

Electronic Pay Statements

Access:

Employee.crown

- Pay Statements tile
- Log in with company email address or the format of preferred firstname.lastname@crown.com

Data Available:

- Pay Statements dated 12/20/2024 and thereafter will be available online.
- Statements dated prior are not accessible online.
- W2s will not be available online at this time. Future W2 statements will be mailed to your address on file.

Earnings Statement

- Employee Detail such as Department, Location, Earnings begin and end dates, etc
- Advice = Funds sent direct deposit to your account(s) on file. The distribution accounts selected are provided at the bottom of the document in a stub view
- Check = Check being mailed to address on file. The online stub is for detail view only

Earnings:

Example

For inquiries on this statement please call: 419-629-2311				
Total Hours Worked:	85.00			
Basis of Pay:	Hourly			
Earnings	Rate	Hours/ Units	This Period	Year-to-Date
Regular	12.00	85.00	1020.00	1234.56
HW Credit			5.00	10.00
Overtime	6.00	5.00	30.00	80.00
Vacation				96.00
Holiday				96.00
GROSS PAY			1055.00	1516.56

- Total Hours Worked: Regular + Training + Travel hours
- Regular: Will include hours worked. If applicable, a separate Regular row will appear for each change in rate
- Overtime: Hours being paid at 1.5 times will also be included in the Regular row; overtime row will list the rate at .5 times
- Doubletime: Hours being paid at 2 times will also be included in the Regular row; doubletime row will list the rate at 1 times
- Earnings section will carry over to additional pages if the row limit is met

- If applicable, earnings from a correction will bold the row and carry over to additional pages if earnings date of payment is prior to current pay period. Example: vacation pay was missed in a prior pay period.

Taxes:

Example

Taxes		
Fed Withholdng	10.00	20.00
Fed MED/EE	15.29	30.58
Fed OASDI/EE	65.41	130.82
State Withholdng	12.00	24.00
Locality Withholdng	15.82	31.64
TOTAL Taxes	118.52	237.04

- Column for This Period and Year-to-Date carries down from Earnings section above

Leave :

Example

Leave Type	Eligible	Taken	Balance
Vacation	80.00	8.00	72.00

- Row will list if Balance exists
- A separate row will list for each Leave Type
- Eligible (available to use) – Taken = Remaining balance

Other Deductions:

Example

Other Deductions	This Period	Year-to-Date
*401k	42.20	84.40
*Medical Plan	60.00	120.00
TOTAL Deductions	102.20	204.40
*Excluded from Taxable Wages		

- Description will include an * if they are Excluded from Taxable Wages, key included on statement
- Deduction section will carry over to additional pages if the row limit is met
- Fed Taxable Wages: Lists Taxable wages, also included on Box 1 of the annual W2

Employer Paid Benefits:

Example

Employer Paid Benefits		
401k Match	20.00	40.00
HSA Crown Contrib	5.00	10.00
TOTAL ER Paid Ben	25.00	50.00

- Employer provided benefits that are not deducted from pay
- Benefit could be taxable

Net Pay:

Example

CROWN	Crown Equipment Corporation 44 S Washington St New Bremen, OH 45869	Advice Number: 0000000000			
		Advice Date: 12/20/2024			
Deposited to the account of		Account Number	Transit	ABA	Amount
Name	Checking	XXXXXXXXX0001			100.00
	Savings	XX0002			150.00
	Checking	XX0003			200.00

THIS IS NOT A CHECK

NON-NEGOTIABLE

- Gross Pay – taxes – deductions = Net Pay
- Bottom of form will have a picture of check or advice
- If Check, actual check is mailed to home address on file
- If Advice, the bank distribution account(s) are listed but masked for security