HMO-ILL	Pre-Tax HMO - Illinois Health Insurance
PTX HMO-ILL U	Pre-Tax HMO - Illinois Health Insurance (Employer Contribution)
PTX HMO PD	Pre-Tax HMO - Illinois Health Insurance- Post Doctoral Scholar
PTX HMO-UCHP	Pre-Tax HMO - University of Chicago Health Plan- Health Insurance
PTX HMO-UCHP U	Pre-Tax HMO - University of Chicago Health Plan- Health Insurance Employer Contribution
PTX LO DEN PD	Pre-Tax Post Doctoral Scholar- Low Option- Dental Insurance
PTX-MAROON SAVINGS CHOICE PLAN-EMP	Pre-Tax Maroon Savings Choice Plan Health Insurances
PTX-MAROON SAVINGS CHOICE PLAN-UC	Pre-Tax Maroon Savings Choice Plan Health Insurances
PTX MET DENT CP	Pre-Tax Metlife Dental Co-Pay Insurance
PTX PARK CARPOL	Pre-Tax Campus Parking- Carpooling
PTX PARK GSB GL	Pre-Tax GSB Parking
PTX PARK H&C	Pre-Tax University Parking
PTX PARK Harper	Pre-Tax Harper Court Parking
PTX-PARKING GSB	Pre-Tax GSB Parking

Quick Reference Guide: *Reading your Workday Pay Slip*

PTX PARK LEXING	Pre-Tax Campus Parking- Lexington Lot
PTX PARK N.CAMP	Pre-Tax Campus Parking- North Lot
PTX PARK RSD HC	Pre-Tax Reserved Hospital Parking
PTX PARK S.CAMP	Pre-Tax Campus Parking- South Lot
PTX VISION	Pre-Tax Vision
PTX VISION GTN	Pre-Tax Post-Doctoral Vision Insurance
QTP-PARK	Pre-Tax Parking - Qualified Transportation
QTP PARK PST TX	Post Tax Parking - Qualified Transportation Program
QTP TRAN PST TX	Post Tax Transit - Qualified Transportation Program
QTP-TRANS	Pre-Tax Transit - Qualified Transportation Program
QUAD CLUB DUES	Quadrangle Club Dues
RENT-YERKES	Rent - Yerkes
R H SUPPLEMENT	Resident Housing Supplement
SALARY ADV PYBK	Salary Advance Payback
SPOUSE LIFE	Spouse Life Insurance
TUITION	Tuition
TUITION CHILD#2	Tuition Child #2
TUITION CHILD#3	Tuition Child #3
TUITION CHILD#4	Tuition Child #4
TUITION CHILD#5	Tuition Child #5
UNITED WAY (C/M)	United Way Deduction
UNIV CAMPAIGN-A	Charity Contribution
UNIV CAMPAIGN-S	Charity Contribution
UNIV PAID CRP U	Employer retirement contribution for Long Term Disability
UNIV PAID ECRPU	Employer retirement contribution for Long Term Disability
US ARTISTS-DUES	United Scenic Artist Dues
VSP SAFETY GLAS	VSP Safety Glasses