

Detailed Explanation of Pay Statement:

- 1 Special messages: Messages issued by the Office of State Uniform Payroll.
- 2 Your Agency Number and Organizational Unit.
- 3 Personnel Number (also your LEO logon ID).
- 4 Fair Labor Standards Act (FLSA) classification: **EX** =Exempt, **NE** =Non-exempt
- 5 Pay period number/year being reported + period end date and pay date.
- 6 Name and mailing address that is currently on file. (This can be maintained in LEO under **My Info > Personal Info > Address.**)
- 7 Current tax withholdings as well as any additional amounts withheld. (Maintained in LEO under **My Info > Personal Info > Tax Withholdings**)
- 8 This identifies how much money was deposited in your bank account(s) and the names of the banking institutions. The net amount is your pay minus any deductions or taxes. (Bank accounts maintained in LEO under **My Info > Payment Info > Bank Information.**) If you receive a paper check, bank details will state check and not list any accounts.
- 9 Prior pay period adjustment is used only when there is an increase or decrease in your pay resulting from a correction to pay, attendance, absence or deduction information for a previous pay period.
- 10 Leave hours taken, earned, remaining, as well as year-to-date taken and unpaid for the pay period displayed.
- 11 All earnings and paid absence hours included in this payment, along with the hourly rate for each.
- 12 Taxes and retirement withheld this pay period as well as cumulative year to date amounts withheld.
- 13 Portion of earnings that were subject to taxes and retirement contributions (taxable wages). This is shown for current pay period and year-to-date.
- 14 Current and year-to-date deduction amounts for insurances, deferred compensation, savings bonds, etc. Deductions with an asterisk (*) indicate they are part of the flexible benefits program.
- 15 Total deductions that were part of the flexible benefits program for the current pay period as well as year-to-date.
- 16 Total earnings for hours worked and paid absences year-to-date.

***** STATE OF LOUISIANA DEPT OF TREASURY OFFICE OF STATE UNIFORM PAYROLL ***** 1
Special Messages: EMPLOYEES ELIGIBLE FOR ADVANCE EIC MUST COMPLETE A 2008
W-5 FORM. FORM SUBMITTED FOR 2007 EXPIRES ON 12/31/2007.

0276 DOTD-Engineering & Operations 2 PERIOD: 25/2007 PAY PERIOD END: 12/02/2007 5
PERS #: 00026589 3 Class NE 4 25/2007 PAY DATE: 12/07/2007
CHARLIE CLERK WITHHOLD W/4 #A PE DE ADDL AMT EIC 7
32 DAFFODIL LN PED Married 02 0.00
WAGGAMAN LA 70094-2222 6 LA Married 00 00 02 0.00

BANK DETAILS		PRIOR PERIOD ADJUSTMENT		AMOUNT
Savings	126.00	SOUTH LOUISIANA HIGHWA		
Savings	925.54	A.S.I. FEDERAL CREDIT		9
8				
NET	1,051.54			

LEAVE	TAKEN	EARNED	BALANCE	YTD TKN	UNPAID ABSENCES	HOURS	YTD HRS
ANNUAL	0.00	5.53600	277.37510	34.75			
SICK	0.00	5.53600	603.12510	6.00			
COMP-KT	0.00	0.00000	0.00000	0.00	10		
FLSA COMP	8.00	12.00000	16.00000	8.25			
FMLA	0.00	0.00000	0.00000	0.00			

EARNINGS/PAID ABSENCES		RATE	HOURS	AMOUNT	
003B Regular Pay-Salary		13.59	24.00	326.06	11
003B Regular Pay-Salary		14.13	32.00	452.16	
849B OT(1.5) Attendance		14.13	7.00	98.91	
949B OT(1.5) Att - NE Prem		7.07	7.00	49.49	
650B Annual Leave-Absence		14.13	8.00	113.04	
701B Holiday		14.13	8.00	113.04	
701B Holiday		14.13	8.00	113.04	



***** TOTAL EARNINGS/PAID ABSENCES 1,265.74

TAXES/RETIREMENT	CURRENT	YR-TO-DATE	TAX/RET WAGE	CURRENT	YR-TO-DATE
Lasers	83.80	976.19	LASE	1,117.34	LASE 13,015.44
FED Withholding	62.39	728.29	PED	1,181.94	PED 13,584.11
FED EE Medicare	18.35	211.12	LA	1,181.94	LA 13,584.11
LA Withholding	35.65	399.26			
TOTAL TAXES/RET.		200.19	2,314.86		

DEDUCTIONS	CURRENT	YR-TO-DATE	FLEX BENEFITS/CAPE
			CURRENT YR-TO-DATE
2340 Life Insurance-Atax	11.25	119.75	
2560 Group Dep Life+Supp-Atax	1.76	19.36	
5F44 UW Greater N.O. NoBal	1.00	12.00	15
***** TOTAL DEDUCTIONS		14.01	151.11

EARNINGS/PAID ABSENCES	YR-TO-DATE	AMOUNT
003B Regular Pay-Salary		11,793.21
849B OT(1.5) Attendance		1,029.57
949B OT(1.5) Att - NE Prem		515.29
550B Annual Leave-Absence		588.56
555B Sick Leave-Absence	16	81.52
701B Holiday		552.15
***** TOTAL EARNINGS/PAID ABSENCES YTD		14,560.30

To Save Pay Statement:


Click  the download icon, select where you want to store it, name your file, and then click . You may want to include the pay date as part of the file name (e.g., Pay12072007).

*Division of Administration, Office of Technology Services
P. O. Box 94095, Baton Rouge, LA 70804-9095
Revised: 5/2016*




EMPLOYEE PAY STATEMENT QUICK REFERENCE

To View Current Pay Statement:

1. Access **LEO**
From the *Louisiana.gov* page, locate Online Services and click [LEO: Louisiana State Employees Online](https://leo.doa.louisiana.gov/) or use this address: <https://leo.doa.louisiana.gov/>
2. Log into LEO
 - o **Personnel Number** field enter 8 character P id. Must enter a "P" and all necessary preceding zeros (ex: P00123456). Tab to the **Password** field, enter your password and press enter. Need help? Click and view the [Log On Assistance](#) quick reference.
 - o Enter your **Password**. If you can't remember your password, reset it by clicking on the **Forgot password? Locked?** and follow "on screen" instructions.
3. Click  [View/Print Pay Statement](#) option under the **Shortcuts** area of the Announcement page or click **My Info** tab and select **Pay Statement**.
4. Select the period you wish to display (use Pay Date or Period Begin and End dates to identify statement desired) from the choices on the left. Click MORE to load additional period dates.

01/06/2017	2,728.83 USD
12/19/2016 - 01/01/2017	
More	

To Print Pay Statement:

Click . A printer selection box may appear. Select the correct printer and click the PRINT button.

 OK.