



## **Employee Questions**

### **1. What does pending amount mean?**

All changes you make to payroll deduction amounts on the UESP Web site payroll deduction program are considered “pending” until your human resources or payroll department “confirms” the request. Once your human resources or payroll department confirms receipt of your initial or amended deduction request, the new deduction amount will change from a “pending deduction” to a “current deduction” status.

### **2. Why is the amount deducted from my paycheck different than what I entered online?**

Your deducted amount might differ because you may have requested a change to your payroll deduction amount that your payroll department has not yet “confirmed”, leaving the new deduction amount in a “pending” status. Once your human resources or payroll department confirms the “pending” amount, it will become your current deduction and should be reflected on your next paycheck. Please check with your human resources or payroll department for more information.

### **3. If I start a payroll deduction, will the automated contributions I already make to UESP from my checking/savings account be stopped automatically?**

No, establishing contributions by payroll deduction does not automatically stop automated clearing house (ACH) contributions you previously established. If you want to stop your ACH contributions to UESP, please complete and submit an Establish or Change Automated Contributions form, Form 200 (available on our web site [www.uesp.org](http://www.uesp.org) or by calling our office at 1.800.418.2551).

### **4. Are payroll deductions pre-tax or after-tax?**

All payroll deduction contributions to UESP accounts are after-tax deductions.

### **5. When will I see the money post to my UESP account?**

Payroll deductions for UESP account(s) are normally posted within two business days after receipt of the funds from your human resources or payroll department. You can verify receipt of the funds by accessing your UESP account information online at [www.uesp.org](http://www.uesp.org).

### **6. What if my new payroll deduction or requested change did not take effect?**

Please contact your human resources or payroll department.

### **7. How do I stop or change payroll deduction?**

You will need to submit your request online or contact your human resources or payroll department to start, stop, or make changes to your payroll deductions. All changes must be approved by your human resources or payroll department. Please be aware that depending on the timing of your request, the change may not occur until the next available pay period.