

Snapshot Name- Check Data Snap

Description- Includes a record for each check/DDP listing total gross, total taxes, total deductions and net pay. Access is limited to certain payroll and HR staff members.

Field Name	Full Name	Description	Example
CHECK_DT	Check Date	The date of the payment	7/31/2009
Department	Department	The description of the Home Department	AAF-Academic Affairs IND COSTS
DEPTID	Department ID	The Home Department for the employee. This may not always be the department to which expenses are charged.	4301007052
EMPL_TYPE	Employee Type	The type of employee the position would hold. Can either be Salaried(S), Hourly (H), or Exempt(E).	S
EMPLID	Employee ID	The employee ID within the ADP system	0212564
FORM_ID	Form ID	Indicates if the payment is in check or direct deposit form	CHK430
NAME	Name	Last, first, and middle initial of the employee's legal name	Redding,Hazel S
NET_PAY	Net Pay	The amount one receives after taxes and deductions have been withheld during a pay period	\$190.04
OFF_CYCLE	Off Cycle	Was the payment and off cycle check? (Y or N)	N
PAY_END_DT	Pay End Date	The pay ending date for the pay transaction	9/30/2009
PAYCHECK_NBR	Paycheck Number	The identification number on the right upper corner of a paycheck	2592271
PAYGROUP	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	43A
RecNo	Record Number	The employee's ADP Record Number	0

SEPCHK	Separate Check	Indicates if the employee makes extra money, if there will be a separate check mailed for that additional amount	1
TOTAL_DEDUCTIONS	Total Deduction	Total deductions taken from an employees paycheck	\$45.87
TOTAL_GROSS	Total Gross	Total gross amount of pay that an employee will receive	\$750.00
TOTAL_TAXES	Total Taxes	The total amount of taxes an employee will have deducted from their paycheck	\$109.96