

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).

Human Resources		Payroll																																																																														
Benefits		Absence Mgmt																																																																														
1A Public School District 555 Main St San Diego, CA 92101		1B Pay Group: 20M-La Mesa-Spring Pay Group Pay Begin Date: 05/01/2015 Pay End Date: 05/31/2015	1C Business Unit: 02000 Advice #: 00000000023611 Advice Date: 05/29/2015																																																																													
2A Pat Mue Denatur 1234 Love Is A Battlefield Ln San Diego, CA 92111	2B Employee ID: 123456 Department: 523-Extended School Services Location: La Mesa-Spring Valley SD	3 TAX DATA: Federal CA State Marital Status: Married Married Allowances: 4 4 Addl. Percent: Addl. Amount:																																																																														
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MESSAGE:

How to Read the Paycheck

Box	Description	Fields
1	Payroll Information <i>Consists of payroll information.</i>	<ul style="list-style-type: none"> ▪ Employer name and business address ▪ Pay Group: M (Salaried Employee), P (Hourly Employee), R (Retired Employee), E (Exception Hourly) ▪ 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
2	Employee Information <i>Displays employee information.</i>	<ul style="list-style-type: none"> ▪ Employee Name: The name of the employee ▪ Employee Address: The address of the employee ▪ Employee ID: The employee's issued employee identification number ▪ Department: The employee's primary department ▪ Location: The employee's primary location
3	Tax Data <i>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.</i>	<ul style="list-style-type: none"> ▪ 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 <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.</i>	<ul style="list-style-type: none"> ▪ 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
5	Taxes <i>Shows how much is being withheld for taxes.</i>	<ul style="list-style-type: none"> ▪ Fed Withholding: Federal income tax withheld ▪ Fed MED/EE: Employee portion of Medicare ▪ Fed OASDI/EE: Employee's portion of Social Security ▪ State Withholding: State income tax withheld
6	Before and After Tax Deductions <i>Shows the before and after tax deductions.</i>	<ul style="list-style-type: none"> ▪ 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 <i>Shows employer paid deductions.</i>	<ul style="list-style-type: none"> ▪ 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.
8	Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i>	<p>See <i>Calculating the Pay</i> on p.4 for sample calculations.</p> <ul style="list-style-type: none"> ▪ 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. ▪ Total Gross: The gross pay received ▪ 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 <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i>	<ul style="list-style-type: none"> ▪ Balances are displayed in hours.
10	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> ▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown