

1. What is Electronic Direct Deposit Payroll Stub?

It is the pay stub or advice received when your pay is deposited electronically into your bank account instead of receiving a paper warrant. The direct deposit pay stub is generated and received by employees in an electronic format saving the State the cost of printing and distributing the direct deposit pay stub. All direct deposit pay stubs are available in ACE.

2. What does the information on the direct deposit pay stub mean?

Section I

Pay Period Information

Federal and State Filing Status Detail

Section II

Earnings Detail – Listing of each type of earnings (Regular, overtime, special compensation)

Section III

Pre-Tax Deductions Detail – Deductions taken before taxes are calculated, includes cafeteria deductions, Deferred Comp & other deductions excluded from taxes

Section IV

Withholding Tax Detail – Amount of Federal taxes, Social Security, Medicare, State tax and Public Employees Retirement Contributions withheld from your pay

Section V

After Tax Deductions – Deductions withheld after taxes are calculated

Section VI

Net Pay Amount – Amount Deposited into your bank account

Section VII

Leave Balances Detail – Available leave balances and leave accruals from the previous month

Section VIII

Bank Account Detail – Bank account the funds were deposited into

3. What does the frequency field on the selection screen and the direct deposit pay stub mean?

The pay period frequency determines in most cases how often (frequency) you are paid and what type of payroll (monthly or travel) your direct deposit pay stub represents.

B – Biweekly – pay periods are every two weeks delayed

K- Contract Workers pay every two weeks delayed

L – Legislative- in session pay divided into three pay periods

M – Monthly – pay period is once a month

P- Supplemental – pay period is weekly

R- Semi-Monthly – two pay periods per month usually the 15th and the last working day of the month

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T- Travel – paid up to twice weekly

W- Weekly – pay periods are weekly delayed

X- Legislative Weekly Expense – pay period is weekly when in session also used to pay legislative special session pay.

4. Is there a difference between the electronic direct deposit pay stub and the printed pay stub I used to receive?

Yes, the electronic direct deposit pay stub will include your Personal Identification (PID) number and other minor differences on the first and second line of the electronic direct deposit pay stub.

5. How many pay periods will be available to view online?

You will be able to view up to twelve direct deposit pay stubs, which includes regular pay and travel pay according to the pay date or up to one year depending on which occurs first.

6. Will I be able to view my electronic direct deposit pay stubs before the actual pay date?

Yes, you will be able to view the electronic direct deposit pay stub before the actual pay date. Payrolls are run in advance of the scheduled pay date to ensure enough time for the funds to be transferred to your financial account. Funds are not available in your account until the "PAY DATE" shown on your direct deposit pay stub.

7. How can I get a paper copy of my direct deposit pay stub?

Just log into ACE and follow the instructions for viewing and printing your pay stub(s). If you do not have access to ACE, contact your agency payroll/personnel office.

8. What if I need to see an old copy of my direct deposit pay stub?

Ace will maintain 12 copies or one year's worth of your direct deposit pay stubs, depending on which occurs first.

9. How will I benefit from electronic direct deposit pay stub?

- You will have access to your stub information prior to the actual pay date.
- You will be able to save your stub to your computer for future reference and printing.
- You will not have to physically store the paper direct deposit pay stub.
- You will save DFA and your agency the cost of printing, distributing and sometime mailing the paper direct deposit pay stubs

10. If I receive my Direct Deposit Pay Stub electronically, do I have to receive my W-2 electronically?

No, you must register to receive your W-2 electronically. Otherwise, you will receive a paper W-2

11. Can I cancel the electronic direct deposit pay stub program and receive a printed copy of my pay stub?

No, for employees who are paid through direct deposit, pay stubs can only be received electronically through ACE. If you do not have a computer to access ACE, contact your agency payroll/personnel office.