

Human Resources

Sample PeopleSoft Paycheck

This is a sample PeopleSoft paycheck. See p.2 for details about how to read the paycheck. Refer to p.7 for information about the color coding (for district office staff who handle data entry).

						Della	nan Resources	Pay	
							Benefits	Absenc	e Mgmt
Public School District 555 Main St San Diego, CA 92101		roup: egin Date: nd Date:	20M-La Mesa-Sprir 05/01/2015 05/31/2015	ng Pay Group	1B	Business Unit: Advice #: Advice Date:	02000 0000000000236 05/29/2015	11	1C
						TAX DATA:	Fede	ral	CA St
	nployee ID:	123456				Marital Status:	Marri		Marr
		523-Extended La Mesa-Sprii	School Services			Allowances:		4	_
San Diego, CA 92111 2A Lo	ecanou:	La Mesa-spin	ng valley SD	2B		Addl. Percent: Addl. Amount:			3
	HOURS AND	D EARNINGS	THE RESERVE TO THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COL				TAXES		
Description	Rate	Current	Earnings	Hours YT	D Earnings	Description		Current	Y
Regular MCOP does not displ		HVIII	12,941.25	HVIII S	63,945.00	Fed Withholding		1,705.00	8,350
Auto Allowance Expense Allowance These are "Addition	al Dave"		400.00 400.00		2,000,00	Fed MED/EE CA Withholding		184.56 629.90	911 3,077
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OTAL:		0.00	13,741.25	0.00	67,945.00	TOTAL:		2.519.46	12,339
OTAL: BEFORE TAX DEDUCTIONS		0.00	13,741.25 AFTER-TAX DE		67,945,00		EMPLOYER PAII		12,339
BEFORE TAX DEDUCTIONS	YID	Description	AFTER-TAX DE	DUCTIONS Current	YTD	Description	Western Company Colors of Colors	BENEFITS Current	У
BEFORE TAX DEDUCTIONS Description Current Medical Deductions Pre-Tax 920.68	4,603.40	Description LMSV - Cell	AFTER-TAX DE	Current 10.00	<u>YTD</u> 50.00	Description Medical Deductio	os Pre-Tax	D BENEFITS Current 1,098.59	<u>Y</u> 5,492
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BEFORE TAX DEDUCTIONS	4,603.40 519.40	Description LMSV - Cell ASSN OF CA	AFTER-TAX DE Phone A SCHOOL CTOR	Current 10.00	<u>YTD</u> 50.00	Description Medical Deduction Dental Deduction Life Insurance De Life Insurance De	os Pre-Tax s Pre Tax stuction duction*	D BENEFITS Current 1,098.59 59.36 19.41 43.00	Y 5,492 296 97 215
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MESSAGE:



How to Read the Paycheck

Box	Description	Fields
	Payroll Information Consists of payroll information.	■ Employer name and business address
		 Pay Group: M (Salaried Employee), P (Hourly Employee), R (Retired Employee), E (Exception Hourly)
1		Pay Begin Date and Pay End Date: The current monthly payroll cycle
		Business Unit: The school district's identifier within San Diego County
		Advice Number: The number assigned to the employee's pay advice, similar to a check number
		Advice Date: The payroll issue date
		Employee Name: The name of the employee
	Employee Information Displays employee	Employee Address: The address of the employee
2		Employee ID: The employee's issued employee identification number
	information.	■ Department: The employee's primary department
		 Location: The employee's primary location
3	Tax Data Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.	 Marital Status: Marital status of the employee for tax withholding purposes Allowances: Withholding allowances selected for Federal and State Addl Percent and Addl Amount: Additional withholdings
4	Hours and Earnings Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.	 Regular monthly base salary: Includes base pay and any extra pay (Multiple Components of Pay) for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately
Taxes		Fed Withholding: Federal income tax withheld
		Fed MED/EE: Employee portion of Medicare
J	Shows how much is being withheld for taxes.	 Fed OASDI/EE: Employee's portion of Social Security
		State Withholding: State income tax withheld
6	Before and After Tax Deductions Shows the before and after tax deductions.	 Before-Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding
		After-Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages



Box	Description -	Fields
7	Employer Paid Benefits Shows employer paid deductions.	 Employer Paid Deductions: Items listed in this box are District paid deductions. PeopleSoft refers to these deductions as Nontaxable Deductions. If any amounts are included as taxable income they will be indicated with an asterisk.
		See Calculating the Pay on p.4 for sample calculations.
		 The Current row refers to gross pay less current deductions. The YTD row refers to the total gross received for the calendar year and includes the current amount.
	Paycheck Summary Displays a breakdown of	■ Total Gross: The gross pay received
8	current and year-to-date earnings, taxes, deductions, and net pay.	 Fed Taxable Gross: Gross pay minus any pre-tax deductions plus any employer paid taxable benefits
		■ Total Taxes: The total of Federal and State withholdings
		Total Deductions: The total of the before tax and after tax deductions
		 Net Pay: The gross pay less deductions and tax withholdings paid to the employee
9	Absences Balances Shows your absence balances for vacation, sick, personal necessity, and personal business.	Balances are displayed in hours.
10	Net Pay Distribution Shows net earnings for the pay period.	If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown