



Reviewing My Pay Stub

Reviewing My Pay Stub – EMPLOYEE and MANAGER

This job aid is for both employees and managers. Please review each pay check and pay stub to make sure your pay is correct. Use the following steps to review your pay stub.

Reminder(s):

- Direct Deposit pay stubs default to electronic delivery for all Luxottica corporate, field and RxO associates, and all retail associates not employed in the following US states: **CA, HI, IN, IA, KS, MD, MI, MN, NY, OK, OR, PA or VT.**
- Default settings can be changed by selecting **Preferences in My Pay.**
- If you have additional questions about this change or believe any aspect of your pay is incorrect, please contact the HR Service Center at 1-866-431-8484.

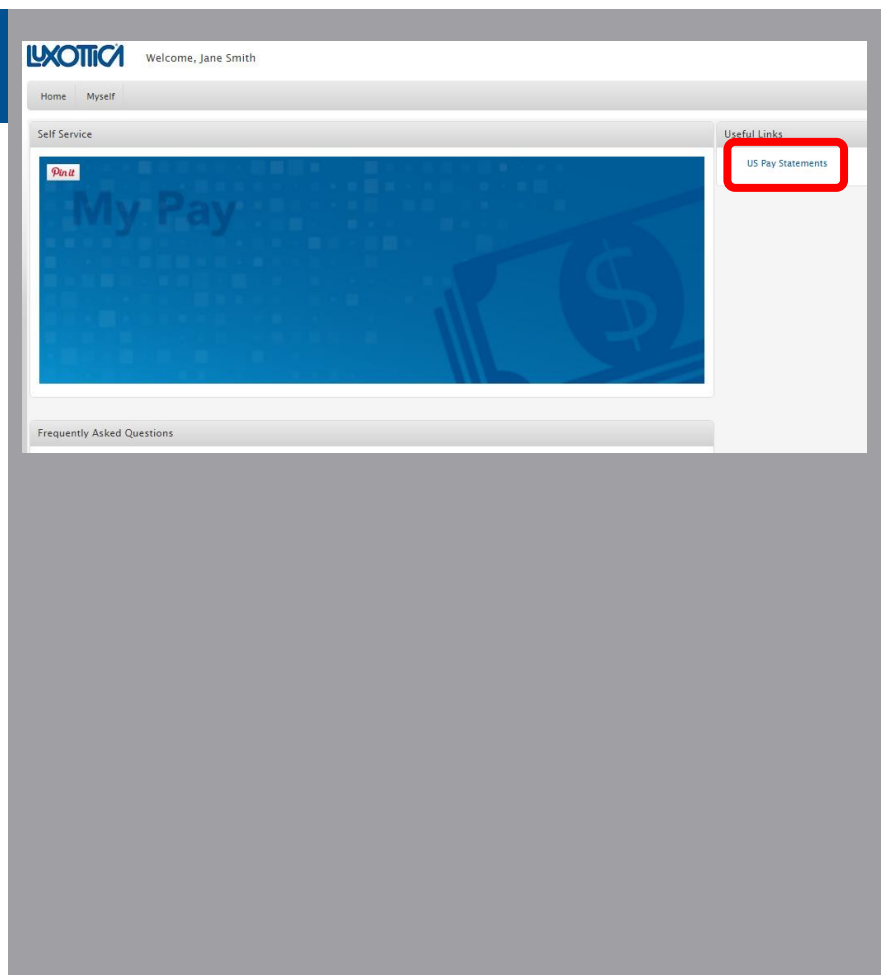
1

Access Current Pay Stub Detail

Log in to HR Central using your Luxottica employee ID and password.

At the **self-service** menu, select **My Pay**.

Select **US Pay Statement** to access your pay stubs.







Reviewing My Pay Stub

3 Overview Page 1 - Current Earnings and Deductions

- A. **Period Beg/End** – current pay period beginning and end date.
- B. **Earnings** – summary of hourly rates, hours worked and gross earnings paid in the current pay period and Year-To-Date.
- C. **Base** - hourly rate of pay for non-overtime hours worked. Does not include hours listed under separate earnings codes (e.g., training, projects, meetings, etc.).
- D. **OT** – Overtime rate(s) of pay for all worked and/or adjusted overtime hours.
- E. **Incentive Earnings** – sales/productions incentives paid (e.g., Commission, SPIFFS, Bonus).
- F. **Gross Pay** – your total current and Year-to-Date earnings before deductions.
- G. **Deductions** – deductions from your current and Year-to-Date earnings (e.g., taxes, garnishments, 401K, premiums).
- H. **Total Net Pay** – your total current and Year-to-Date earnings after deductions. Current total matches amount paid on current check.
- I. **Total Work Hours for Pay Period** – all hours worked in current pay period.
- J. **Other Benefits and Information** – reflects PTO, Vacation, and Sick balances as of the pay period end date, plus other paid benefits (e.g., Group Term Life*) for the current pay period and Year-To-Date.

A Period Beg/End: Page 001 of 002
Check Date: 09/27/2015 - 10/10/2015
Check Number: 10/16/2015
Batch Number: 0000000101
000000000033

PETER PAYSTUB
123 MAIN STREET
ANYTOWN OH 12345

Page 1

B				
Earnings				
	Rate	Hours/Units	Amount	Year-To-Date
Sft 3 \$0.75OT				42.57
Base	24.60	73.55	1,809.33	13,103.19
OT	38.43	3.52-	135.27-	
OT	38.68	3.52	136.15	
OT	38.43	1.40	53.80	
OT	37.53	0.77-	28.90-	
OT	38.17	1.40-	53.44-	
OT	38.09	0.77	29.33	
OT	37.53	4.52	169.63	2,265.14
Commission			70.64	384.20
SPIFFS			45.42	
SPIFFS			26.14	422.54
OTHER BONUS				38.70
MTHLY BONUS			21.63	
MTHLY BONUS			43.26	
MTHLY BONUS			21.63	451.80
F				
Gross Pay			2,209.35	16,708.14
Tax Deductions: Federal				
Withholding Tax			417.64-	3,065.03-
EE Social Security Tax			149.19-	1,079.37-
EE Medicare Tax			34.89-	252.43-
Tax Deductions: Alabama				
Withholding Tax			94.04-	679.50-
Total Net Pay			1,513.59	11,631.81
Total Work Hours for Pay Period				78.07

Page 1

J		
Other Benefits and Information		
	This Period	Year-to-Date
PTO Carryover	22.36	
PTO Earned	61.10	
PTO Taken	80.00	
PTO Balance	3.46	

Page 1

*Group Term Life is a company provided benefit and is not a payroll deduction. Because Luxottica pays this benefit on your behalf, it is reported on your pay stub and taxed as imputed income.



Reviewing My Pay Stub

4

Overview Page 2 - Current Pay and Adjustments by Work Week

Some incentives are paid in a later pay period than they were earned. When this happens, we must go back and adjust total earnings in the previous work week(s) they were earned to include these incentives. If overtime was worked in those weeks, we will also need to recalculate your overtime rate for those work week(s). See "Incentive Earnings in Detail" and "Overtime Rates in Detail" sections later in this job aid for additional information.

- K. **CURR PERIOD** - hourly rates, hours worked and gross earnings for the current pay period, listed first by work week 1, then work week 2. You will not typically see any adjustments in this current period.
- L. **RETRO BEG** - hourly rates, hours worked and gross earnings for the previous specified work week (i.e., RETRO BEG: 8/16-8/22). If an OT rate was adjusted, you will see original and revised OT rates listed, along with the total variance or difference between the two amounts.
- M. **OT ORIGINAL** - OT rate originally paid in the previous specified work week.
- N. **OT REVISED** - OT rate adjusted to include incentives earned in the previous specified work week.
- O. **OT VARIANCE** - Additional OT earned after subtracting OT ORIGINAL from the OT REVISED.

K

Wk 1

Wk 2

L

L

L

M

O

N

Retro Corr/Adj	Rate	Hours	Amt
CURR PERIOD			
Base	24.60	40.00	984.00
OT	37.53	4.52	169.63
Commission	0.00	0.00	30.12
SPIFFS	0.00	0.00	26.14
RETRO BEG: 08/16/15 - 08/22/15			
Base	24.60	32.00	787.20
OT	40.57	1.67	67.75
Commission	0.00	0.00	61.62
SPIFFS	0.00	0.00	94.03
MTHLY BONUS	0.00	0.00	91.32
RETRO BEG: 08/23/15 - 08/29/15			
Base	24.60	27.10	666.66
Commission	0.00	0.00	21.72
SPIFFS	0.00	0.00	53.56
MTHLY BONUS	0.00	0.00	21.63
RETRO BEG: 08/30/15 - 09/05/15			
Base	24.60	40.00	984.00
OT ORIGINAL	38.43	3.52	135.27
OT REVISED	38.68	3.52	136.15
OT VARIANCE	0	0.00	0.88
Commission	0.00	0.00	76.04
SPIFFS	0.00	0.00	56.83
MTHLY BONUS	0.00	0.00	21.63

Page 2



Reviewing My Pay Stub

5 Incentive Earnings in Detail

On **Page 1 (E)**, incentive earnings are listed separately by pay period earned. Total incentive amounts paid in the current period can be calculated by adding up each line for that incentive. On **Page 2**, earning details will be further broken down by work week.

Need more detail? Let's break this down by incentive type on the sample pay stub:

- **Commission** - \$70.64 equals total commissions that were earned and paid in the current pay period (See **(E)** and **(K)**):
 - \$30.12 in Week 1
 - \$40.52 in Week 2
- **SPIFFS** – paid in current pay period, but listed separately for 2 pay periods in which they were earned:
 - \$45.42 - earned in a prior pay period (See RETRO BEG: 9/20-9/26)
 - \$26.14 - earned during current pay period (See **(K)**)
- **MTHLY BONUS** –total monthly bonus of \$86.50 paid in current pay period, but listed separately on pay stub for the 3 pay periods in which it was earned (See **(E)**). In **Section 2**, see work weeks 8/23-9/19, dividing total bonus of \$86.50 over a 4 week period, for a weekly amount of \$21.63, over 3 pay periods):
 - \$21.63 (See RETRO BEG: 8/23-8/29)
 - \$43.26 (See RETRO BEG: 8/30-9/5 (\$21.63) + RETRO BEG 9/6-9/12 (\$21.63))
 - \$21.63 (See RETRO BEG: 9/13-9/19)

Earnings	Rate	Hours/Units	Amount	Year-To-Date
Sft 3 \$0.75OT				42.57
Base	24.60	73.55	1,809.33	13,103.19
OT	38.43	3.52-	135.27-	
OT	38.68	3.52	136.15	
OT	38.43	1.40	53.80	
OT	37.53	0.77-	28.90-	
OT	38.17	1.40-	53.44-	
OT	38.09	0.77	29.33	
OT	37.53	4.52	169.63	2,265.14
Commission			70.64	384.20
SPIFFS			45.42	
SPIFFS			26.14	422.54
OTHER BONUS				38.70
MTHLY BONUS			21.63	
MTHLY BONUS			43.26	
MTHLY BONUS			21.63	451.80
Gross Pay			2,209.35	16,708.14
Tax Deductions: Federal				
Withholding Tax			417.64-	3,065.03-
EE Social Security Tax			149.19-	1,079.37-
EE Medicare Tax			34.89-	252.43-
Tax Deductions: Alabama				
Withholding Tax			94.04-	679.50-
Total Net Pay			1,513.59	11,631.81
Total Work Hours for Pay Period				78.07

Page 1

CO EMPLOYER ID 000002-000001
PCSSAS 123456
Cost Center: 1317
Luxottica Retail North America
4000 Luxottica Place
Mason, OH 45040
Ph. no. 513-844-8484
FILING STATUS: SINGLE
AUTHORITY: EXEMPTION/ADDTL. W/H
FEDERAL 00 0.00
OH 00 0.00
THIS IS A CHECK

Earnings Statement

Page 002 of 002
Period Beg/End: 09/27/2015 - 10/10/2015
Check Date: 10/16/2015
Check Number: 0000000101
Batch Number: 000000000033

PETER PAYSTUB
123 MAIN STREET
ANYTOWN OH 12345

Retro Corr/Adj	Rate	Hours	Amt
CURR PERIOD			
Base	24.60	40.00	984.00
OT	37.53	4.52	169.63
Commission	0.00	0.00	30.12
SPIFFS	0.00	0.00	26.14
Base	24.60	33.55	825.33
Commission	0.00	0.00	40.52
RETRO BEG: 08/16/15 - 08/22/15			
Base	24.60	32.00	787.20
OT	40.57	1.67	67.75
Commission	0.00	0.00	61.62
SPIFFS	0.00	0.00	94.03
MTHLY BONUS	0.00	0.00	91.32
RETRO BEG: 08/23/15 - 08/29/15			
Base	24.60	27.10	666.66
Commission	0.00	0.00	21.72
SPIFFS	0.00	0.00	53.56
MTHLY BONUS	0.00	0.00	21.63
RETRO BEG: 08/30/15 - 09/05/15			
Base	24.60	40.00	984.00
OT ORIGINAL	38.43	3.52	135.27
OT REVISED	38.68	3.52	136.15
OT VARIANCE	0	0.00	0.88
Commission	0.00	0.00	76.04
SPIFFS	0.00	0.00	56.83
MTHLY BONUS	0.00	0.00	21.63

Retro Corr/Adj	Rate	Hours	Amt
RETRO BEG: 09/06/15 - 09/12/15			
Base	24.60	40.00	984.00
Commission	0.00	0.00	23.71
SPIFFS	0.00	0.00	28.77
MTHLY BONUS	0.00	0.00	21.63
RETRO BEG: 09/13/15 - 09/19/15			
Base	24.60	40.00	984.00
OT ORIGINAL	38.17	1.40	53.44
OT REVISED	38.43	1.40	53.80
OT VARIANCE	0	0.00	0.36
Commission	0.00	0.00	78.93
SPIFFS	0.00	0.00	25.73
MTHLY BONUS	0.00	0.00	21.63
RETRO BEG: 09/20/15 - 09/26/15			
Base	24.60	40.00	984.00
OT ORIGINAL	37.53	0.77	28.90
OT REVISED	38.09	0.77	29.33
OT VARIANCE	0	0.00	0.43
Commission	0.00	0.00	51.54
SPIFFS	0.00	0.00	45.42

Page 2



Reviewing My Pay Stub

6 Overtime Rates and Detail

On **Page 1 (D)**, you may see OT rate(s) of pay for all worked and/or adjusted overtime hours in the current pay period.

- **OT** = 1.5 x your regular rate of pay for all OT hours worked in a work week.
- **Regular rate of pay** = base pay + incentive earnings/total hours worked in a work week

You may see multiple OT rates on your pay stub. This is because you either worked overtime in both weeks of the pay period, and/or you had an OT rate adjustment to a previous work week.

Any OT rate adjustments will be listed first, with original OT rates shown as negative (-) and revised OT rates as positive. Current pay period OT rates will be listed last and include a Year-to-Date total.

On **Page 2**, you will see additional details about OT rate adjustments listed on **Page 1**, by work week.

In this sample pay stub, **RETRO BEG: 8/30/15 - 9/5/15** work week earnings were adjusted to include a portion of the monthly bonus that was earned during that work week (monthly bonus = \$86.50; weekly portion = \$21.63). The OT rate was adjusted as follows:

- **OT ORIGINAL** (OT rate originally paid) = **\$38.43**
- **OT REVISED** (OT rate adjusted to include additional \$21.63 earned) = **\$38.68**
- **OT VARIANCE** (Total additional OT amount earned) = **\$0.88**

Earnings	Rate	Hours/Units	Amount	Year-To-Date
Sft 3 \$0.75OT				42.57
Base	24.60	73.55	1,809.33	13,103.19
OT	38.43	3.52-	135.27-	
OT	38.68	3.52	136.15	
OT	38.43	1.40	53.80	
OT	37.53	0.77-	28.90-	
OT	38.17	1.40-	53.44-	
OT	38.09	0.77	29.33	
OT	37.53	4.52	169.63	2,265.14
Commission			76.04	584.28
SPIFFS			45.42	
SPIFFS			26.14	422.54
OTHER BONUS				38.70
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MTHLY BONUS			43.26	
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Total Work Hours for Pay Period				78.07

Page 1

RETRO BEG: 08/30/15 - 09/05/15			
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OT ORIGINAL	38.43	3.52	135.27
OT REVISED	38.68	3.52	136.15
OT VARIANCE	0	0.00	0.88
Commission	0.00	0.00	76.04
SPIFFS	0.00	0.00	56.83
MTHLY BONUS	0.00	0.00	21.63

Page 2

OT REVISED – OT ORIGINAL = OT VARIANCE

$$(\$38.68 \times 3.52) - (\$38.43 \times 3.52) = \$136.15 - \$135.27 = \$0.88$$