


## Understanding your Payslip

The below is a guide to assist team members and managers with understanding the different elements of a Workday payslip. We have made efforts to include as many variables as possible, but if questions remain, please reach out to [List-Dept-Finance-Payroll@Sprouts.com](mailto:List-Dept-Finance-Payroll@Sprouts.com) for assistance.

### Basic Hours & Earnings Details:



Payslip: [Redacted]  
(Regular) - Complete

10:51 AM  
12/05/2022  
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Payslip-12\_02\_2022.pdf

**Company Information**

Name	Address	Phone
Sprouts Farmers Market (SFN)	5455 E High St Phoenix, AZ 85054-5464 United States of America	+1 480-814-8016

**Payslip Information**

Name	Team Member ID	Pay Period Begin	Pay Period End	Check Date	Check Number
[Redacted]	[Redacted]	11/21/2022	11/27/2022	12/02/2022	

**Current and YTD Totals** 1

Balance Period	Hours Worked	Gross Pay	Pre Tax Deductions	Team Member Taxes	Post Tax Deductions	Net Pay
Current	40.15	842.54	62.88	153.29	10.00	616.37
YTD	1,885.95	36,114.50	2,871.35	6,332.85	480.00	26,430.30

**Team Member Earnings** 2

Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Bonus-Store					0.00	371.25
Holiday Closed	11/21/2022 - 11/27/2022	8.00	17.47		139.76	698.08
Overtime	11/21/2022 - 11/27/2022	0.15	26.21		3.95	784.41
Regular	11/21/2022 - 11/27/2022	40.00	17.47		698.83	32,355.18
Shift Differential					0.20	0.20
Sick					25.40	442.48
Spot Award					0.00	200.00
Vacation					32.50	566.98
Vacation Cash Out					40.00	695.92
<b>Total:</b>				842.54		36,114.50

1. Summary of current and YTD totals. *Hours Worked* does NOT include exception time (i.e. Vacation, Holiday Closed, Sick, etc.)
2. Itemized earnings for the current period – applicable dates (pay period) displayed
3. Hours being paid
4. Rate of pay used to calculate amount
5. Amount of earnings
6. Year to date hours by earning type
7. Year to date amount by earning type

**Calculation of Holiday Worked (time-and-a-half):**

Team Member Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Bonus-Store					0.00	125.00
CA Meal Break					1.00	16.45
CA Meal Break Penalty (FLSA Calculation)					1.00	19.74
Holiday Closed					1.00	16.46
Holiday Overtime					0.18	6.69
Holiday Worked	11/21/2022 - 11/27/2022	8.00	19.66	235.92	39.00	996.06
Overtime	11/21/2022 - 11/27/2022	0.10	30.50	3.06	25.97	647.74
Regular	11/21/2022 - 11/27/2022	30.90	19.66	607.51	1,672.59	28,416.08
Shift Differential					6.23	6.23
Sick					25.50	413.08
Vacation					56.00	1,079.12
<b>Total:</b>				<b>846.49</b>		<b>31,742.65</b>

Although the hourly rate shown does not reflect time-and-a-half, the amount does; calculation is as follows: Regular ROP \$19.66\*1.5=\$29.49. \$29.49\*8 HLW = \$235.92 (shown above).

The calculation of the holiday worked pay rate can be greater than 1.5\*Regular Rate of Pay if the TM has more than one pay rate being used in the period. In the below example, the pay rate is slightly higher than 1.5.

Team Member Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Bonus-Store					0.00	1,725.00
CA Meal Break					8.00	165.31
CA Meal Break Penalty (FLSA Calculation)					1.00	20.92
CASPSL2					32.00	656.32
Holiday Closed	11/21/2022 - 11/27/2022	4.78	20.92	100.00	23.91	493.01
Holiday Worked	11/21/2022 - 11/27/2022	3.22	20.92	101.06	16.09	501.10
Overtime					9.90	312.68
Regular	11/21/2022 - 11/27/2022	19.05	20.92	398.54	1,609.73	33,264.97
Sick	11/21/2022 - 11/27/2022	3.50	20.92	73.22	67.92	1,403.73
Vacation	11/21/2022 - 11/27/2022	9.45	20.92	197.70	113.07	2,343.36
Vacation Cash Out					20.00	402.20
<b>Total:</b>				<b>870.52</b>		<b>41,288.60</b>

$\$20.92 * 1.5 = \$31.38$

$\$101.06 / 3.22 = \$31.385$

Regardless, the TM will never be paid LESS than 1.5\* regular rate of pay for Holiday Worked.

**Understanding Retro pay:**

Team Member Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Bonus-Referral					0.00	150.00
Bonus-Store					0.00	250.00
CA Meal Break					2.00	40.82
CASPSL2					11.00	224.51
Holiday Closed	11/21/2022 - 11/27/2022	8.00	23.89	191.12	25.10	540.14
Holiday Worked					11.80	347.60
Overtime	11/21/2022 - 11/27/2022	0.02	35.84	0.72	21.71	734.31
Regular	11/21/2022 - 11/27/2022	22.63	23.89	540.64	1,406.38	28,802.59
Shift Differential					24.70	24.70
Sick					43.00	868.42
Supplemental Sick					2.00	40.82
Training					47.40	1,042.15
Vacation	11/21/2022 - 11/27/2022	8.00	23.89	191.12	36.00	736.56
Overtime	11/14/2022 - 11/20/2022	-5.02	10.38	(156.43)		
Overtime	11/14/2022 - 11/20/2022	5.02	35.84	179.92		
Regular	11/14/2022 - 11/20/2022	-3.92	20.77	(81.42)		
Regular	11/14/2022 - 11/20/2022	-8.00	20.77	(166.16)		
Regular	11/14/2022 - 11/20/2022	-4.08	20.77	(84.75)		
Regular	11/14/2022 - 11/20/2022	-8.00	20.77	(166.16)		
Regular	11/14/2022 - 11/20/2022	-8.00	20.77	(166.16)		
Regular	11/14/2022 - 11/20/2022	-8.00	20.77	(166.16)		
Regular	11/14/2022 - 11/20/2022	3.92	23.89	93.65		

Regular	11/14/2022 - 11/20/2022	8.00	23.89	191.12		
Regular	11/14/2022 - 11/20/2022	4.08	23.89	97.48		
Regular	11/14/2022 - 11/20/2022	8.00	23.89	191.12		
Regular	11/14/2022 - 11/20/2022	8.00	23.89	191.12		
Regular	11/14/2022 - 11/20/2022	8.00	23.89	191.12		
				<b>Total:</b>	<b>1,071.89</b>	<b>33,802.62</b>

When a TM has a pay rate change from a prior period, Workday recalculates the amount owed by subtracting the hours at the original rate and then recalculating the same hours at the new rate. In the above example, the total amount owed to the TM is found by adding up all of the yellow-highlighted earnings amounts. In this case, the retro amount is \$148.29. When added to the current pay period's hours, this equals the gross pay of \$1,071.89.

Retro is also paid when a TM has hours from a prior pay period that are sent over from the timekeeping system. These hours display on the payslip with the dates they were earned, as shown below:

Team Member Earnings						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Bonus-Store					0.00	125.00
CA Meal Break					1.00	18.15
Holiday Closed	11/21/2022 - 11/27/2022	8.00	19.97	159.76	8.12	161.95
Holiday Overtime					2.38	97.21
Holiday Worked					31.88	867.95
Overtime	11/21/2022 - 11/27/2022	0.24	29.96	7.20	30.30	850.66
Regular	11/21/2022 - 11/27/2022	19.80	19.97	395.41	1,456.08	26,814.25
Sick					56.12	1,018.59
Supplemental Sick					6.00	108.90
Training					180.57	3,335.43
Vacation Cash Out					35.00	635.25
CA Meal Break Penalty (FLSA Calculation)	10/17/2022 - 10/23/2022	1.00	39.94	19.97	2.00	39.94
Regular	10/17/2022 - 10/23/2022	5.52	19.97	110.24		
				<b>Total:</b>	<b>692.58</b>	<b>34,073.28</b>

1. Current period hours
2. Prior period hours from Logile that were not previously paid.

#### Taxes & Deductions – Employee Paid:

Team Member Taxes		
Description	Amount	YTD
OASDI	50.27	1,861.89
Medicare	11.75	435.44
Federal Withholding	63.46	2,021.74
State Tax - CA	21.33	616.49
CA SDI - CASDI	8.92	330.34
<b>Total:</b>	<b>155.73</b>	<b>5,265.90</b>

1. OASDI – also known as Social Security tax – federally mandated tax
2. Medicare – federally mandated tax
3. Federal Withholding – based on the TM’s W-4 elections as well as the current year’s tax tables and the TM’s weekly earnings
4. State Tax – based on the TM’s resident and/or work state
5. Other taxes as applicable, i.e., CA State Disability (shown above), PA Local Tax, Denver Occupational Tax, etc.

\*Note, the following wage types are calculated at the Federal Supplemental Tax rate of 22%: Bonuses, Vacation Cash Out, Relocation Reimbursement, Severance, Disaster Recovery payments, Spot Awards and Taxable Gift/Prize payments.

Pre Tax Deductions		
Description	Amount	YTD
Dental Plus	3.93	188.64
Kaiser Med HMO	30.93	1,484.64
Vision Plus	0.81	38.88
<b>Total:</b>	<b>35.67</b>	<b>1,712.16</b>

Pre-tax deductions are voluntary benefits the TM has elected, which are subtracted from Gross pay prior to the calculation of tax. Also included would be 401(k) elections.

Post Tax Deductions		
Description	Amount	YTD
Tobacco Surcharge	10.00	220.00
State Tax Levy (569730818)	132.41	538.29
IWO Employer Fee	1.50	6.00
<b>Total:</b>	<b>143.91</b>	<b>764.29</b>

Description	Amount	YTD
Hospital Indemnity	5.53	265.44
LTD	0.71	28.85
Supplemental ADD	0.24	11.52
Supp Life TM	0.39	18.72
<b>Total:</b>	<b>6.87</b>	<b>324.53</b>

Post-tax deductions are voluntary benefits that do not reduce taxable wages. Also included would be Roth 401(k) elections & withholding orders (garnishments).

### Employer-Paid Benefits:

Employer Paid Benefits		
Description	Amount	YTD
Co Life/AD&D	1.50	72.00
Co Provided STD	3.76	153.11
Dental ER Paid	2.01	96.48
Co Provided LTD	0.71	28.85
Medical ER Paid	81.54	3,913.92
Memo - Vacation Accrual (Accounting)	44.44	1,287.77
Vision ER Paid	0.31	14.88
<b>Total:</b>	<b>134.27</b>	<b>5,567.01</b>

These are benefits paid by the employer on the employee's behalf. These do not impact the TM's Gross or Net pay. The Memo – Vacation Accrual (Accounting) is a calculation of the value of the TM's weekly vacation accrual. This is not a deduction of any kind.

### Taxable Wages:

Taxable Wages		
Description	Amount	YTD
OASDI - Taxable Wages	810.82	30,030.49
Medicare - Taxable Wages	810.82	30,030.49
Federal Withholding - Taxable Wages	810.82	30,030.49
State Tax Taxable Wages - CA	810.82	30,030.49

This displays the amount of Gross pay subject to each tax type for the current pay period and YTD.

### Withholding:

Withholding		
Description	Federal	Work State
Marital Status	Single or Married filing separately	Single or Married (with two or more incomes)
Allowances	0	0
Additional Withholding	0	0

This display's the TM's Federal and State (if applicable) tax elections currently on file.

**Absence Plans:**

Absence Plans			
Description	Accrued	Reduced	Available
Paid Sick / Paid Leave	0.00	0.00	70.202346
Vacation	2.26	0.00	48.35472

This displays the Sick/Vacation accrued in the current period, any hours used, and the available balance as of the end of the pay period.

**Payment Information:**

Payment Information				
Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
PARTNERS FEDERAL CREDIT UNION	PARTNERS FEDERAL CREDIT UNION *****9631	*****9631	648.22	USD
Total:			648.22	

Payment Information			
Bank	Amount in Pay Group Currency	Pay Group Currency	Check Number
(Check)	568.11	USD	226233
Total:		568.11	

This shows where the TM’s money is being sent for the current pay period – either via direct deposit or paper check.

**Details Not Displayed:**

Employer Paid Benefits	
Description	Amount
401(k) Match	73.56
Co Life/AD&D	3.84
Co Provided STD	11.72
Dental ER Paid	7.80
Co Provided LTD	6.63
Details Not Displayed	277.39
<b>Employer Paid Benefits</b>	<b>380.94</b>

Occasionally, a TM may see this in the print-view of the payslip. This is due to the limitations of Workday and the allotted space for each section. The amount shown is the total of the items that are not being displayed.

In order to see the full details displayed, from the payslip screen, click the “pdf” button in the top-right. This will then download the payslip with all details displayed.



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### Employer Paid Benefits

Description	Amount
401(k) Match	73.56
Co Life/AD&D	3.84
Co Provided STD	11.72
Dental ER Paid	7.80
Co Provided LTD	6.63
Medical ER Paid	276.28
Vision ER Paid	1.11
<b>Total:</b>	<b>380.94</b>

taxable wages