



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 17-012

To: District, Community College, and Charter School Managers and Staff

From: Philip Davis, Business Systems Support Coordinator *PD*

Date: March 29, 2017

Re: **Employee Payroll Check/Advice Stub to Include Hourly Rate
Now Available in Escape Test for Comparison and Review**

The stub section of the employee paycheck and advice for automatic payroll deposit (APD, also called direct deposit) for all organizations using Escape for payroll is now ready to be updated to show each salaried employee's equivalent hourly rate. In a variety of recent meetings we have notified organizations of this upcoming change, which was requested by multiple districts. Now that the internal testing of the updated paycheck has been completed, we invite all organizations to review the change themselves and contact us with any feedback.

The following page contains two screenshots showing the same employee (all personal information redacted) with the current version of the paycheck (no hourly rate) and the updated version of the paycheck (hourly rate included) for comparison purposes. The updated version of the paycheck is installed in the Escape Test system, and the 3/31/2017 payroll has been processed in that system with the new information for hourly rate. Any organizations that wish to conduct a more detailed evaluation can go to the Test system, to the activity HR/Payroll – Payroll – Payroll History, and search for any employee(s) using the 3/31/2017 pay date. Earlier pay dates will not display the hourly rate.

Please provide any feedback on this update via helpescape@montereycoe.org by May 12, 2017. Tentative installation of the updated paycheck in the live Escape Production system is scheduled for Sunday, May 21, 2017. Additional information will be provided if this date changes, and a final notification of the system update will be sent by MCOE Technology and Operations several days before the update occurs.

If you have any questions regarding Escape payroll procedures or the updated Escape employee payroll check / APD advice stub, please contact Phil Davis (pdavis@montereycoe.org or 831-755-6419) or helpescape@montereycoe.org.

Employee Payroll Check/Advice Stub Examples Current and Updated with Hourly Rate

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CHECK NO: [REDACTED]

Pay Period	03/01/17	through	03/31/17	ISSUED	03/31/17		
Employee Name			Employee ID	Pay Site			
[REDACTED]			[REDACTED]	[REDACTED]			
Pay Detail	Units	Rate	Earnings	Employee Deductions	Current	Cal-YTD	
[REDACTED]	1.000	2325.000	2325.00	* PERS	139.50	418.50	
				Federal Withholding	45.22	141.86	
				Medicare	33.71	102.03	
				Social Security	144.15	436.29	
				State Disability	20.93	63.34	

Figure 1 - Current Pay Stub (Check)

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CHECK NO: [REDACTED]

Pay Period	03/01/17	through	03/31/17	ISSUED	03/31/17		
Employee Name			Employee ID	Pay Site			
[REDACTED]			[REDACTED]	[REDACTED]			
Pay Detail	Units	Pay Rate	Hrly Rate	Earnings	Employee Deductions	Current	Cal-YTD
[REDACTED]	1.000	2325.000	15.500	2325.00	* PERS	139.50	418.50
					Federal Withholding	45.22	141.86
					Medicare	33.71	102.03
					Social Security	144.15	436.29
					State Disability	20.93	63.34

Figure 2 - Updated Pay Stub with Hourly Rate (Check)

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ADVICE NO: [REDACTED]

Pay Period	03/01/17	through	03/31/17	ISSUED	03/31/17		
Employee Name			Employee ID	Pay Site			
[REDACTED]			[REDACTED]	[REDACTED]			
Pay Detail	Units	Rate	Earnings	Employee Deductions	Current	Cal-YTD	
[REDACTED]	1.000	8582.000	8582.00	* PERS	600.74	1802.22	
Cell Phone Allowance	1.000	40.000	40.00	* MCSIG Med PPOS25	486.44	1459.32	
				[REDACTED]	300.00	900.00	
				Federal Withholding	1238.43	3715.29	
				Medicare	118.05	354.15	
				Social Security	504.78	1514.34	
				State Withholding	469.36	1408.08	

Figure 3 - Current Pay Stub (Direct Deposit Advice)

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ADVICE NO: [REDACTED]

Pay Period	03/01/17	through	03/31/17	ISSUED	03/31/17		
Employee Name			Employee ID	Pay Site			
[REDACTED]			[REDACTED]	[REDACTED]			
Pay Detail	Units	Pay Rate	Hrly Rate	Earnings	Employee Deductions	Current	Cal-YTD
[REDACTED]	1.000	8582.000	60.490	8582.00	* PERS	600.74	1802.22
Cell Phone Allowance	1.000	40.000		40.00	* MCSIG Med PPOS25	486.44	1459.32
					[REDACTED]	300.00	900.00
					Federal Withholding	1238.43	3715.29
					Medicare	118.05	354.15
					Social Security	504.78	1514.34
					State Withholding	469.36	1408.08

Stipends and certain other non-salary pay will not show an hourly rate.

Figure 4 - Updated Pay Stub with Hourly Rate (Direct Deposit Advice)