

## How to Read Your Leave and Earnings Statement

This is a guide to help you understand your Leave and Earnings Statement (LES). The LES is a comprehensive statement of your leave and earnings showing entitlements, deductions, allotments, leave information, tax withholding information, Thrift Savings Plan (TSP) and benefits paid by the National Park Service. You can access your statement twenty-four hours a day, seven days a week at:

<https://www.employeeexpress.gov>

Your pay and leave information is important! You should always review your LES for unexpected changes or errors each pay period. If you believe your pay is not correct or if you have any questions, call the Customer Support Center at 303-969-7732, 1-800-662-4324, or 888-FOR-1NBC (1-888-367-1622).

### GO GREEN!

Save a tree and request a paperless copy of your LES!

Visit the Employee Express website and choose “Earnings and Leave HardCopy On/Off” from the main menu on the left. Choosing this function immediately cancels the delivery of your LES via snail mail and enables you to review your statement online!

	Data Element Name	Description
1	Agency	The agency an employee works for
2	For Pay Period Ending	The current pay period ending date. The Federal calendar is divided into 2 week sections called pay periods. There are typically 26 pay periods each year
3	Net Pay	A total of all earnings (current pay period and any adjustments) less all deductions (current pay period and any adjustments)
4	Pay Period	The current pay period in which an employee was scheduled to work
5	Pay Date	The day you receive your net check
6	Name	The employee’s name as it is stored in the Federal Personnel Payroll System (FPPS)
7	Pay Plan/Grade/Step	An employee’s current pay plan, grade and step
8	Annual Salary	Current annual salary
9	Hourly Rate	Current pay period hourly pay rate
10	Home Address	Employee’s home address for mailing end-of-year W-2
11	Pay Check Mailing Address	Address your check is mailed to. If check is direct deposited to your bank, no mailing address will appear

<p><b>12</b></p>	<p><b>Basic Information</b>  SSN  Cumulative Retirement Agency  Organization Code  Financial Institution  Service Comp Date   Dept ID  Pay Begin Date  Agency</p>	<p>The last four digits of an employee’s Social Security Number  Total retirement deductions collected by your payroll provider  Current organization employee works for  Name of employee’s bank  An actual or constructed date used to determine benefits that are based on how long a person has been in federal service. It is also used to determine the rate at which an employee accrues annual leave.  Current department an employee works for  Date current pay period began  Current agency employee works for</p>
	<p>FSLA Class   TSP (amt/pct)</p>	<p>Fair Labor Standards Act: A non-exempt employee is covered by the overtime provisions; an exempt employee is not covered by the overtime provisions of this act.  The amount/percentage the employee is contributing to their Thrift Saving Plan account</p>
<p><b>13</b></p>	<p><b>Your Pay Consists Of</b></p>	<p>Your current pay period and year-to-date totals for your gross pay, total deductions and net pay</p>
<p><b>14</b></p>	<p><b>Tax Information</b></p>	<p>Your current federal and state marital status, exemptions, and additional withholdings. Displays your current state tax identifier and your year-to-date wages</p>
<p><b>15</b></p>	<p><b>Earnings</b></p>	<p>Displays the type of pay (regular, leave, etc.), hourly rate paid, any adjustments for prior pay periods, number of hours paid during the current pay period, and gross wages for the current pay period</p>
<p><b>16</b></p>	<p><b>Deductions</b>   FERS/CSRS Retirement   Medicare Tax  State Tax  FEGLI – Regular  OASDI Tax  Federal Taxes  Health Benefits – Pretax  Thrift Savings Plan (TSP)</p>	<p>Includes all current pay period deduction amounts or percentages and the type of deductions that are being deducted from your current gross pay. Also displays year-to-date deduction amounts   Withholding contributions to your <b>Federal Employees Retirement System, Civil Service Retirement System</b>  Reflects Medicare withholding  State taxes withheld from your salary  Amount withheld for Basic life insurance  <b>Old Age, Survivor and Disability Insurance – Social Security</b>  Federal taxes withheld from your salary   Withholding for your TSP contributions</p>
<p><b>17</b></p>	<p><b>Benefits Paid by Govt</b></p>	<p>Displays the contribution type and amount contributed by your employing agency for the current pay period and year to date</p>
<p><b>18</b></p>	<p><b>Leave</b></p>	<p>The number of leave hours available to you at the beginning of the current pay period (Begin Bal Current) and at the beginning of the current leave year (Begin Bal Lv Yr)  The type of leave hours earned and used in the current pay period and the total hours earned and used year-to-date. Displays the type of leave and the number of leave hours available at the end of the current pay period (Ending Bal)</p>

<b>19</b>	<b>Annual Leave</b> Category: Projected Yr End Bal:  Max Carry Over:  Use or Lose Balance:	Annual leave accrual category, based on service computation date Annual leave that will accrue from the current pay period through the end of the year The maximum amount of hours allowed to be carried over into the new leave year The amount of hours that will be lost at the end of the leave year if not used by the employee
<b>20</b>	<b>Remarks</b>	Provides general information that will be useful to the agency or the employee, such as advance notice of compensatory time expiration, personnel actions or payroll adjustments Contact information for payroll assistance

<b>Department of the Interior</b>		<b>For Pay Period Endin</b>	<b>Net Pay</b>
<b>EARNINGS AND LEAVE STATEMENT</b>		08/04/2010	\$960.50
<b>1</b>		<b>Pay Period #</b>	<b>Pay Date</b>
		17	08/14/2010
<b>Name</b>	<b>Pay Plan/Grade/Step</b>	<b>Annual Salary</b>	<b>Hourly Rate</b>
STALLONE, SYLVESTER	GS 07 05	\$44,616.00	\$21.38
<b>Home Address</b>		<b>Pay Check Mailing Address</b>	
7007 LOTSAMUNEE WAY LAUREL CANYON CA 90046-0068			
<b>10</b>		<b>11</b>	
<b>Basic Information</b>			
SSN XXX-XX-1294	Service Comp Date 06/12/1993	Agency NPS	
Cumulative Retirement Agency \$3733	Dept ID IN	FSLA Class NON-EXEMPT	
Organization Code 2714	Pay Begin Date 7/22/2010	TSP (amt/pct) 10%	
Financial Institution AMER HERITAGE FCU			
<b>12</b>			
<b>Your Pay Consists of</b>	<b>Current</b>	<b>YTD</b>	<b>Tax Information</b>
Gross	1813.00	29739.00	<b>Marital Status</b>
Total Deductions	852.57	14,133.00	Federal S 2 0.00
Net Pay	960.50		State - CA S 0 0.00
		<b>13</b>	<b>14</b>
<b>EARNINGS</b>			
<b>TYPE</b>	<b>RATE</b>	<b>ADJUSTED</b>	<b>ADJ HOURS</b>
Regular	21.38		80.00
		<b>HOURS</b>	<b>CURRENT</b>
		80.00	1710.00
<b>15</b>			
<b>DEDUCTIONS</b>			
<b>TYPE</b>	<b>MISC</b>	<b>AJUSTED</b>	<b>CURRENT</b>
FERS/CSRS Retirement Deduction	.8	13.68	215.80
Medicare Tax	1.45	0.87	24.83
State Tax 1/CO		38.83	724.71
FEGLI - Regular		7.05	112.35
Thrift Savings Plan Loan		309.41	0.00
<b>TYPE</b>	<b>MISC</b>	<b>AJUSTED</b>	<b>CURRENT</b>
OASDI Tax	4.2	3.72	106.16
Federal Taxes			158.37
Health Benefits-Pretax	474		40.89
Charity Contribution			30.00
Thrift Savings Plan (TSP)			342.08
<b>16</b>			
<b>BENEFITS PAID BY GOVT</b>			
<b>TYPE</b>	<b>CURRENT</b>	<b>YTD</b>	<b>TYPE</b>
FEGLI	3.53	56.19	FEHB
FERS/CSRS	191.56	3021.70	Medicare
OASDI	109.88	1800.75	TSP Basic
TSP Matching	68.42	1079.18	
<b>17</b>			

<b>LEAVE</b>								
<b>TYPE</b>	<b>Begin Bal Current</b>	<b>Begin Bal Lv Yr</b>	<b>Earned Current</b>	<b>Earned YTD</b>	<b>Used Current</b>	<b>Used YTD</b>	<b>Adv</b>	<b>Ending Bal</b>
Annual	57.15	17.15	6.00	90.00		44.00		63.15
Sick	54.45	25.00	4.00	60.00		26.15		58.45
Comp	16.00		3.00		16.00			3.00

18

**Annual Leave**  
**Category:** 8      **Projected Yr End Bal:** 0.00      **Max Carry Over:** 240.00      **Use or Lose Balance:**

19

**REMARKS**

PLEASE REVIEW YOUR LES PROMPTLY AND THOROUGHLY. IF YOU THINK YOUR PAY IS IN ERROR, NOTIFY YOUR PAYROLL CONTACT IMMEDIATELY. OVERPAYMENTS MAY CAUSE TAX IMPLICATIONS IF NOT REPAID THIS YEAR. REMARKS/MESSAGES: PAY/LEAVE QUESTIONS? CALL PAYROLL HOTLINE (303) 969-7732; FROM HOME 1-800-662-4324. EMPLOYEE IS RESPONSIBLE FOR VERIFICATION OF PAY, DEDUCTIONS, AND LEAVE.

20

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

## Electronic Distribution of Earnings and Leave Statements (ELS)

New employees will receive a hard copy of their Earnings & Leave Statement for the first three pay periods. Beginning on the fourth pay period, new employees will be required to obtain it electronically through Employee Express. Employee Express has a website accessible on the internet at [www.employeeexpress.gov](http://www.employeeexpress.gov). You will need your social security number (SSN) and a Personal Identification Number (PIN). You should have received your PIN in the mail before the end of the third pay period. If you don't have a PIN, you can request one on the Employee Express website or call the Employee Express Help Desk at 478-757-3030. The Help Desk is staffed from 7:00 a.m. to 7:00 p.m., EST. At other times you may leave a message, and someone will return your call. You can also contact the help desk via e-mail at [EEXHelp@opm.gov](mailto:EEXHelp@opm.gov).

The electronic method for obtaining the ELS has proven to be a secure and faster method than conventional mailing. Full security measures are in place to protect your information in Employee Express. Information regarding privacy and security can be accessed from the Employee Express homepage, main menu. You do not need a PIN to access this information.

An individual or group waiver (see attached) may be requested to continue to receive a hard copy ELS provided one or more of the following criteria are met:

- No access to an agency computer with internet service
- No access to a printer which would allow for privacy when printing the ELS
- No access to Employee Express (e.g. employees under a dual appointment with two different agencies do not have access to Employee Express).

### **Group Waivers**

A group waiver request should be based on the waiver criteria listed above. If the group supervisor concludes that the request meets one or more of the waiver criteria set out in this policy, the supervisor will sign a memo that includes the justification for approval and identifies the approved group(s). The approved waiver request and memo will be submitted to the Regional Human Resources Office, GP-1250.

**Note:** At this time, all bargaining board employees have a blanket waiver.