



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Robert Bentley
Governor

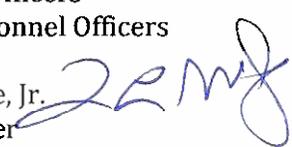
Marquita F. Davis, Ph.D.
Director of Finance

Thomas L. White, Jr.
State Comptroller

Janice A. Hamm
Deputy State Comptroller

MEMORANDUM

TO: All State Agencies Heads
All Chief Fiscal Officers
All Payroll/Personnel Officers

FROM: Thomas L. White, Jr. 
State Comptroller

DATE: January 9, 2012

RE: Employee Pay Stub Changes beginning January 1, 2012

The new process for paying in-state travel payments on payroll warrants required changes to the employees' pay stubs beginning January 1, 2012. The following information identifies and explains the changes.

- Addition of three new detail boxes labeled GROSS AMOUNT, TAXABLE TRAVL and NON/TAX TRAVL.
- TAXABLE TRAVL is non-overnight per diem allowance paid with object codes 0300 09 and 0300 49. These payments are taxable wages for Federal and FICA/Medicare purposes.
- NON/TAX TRAVL is all other reimbursable in-state travel expenses (i.e. overnight per diem, mileage, parking, etc.).
- The total of TAXABLE TRAVL and NON/TAX TRAVL is the amount of the travel payment processed in CAS for the travel period.
- GROSS WAGES **now include** employee's semimonthly wages plus TAXABLE TRAVL.
- GROSS AMOUNT is the total amount of the warrant before applicable taxes, retirement and deductions, including TAXABLE TRAVL, NON/TAX TRAVL and GROSS SALARY.
- NET AMOUNT is GROSS AMOUNT minus all applicable taxes, retirement and miscellaneous deductions. This will be the amount of the warrant or the amount electronically deposited into the employee's bank account.

Be advised, taxable travel **is not** subject to State Withholding Tax or Retirement. If the employee's regular wages are not subject to FICA/Medicare taxation, then taxable travel is not subject to FICA/Medicare taxation.

If you have any questions or need additional clarification, please contact the GHRS hotline at 334-242-2188.

TLWjr/dt

"TAXABLE TRAVL" BOX IS FOR INFO ONLY. THIS AMOUNT IS INCLUDED IN "GROSS WAGES".

	EMPLOYEE NAME	GROSS AMOUNT	ISSUE DATE	WARRANT NO	NET AMOUNT	
		\$2,316.48	01/13/12		\$1,771.13	
	GROSS WAGES	FICA WAGES	MEDICARE WAGES	FICA TAX	MEDICARE TAX	FED W/H TAX
CURRENT	1,255.70	1,010.70	1,010.70	42.45	14.66	51.20
YTD	1,255.70	1,010.70	1,010.70	42.45	14.66	51.20
	STATE W/H TAX	OCCUP TAX	RETIREMENT	EIC	DEFERRED COMP	CU & MISC
CURRENT	30.90	.00	86.14	.00	75.00	.00
YTD	30.90	.00	86.14	.00	75.00	.00
	HLTH/DEP CARE	DUES	INS & MISC	LIENS	TAXABLE TRAVL	NON/TAX TRAVL
CURRENT	.00	.00	245.00	.00	67.50	1,060.78
YTD	.00	.00	245.00	.00	67.50	1,060.78
	PAY PERIOD END DATE	ANNUAL & EX ANNUAL	SICK	COMP	PERSONAL	HOLIDAY
LEAVE BALANCES	12/15/11	234.40	179.35	.00	.00	.00



State of Alabama

DEPARTMENT OF FINANCE
OFFICE OF STATE COMPTROLLER
MONTGOMERY, ALABAMA 36130-2602

ON 01/13/2012, THE AMOUNT OF \$1,771.13 HAS
BEEN ELECTRONICALLY TRANSFERRED TO THE ACCOUNT
OF

VOID

NON-NEGOTIABLE

NOTE: THIS IS NOT A CHECK.