MEMORANDUM

To: University Employees

From: Elizabeth C. (Betsi) Snipes, Director of Payroll
       Dennis Press, University Controller

Re: New Look for Direct Deposit Paystubs

Date: September 19, 2014

Each time you are paid, you receive a direct deposit paystub which provides a statement of your earnings and deductions for that pay period. Since the University is implementing the ConnectCarolina payroll system effective October 1, 2014, the legacy payroll system will no longer be used. The new system will accurately calculate your earnings, withhold any applicable taxes, and withhold for payroll deductions that apply to you. The new payroll system has been extensively tested and has proven to be very reliable.

For pay dates that occur after October 1, 2014, you will notice a different appearance for your direct deposit paystub. The payroll data will be correct, although there will be some appearance differences on your paystub where your earnings and deductions are displayed. Examples of presentation differences follow:

1. The actual number of deductions listed may increase depending on the employee’s status and enrolled plans.
   a. For employees enrolled in NCFlex Critical Illness, Reliance Standard Accidental Death & Dismemberment (AD&D) and MetLife Group Term Life Insurance, the legacy payroll system paystub showed a combined deduction amount per benefit plan enrolled, regardless of the coverage level (employee only, spouse, children). In the
ConnectCarolina payroll system, each coverage level will show a separate deduction amount. For example, in ConnectCarolina, an employee who elects coverage for a spouse and child on MetLife Group Term Life will see three deduction line items – one for employee coverage, one for spouse coverage, and one for child(ren) coverage.

2. The ConnectCarolina payroll system uses extremely accurate and precise mathematical rounding methods. Some amounts on your paystub may differ by a few pennies from the paystub produced by the legacy payroll system. These small differences simply represent more precise calculations by the new payroll system.

3. The display location and format of some items on your paystub will be different. The information is accurate but may have a different look.

This memorandum is provided so that you will have advance notice of the new look for your paystub beginning next month. The ccinfo.unc.edu/paystub webpage provides a preview and explanation of the new paystub. You can also ask your School/Division HR Office for more information. Thank you.

cc: University Business Managers
    School/Division HR Officers and Secondary Contacts