

# How to Read Your PeopleSoft Paycheck

Version 1.0 | January 27, 2015

## Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.

<b>Public School District</b> 1234 Main Street San Diego CA 92103		Pay Group: 17M-Jamul-Dulzura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014	Business Unit: 01700 Advice #: 000000000002315 Advice Date: 11/26/2014																																																																				
<b>1A</b>		<b>1B</b>	<b>1C</b>																																																																				
<b>John Doe</b> 123 State Street San Diego CA 92103		Employee ID: 123456 Department: 999-District Wide Location: Public School District	<b>2</b>																																																																				
		TAX DATA: Federal CA State Marital Status: Married H-of-H Allowances: 6 3 Addl. Percent: Addl. Amount:	<b>3</b>																																																																				
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1	Payroll Information <i>Consists of payroll information.</i>	<ul style="list-style-type: none"> <li>▪ <b>Employer name and business address</b></li> <li>▪ <b>Pay Group:</b> M (Salaried Employee), P (Hourly Employee) R (Retired Employee)</li> <li>▪ <b>Pay Begin Date</b> and <b>Pay End Date:</b> The current monthly payroll cycle</li> <li>▪ <b>Business Unit:</b> The school district's identifier within San Diego County</li> <li>▪ <b>Advice Number:</b> The number assigned to the employee's pay advice, similar to a check number</li> <li>▪ <b>Advice Date:</b> The date the funds are available</li> </ul>
2	Employee Information <i>Displays employee information.</i>	<ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> The name of the employee</li> <li>▪ <b>Employee Address:</b> The address of the employee</li> <li>▪ <b>Employee ID:</b> The employee's issued employee identification number</li> <li>▪ <b>Department:</b> The employee's primary department</li> <li>▪ <b>Location:</b> The employee's primary location</li> </ul>
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"> <li>▪ <b>Marital Status:</b> Marital status of the employee for tax withholding purposes</li> <li>▪ <b>Allowances:</b> Withholding allowances selected for Federal and State</li> <li>▪ <b>Addl Percent and Addl Amount:</b> Additional withholdings</li> </ul>
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"> <li>▪ <b>Regular monthly base salary:</b> Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc.</li> <li>▪ <b>Additional Pays:</b> Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately</li> </ul>
5	Taxes <i>Shows how much is being withheld for taxes.</i>	<ul style="list-style-type: none"> <li>▪ <b>Fed Withholding:</b> Federal income tax withheld</li> <li>▪ <b>Fed MED/EE:</b> Employee portion of Medicare</li> <li>▪ <b>Fed OASDI/EE:</b> Employee's portion of Social Security</li> </ul>
6	Before and After Tax Deductions <i>Shows the before and after tax deductions.</i>	<ul style="list-style-type: none"> <li>▪ <b>Before Tax Deductions:</b> 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</li> <li>▪ <b>After Tax Deductions:</b> Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages</li> </ul>
7	Employer Paid Benefits <i>Shows employer paid benefits.</i>	<ul style="list-style-type: none"> <li>▪ If any amounts are included as taxable income they will be indicated with an asterisk.</li> </ul>
8	Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i>	<ul style="list-style-type: none"> <li>▪ The <b>Current</b> row refers to gross pay less current deductions. The <b>YTD</b> row refers to the total gross received for the calendar year and includes the current amount.</li> <li>▪ <b>Total Gross:</b> The gross pay received</li> <li>▪ <b>Fed Taxable Gross:</b> Gross pay minus any pre-pay deductions</li> <li>▪ <b>Total Taxes:</b> The total of Federal and State withholdings</li> <li>▪ <b>Total Deductions:</b> The total of the before tax and after tax deductions</li> <li>▪ <b>Net Pay:</b> The gross pay less deductions and tax withholdings paid to the employee</li> </ul>

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9	Absences Balances <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i>	<ul style="list-style-type: none"> <li>▪ Balances are displayed in hours.</li> </ul>
10	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> <li>▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown</li> </ul>