

How to Read Your Paycheck Stub

The pay stub has many boxes that one may forget the purpose, we have provided a written explanation for the sections that may appear on your pay stub. Please keep this as a reference.

What is included on a Paycheck stub?

The top of the Pay stub will include your name, employee number, building and check number. For hourly employees it will also include the pay period that this check covers.

****Earnings** – This includes the total amount of income that you earned during a particular pay period. A pay period is bi-weekly. This figure is before taxes and deductions. In the Earnings area you will see different earning codes. These codes define the type of pay you are receiving. The stub has columns for current pay, calendar to date (Jan-Dec), and fiscal year to date (July-June) totals. The most common pay (earnings) codes for Poland CSD are:

Contract – normal pay for Admin & APT employees (includes advanced degree for APT members)

Reg Pay – pay for hourly employees -

By hour for bus drivers, bus monitors, and substitutes (for aides)

Annualized salary for maintenance, clerical and aides

Per Diem – substitute pay

Chapern – chaperoning for functions

Chap-spr – chaperoning for sports

OT or DBL pay – overtime or double time pay

Other codes are used for coaching, advisors, curriculum work, in-service, mentoring, etc. – these are mostly self-explanatory. If there are any questions on a code please contact the Business Office.

****Deductions** – this section includes both mandatory and optional deductions. The most common deduction codes are:

FICA – The Federal government requires every employee to have a certain percentage of their paycheck withheld for social security purposes. This entitles you to receive a monthly social security payment upon retirement. For wages paid in 2017 employees and employers each pay 6.2 percent of the paycheck amount.

MEDI - Medicare like Social Security withholdings (FICA) are mandatory. Every employee pays 1.45% of their paycheck amount toward Medicare and every employer contributes an additional 1.45% on behalf of the employee. Upon eligibility for Social Security, an employee is entitled to coverage for a majority of their medical expenses.

FEDERAL – This is your federal tax amount. When you were hired you were required to fill out a W-4 form (We have you update these forms on a regular basis – about every 2 years). This form indicates the number of exemptions you are claiming and how your taxes will be calculated. It is deducted incrementally from each paycheck and can vary depending on the number of exemptions you chose to claim and how much money you earn during the pay period. You can also claim an additional amount (either a \$ or % amount) to take from each paycheck.

STATE – This is the amount deducted (the same way as Federal tax) to cover the amount of tax you may owe to the state when your tax return is filed.

Voya, Legend Group, AXA Equitable, Firstinv, Ameriprise, Oppen, or Sec Benefit – 403b Annuity – before taxes

NYSDefcomp – 457b Annuity – before taxes

AXA – Roth - Roth403b Annuity – after taxes

Dpnd10, Dpnd12 – Flex Dependent Care – Preferred Group – before taxes

Flex10, Flex12 – Flex spending – Preferred Group - before taxes

Health/Dental – Medical and Dental insurance – before taxes

Alfac10, Aflac12, Alfac10X, Aflac Accident – Aflac cancer, disability or accident coverage – before taxes

Alfac10A, Alfac12A, Aflac-Disa-Aft - Aflac disability coverage – after taxes

ERS or TRS – retirement contributions – before taxes

ERS Arrears or TRS Arrears – retirement arrears payments – before or after taxes depending on circumstances

ERS Loan or TRS Loan – retirement loan payments – after Taxes

TCHR Dues, CSEA Dues 12M, CSEA Dues 10M – Union Dues – after taxes

CSEA-ASF21 or CSEA-AG-shopfee – Union Shop Agency Fees (choose not to join CSEA) – after taxes

CSEAVision – CSEA Solstice Vision coverage – after taxes

Garnshee – Garnishment – can be before or after taxes depending on circumstances

NYSUT Dues – NYSUT dues – after taxes

Support Coll – Support Collection deductions – after taxes

VoteCope – Vote Cope deductions – after taxes

There may be other deduction codes added as needed. If you have a code that you do not understand please contact the Business Office for clarification.

****Direct Deposit** is the next section on a paycheck. This section will list what banks you have a direct deposit with and the amount being deposited in to that bank/account.

****Attendance** is the next section. It will list the attendance codes for sick, personal and/or vacation time for most employees. It will list the prior (carry over from prior school year), accrual (new year amounts), taken and balance totals. There will be an as of date listed. The totals will be for any time that has been posted as of that date. Occasionally this will not be the current totals of your time. If you have any questions on what time you have available at any given time please contact Sue Casper or Charlene Gross. We do give out detailed attendance reports on a quarterly basis for you to verify that all time posted is correct.

****Exemptions** is the section that lists what you are claiming for Federal and State taxes. The letter will be M for married, S for single or MFS for married withholding at the single rate. The additional withholding is the \$ or % amount you may choose to have taken (this is optional).

****Retirement System** will list what retirement system you are a member in. It also will have your retirement number and what tier you are in.

****Contract** will list what your current year contract amount is.

****Check Totals** will list the total amounts for Gross Pay, Deductions, Net Pay and the amount of your direct deposit or the check amount for the current pay period.

Important Notices may occasionally appear on your paycheck stub. This is a way for us to communicate with you concerning mandatory notices for Health Insurance, 403b, tax notices, etc.

As always if you have any questions concerning your paycheck, deductions, benefits, etc. Please contact the Business Office for assistance.