

Metro | A guide to your paycheck

Your paycheck remittance, or pay stub, includes earning information, tax deductions, leave accruals, deductions and employer benefit contributions.

This guide reviews different sections of Metro’s pay stubs (also referred to as a pay remittance). Pay stubs appear differently if you have opted out of printed information or receive a print advice or check in the mail.

Questions?

For questions on your paycheck, or to update your mailing address or W-4 tax information, contact 503-797-1632, or email payroll@oregonmetro.gov.

ePortal: Access your pay information online

Employees can view their paycheck, benefit information and update contact and dependent information through the ePortal HR self-service tool.

Log in to ePortal with your employee ID number, and PeopleSoft password. Access to Metro's network in person at a Metro facility or remotely through VPN is required. eportal.metro-region.org/

Contact the IT Help Desk to reset your PeopleSoft password: helpdesk@oregonmetro.gov

1A		1B		1C				
METRO 600 NE Grand Ave Portland, OR 97232 503/797-1700 Oregon Employer BIN: 5042447		Pay Period: 05/29/2023 - 06/11/2023		Advice Dt: 06/16/2023 Advice: 1056988				
Alexandra Metro 58975 Tree St Portland, OR 97232		Empl ID: 001234 Dept: Operations Division Location: Metro Department Job Title: Technician III Pay Rate: \$47.39000 Hourly		TAX DATA: Federal OR State Tax Status: Single Single Allowances: 0 0 Percent: N/A Addl. Amt.:				
2A HOURS AND EARNINGS				2B TAXES				
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Regular	47.390000	39.75	1,883.76	590.25	25,971.56	Fed Withholding	307.28	6,202.71
Leave Without Pay		28.12	0.00	83.25	0.00	Fed MED/EE	35.08	579.05
Union Sick Leave	47.390000	4.13	195.73	37.93	1,707.03	Fed OASDI/EE	149.98	2,475.92
Union Holiday	47.390000	8.00	379.12	40.00	1,621.36	OR FML/EE	14.75	242.46
Overtime			0.00	37.25	2,473.46	OR Withholding	165.71	2,960.43
Shift 3 - Union Regular			0.00	8.00	10.80	OR Transit Tx	2.41	39.93
Shift 2 - Union Overtime			0.00	17.50	28.88	OR WORKR COMP Loc ER/EE	0.57	8.40
Shift 3 - Union Overtime			0.00	2.25	4.56			
Union Emergency Closure			0.00	13.25	514.37			
Union Vacation Leave			0.00	33.43	1,448.58			
Union - Emergency Closure Worked			0.00	13.25	771.55			
Total:		80.00	2,458.61	848.61	35,552.15	Total:	675.78	12,508.90
3A BEFORE-TAX DEDUCTIONS			3B AFTER-TAX DEDUCTIONS			3C EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Regence Classic	36.62	439.44	Critical Illness Insurance	12.61	151.32	Regence Classic	421.15	5,053.80
Kaiser Permanente Dental	2.68	32.16	Accidental Injury Insurance	5.66	67.92	Kaiser Permanente Dental	30.82	369.84
Vision Service Plan	0.29	3.48	Union Dues - Member	84.93	935.22	Vision Service Plan	3.40	40.80
						Basic Life Coverage Plan	1.75	21.00
						Accidental/Death/Dismember	0.50	6.00
						Dependent Life Plan	0.11	1.32
						Dependent AD&D	0.02	0.24
						Long-Term Disability Plan	10.50	120.12
						OPSRP1-All Paid by Metro	412.06	6,772.59
						PERS - Emplr for EE	147.52	2,424.57
Total:	39.59	475.08	Total:	103.20	1,154.46	Total:	1,027.83	14,810.28
4 TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY
Current:	2,458.61		2,419.02		675.78		142.79	1,640.04
YTD:	35,552.15		35,037.07		12,508.90		1,629.54	26,270.87
5 VAC HOURS		SICK HOURS		PERSONAL HOURS		COMP HOURS		FTD
Start Balance:	5.94	Start Balance:	4.40	Start Balance:	0.00	Start Balance:	0.00	0.00
+ Earned:	99.26	+ Earned:	73.63	+ Earned:	16.00	+ Earned:	16.53	16.53
- Taken:	83.97	- Taken:	135.42	- Taken:	16.00	- Taken:	16.53	16.53
+ Adjustments:		+ Adjustments:	60.00	+ Adjustments:		+ Adjustments:		
End Balance:	21.22	End Balance:	2.62	End Balance:	0.00	End Balance:	0.00	0.00

1A

1B

1C

METRO 600 NE Grand Ave Portland, OR 97232
503/797-1700 Oregon Employer BIN: 5042447

Pay Period: 05/29/2023 - 06/11/2023

Advice Dt: 06/16/2023 Advice: **1056988**

Alexandra Metro 58975 Tree St Portland, OR 97232	Empl ID: 001234 Dept: Operations Division Location: Metro Department Job Title: Technician III Pay Rate: \$47.39000 Hourly	TAX DATA: Federal OR State Tax Status: Single Single Allowances: 0 0 Percent: N/A Addl. Amt.:

1A

Metro's business address, phone and business tax ID.

Questions about your paycheck can go to 503-797-1632 or payroll@oregonmetro.gov.

Employee name and current mailing address

Make sure this information is current and updated when you move, or you leave Metro. W-2 tax forms, benefits and other important information is sent to this address throughout the year.

1B

Pay period begin and end dates

The dates you are getting paid for in the paycheck. Metro's workweek is Monday through Sunday, and regular pay periods are every two weeks on Fridays

Employee ID, Position details and pay rate

This section includes your department, division, classification and pay rate.

1C

Advice or check number and date

Reference the check or advice number if you have questions about a specific paycheck.

Tax data, withholding status, allowances

Tax Data: This section includes information from your most recent W-4 withholdings form. Forms designate how much money is withheld for federal and state taxes.

Tax status: This is your filing status. Options available are based if you file taxes as single, jointly if married, or as head of household.

Allowances: Number of dependents or other credits from your W-4 form. The form was updated in 2020. If you have completed a form since then, allowances show as N/A on your pay remittance.

Addl Percent and Amount: Based on information submitted on your W-4, additional amounts or percentage of earnings can be withheld for taxes. If so, these amounts are listed here.

2A

HOURS AND EARNINGS

Description	Rate	Current		YTD	
		Hours	Earnings	Hours	Earnings
Regular	47.390000	39.75	1,883.76	590.25	25,971.56
Leave Without Pay		28.12	0.00	83.25	0.00
Union Sick Leave	47.390000	4.13	195.73	37.93	1,707.03
Union Holiday	47.390000	8.00	379.12	40.00	1,621.36
Overtime			0.00	37.25	2,473.46
Shift 3 - Union Regular			0.00	8.00	10.80
Shift 2 - Union Overtime			0.00	17.50	28.88
Shift 3 - Union Overtime			0.00	2.25	4.56
Union Emergency Closure			0.00	13.25	514.37
Union Vacation Leave			0.00	33.43	1,448.58
Union - Emergency Closure Worked			0.00	13.25	771.55
Total:		80.00	2,458.61	848.61	35,552.15

2A: Hours and earnings

This section reports how many hours worked and the rate paid for those hours.

Description: Different types of pay are listed here including Vacation, Personal holidays and Sick Leave. If you are non-exempt or hourly, different types of pay premiums will be listed in this column including shift differentials, overtime and emergency closure pay.

Current hours: Hours worked for different pay types, if any, for the pay period.

Earnings: The amount earned for each type of pay worked.

Rate x Hours = Earnings unless an hours or earnings adjustment has been made or the Rate is part of an FLSA calculation.

YTD: a sum of hours and earning since January 1 of the year.

More on Overtime and FLSA calculations

Overtime pay is 1.5 times (time and a half) your regular rate. If you are non-exempt, or hourly, any hours you work over 40 in the workweek (Monday to Sunday) are paid at the overtime rate. The calculation for overtime also includes what is called an FLSA rate:

Under the Fair Labor Standards Act (FLSA) overtime calculations are done separately for each work week and use a weighted average for the “extra half” or 0.5 that is part of the rate. This weighted average includes things like shift differentials, weekend premiums, and multiple jobs at different rates to find the actual average wage per hour for that work week. Your overtime rate will always be at least 1.5 times your regular rate but if you have additional pay, it can be higher.

For both examples below overtime is listed (1) and the FLSA calculation is listed separately (2).

If you receive a printed pay remittance:

HOURS AND EARNINGS			
Description	Rate	Current Hours	Earnings
Regular	20.810000	37.50	780.37
1 Overtime	21.087674	3.00	94.06
Regular	21.580000	32.25	695.97
2 Shift 2 - AFSCME 3580 Temp	1.350000	3.00	4.05
Holiday Worked			0.00
Sick Leave			0.00
Total:		72.75	1,574.45

Viewing your pay remittance using the ePortal self-service tool:

HOURS AND EARNINGS			
Description	Rate	Current Hours	Earnings
Regular	20.810000	37.50	780.37
1 Overtime	21.087674	3.00	94.06
2 [ORS 652 O/T derived rate]	31.353333		
Regular	21.580000	32.25	695.97
Shift 2 - AFSCME 3580 Temp	1.350000	3.00	4.05
Holiday Worked			0.00
Sick Leave			0.00
TOTAL:		75.75	1,574.45

2B: Taxes

This section shows how much of your earnings are being withheld for taxes.

- Fed withholding: Federal income tax
- Fed MED/EE: Medicare tax
- Fed OASDI/EE: Social Security tax
- OR FML/EE: Oregon Paid Leave contribution
- OR Withholding: State income tax
- OR Transit Tx: Oregon transit tax
- OR WORKR COMP Loc ER/EE: Oregon Workers Comp tax
- OR FML/EE: Paid Leave Oregon

2B TAXES		
Description	Current	YTD
Fed Withholdng	307.28	6,202.71
Fed MED/EE	35.08	579.05
Fed OASDI/EE	149.98	2,475.92
OR FML/EE	14.75	242.46
OR Withholdng	165.71	2,960.43
OR Transit Tx	2.41	39.93
OR WORKR COMP Loc ER/EE	0.57	8.40
Total:	675.78	12,508.90

If you live in Washington and work remotely, your taxes will appear differently. Here is an example of tax withholdings for Washington:

TAXES		
<u>Description</u>	<u>Current</u>	<u>YTD</u>
Fed Withholdng	416.41	7,155.48
Fed MED/EE	64.29	1,115.46
Fed OASDI/EE	274.87	4,769.53
WA FLI/EE	18.73	303.52
WA LTC/EE	26.90	133.77
WA MLI/EE	8.27	133.01
WA Withholdng	4.52	4.52
WA Loc ER/EE	0.00	251.96

3A BEFORE-TAX DEDUCTIONS			3B AFTER-TAX DEDUCTIONS			3C EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Regence Classic	36.62	439.44	Critical Illness Insurance	12.61	151.32	Regence Classic	421.15	5,053.80
Kaiser Permanente Dental	2.68	32.16	Accidental Injury Insurance	5.66	67.92	Kaiser Permanente Dental	30.82	369.84
Vision Service Plan	0.29	3.48	Union Dues - Member	84.93	935.22	Vision Service Plan	3.40	40.80
						Basic Life Coverage Plan	1.75	21.00
						Accidental/Death/Dismember	0.50	6.00
						Dependent Life Plan	0.11	1.32
						Dependent AD&D	0.02	0.24
						Long-Term Disability Plan	10.50	120.12
						OPSRP1-All Paid by Metro	412.06	6,772.59
						PERS - Emplry for EE	147.52	2,424.57
Total:	39.59	475.08	Total:	103.20	1,154.46	Total:	1,027.83	14,810.28

3A: Before tax deductions

Any pre-tax deductions, items deducted from your gross wages before taxes are calculated, are listed here. Pre-tax deductions reduce your taxable wages generally resulting in a lower tax withholdings and can reduce your overall tax liability (what you owe in taxes).

3B: After tax deductions

These items are deducted from your gross wages after taxes are calculated. Employee-paid supplemental insurance and union dues are common after-tax deductions.

3C: Employer paid benefits

This section includes listing of benefits for that pay period that Metro pays for and are part of your benefits. If your position is benefits eligible, the portion Metro pays for your insurance premiums is included here.

PERS contributions

Contributions to PERS, Oregon's public employee retirement system, also appear here. Employees who have worked for 6 full months and 600 or more hours in a calendar year for a PERS employer are eligible. Learn more about PERS at oregon.gov/pers

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
4 Current:	2,458.61	2,419.02	675.78	142.79	1,640.04
YTD:	35,552.15	35,037.07	12,508.90	1,629.54	26,270.87

4: Earnings Summary

This section provides a summary of your paycheck for the by pay period and year-to-date.

- Total Gross: Your gross pay (pay before any deductions or taxes), also listed in 2A.
- Fed Taxable Gross: Your gross pay minus any pre-tax deductions (3A).
- Total Taxes: The total of Federal, State and Oregon Workers Compensation tax withholdings for the pay period (2B).
- Total deductions: The total of the before and after-tax deductions (3A and 3B).
- Net Pay: your earnings after taxes and deductions.

5

VAC HOURS	FTD	SICK HOURS	FTD	PERSONAL HOURS	FTD	COMP HOURS	FTD
Start Balance:	5.94	Start Balance:	4.40	Start Balance:	0.00	Start Balance:	0.00
+ Earned:	99.26	+ Earned:	73.63	+ Earned:	16.00	+ Earned:	16.53
- Taken:	83.97	- Taken:	135.42	- Taken:	16.00	- Taken:	16.53
+ Adjustments:		+ Adjustments:	60.00	+ Adjustments:		+ Adjustments:	
End Balance:	21.22	End Balance:	2.62	End Balance:	0.00	End Balance:	0.00

5: Paid time off accruals and use

This section lists paid leave balances and use for the current fiscal year, July 1 to June 30, not the calendar year.

The Adjustments line are any changes to your leave balances made on your behalf by Human Resources staff. If adjustments are made, Human Resources will contact you.

Viewing leave accruals in Kronos vs. your paystub or ePortal

Metro uses two systems for employee pay: Kronos is used for timekeeping, and PeopleSoft is used to calculate pay, taxes and compensation details like benefits.

Each pay period information transfers from Kronos to PeopleSoft and from PeopleSoft to Kronos. Leave accrued (leave you earn based on the hours you work), and leave you have taken are calculated for each pay period in PeopleSoft. These amounts are then transferred to Kronos on pay dates.

The amounts of leave used and what you have remaining may not match when viewing them between your paystub or ePortal (PeopleSoft) and Kronos depending on when you view information in Kronos (before or after a pay date).

Kronos does not calculate leave accruals during the pay period but will deduct any leave requests from your balances as that leave is approved.

Kronos and PeopleSoft round leave amounts to different decimal places so amounts will also appear a bit different for that reason.

PeopleSoft is the system Metro uses for official compensation and benefit records. PeopleSoft rounds leave amounts to five decimal places.