

## PAYROLL OFFICE – PAY STUB TUTORIAL

This is an explanation of your pay stubs and defines the voluntary deduction codes and absence codes.

EMPLOYEE ID	This is the Employee ID number that has been assigned to you. (For security reasons, your social security number does not print on your pay stub). Use this number on any document where the Employee number is requested.																							
EMPLOYEE NAME	Your name as it is printed on your most current social security card.																							
CHECK DATE	Date of the payroll - date that your direct deposit funds are available. The direct deposit control number (also known as the check number) is listed in the extreme upper right-hand corner of the stub, preceded with a "D". Hard copy checks have a different series of identification numbers.																							
REG HRS	This is the number of hours paid at a "straight rate" (not time and one-half). This is where all the regular hours for full-year AFSCME would be listed. Teacher extra pay would also show here.																							
OT HRS	These are the number of hours paid at time and one-half. This would be all qualifying hours paid in excess of 40 hours per week for AFSCME staff.																							
DAYS	This area would be for anyone paid at a standard daily rate. Examples: a vacation pay-out when a qualifying employee retires or resigns, board approved days of service.																							
MARITAL	IRS filing status, either Single or Married. Box 3 of the W-4 form.																							
EXEMPTS	Total number of allowances that you claim. Box 5 of the W-4 form.																							
FED OVR/ADJ	Additional amount you opted to deduct. Box 6 of the W-4 form.																							
TOT SALARY	This is the gross bi-weekly amount for all teachers, leadership and less than full year AFSCME staff.																							
TOT HOURLY	This is the gross bi-weekly amount for all full-year staff. This includes all overtime paid. Teacher gross pay for extra pay also shows in this space.																							
TOTAL GROSS	This is the sum of the Tot Salary and the Tot Hourly. This represents your gross earnings for the pay period.																							
GROSS PAY	PAY – Gross earnings for this pay. Same as Total Gross field. YTD – Gross earnings for the entire calendar year.																							
FEDERAL TAX SOC SEC TAX MEDICARE TAX STATE TAX UNEMP TAX	PAY – Your deductions for the current pay. YTD – Total deduction for the calendar year.																							
NET PAY	Net earnings. This should equal the total amount listed in the Direct Deposit Information field.																							
LOCAL TAX RETIREMENT ADVANCE EIC LST	PAY – Your deductions for the current pay. YTD – Total deduction for the calendar year.																							
DEDUCTION	PAY – Total of your current voluntary deductions. This should equal the total of all the individual amounts under the Voluntary Deductions in the middle of the pay stub.																							
DIRECT DEPOSIT INFORMATION	This shows the name of your financial institution (bank, credit union, etc), the type of account were the money is being direct deposit (check or savings) and the net amount of your Direct Deposit. If you have a voluntary deduction to the credit union (PSECU) it will be directly deposited and the amount will show on the voluntary deduction section of the pay stub.																							
VOLUNTARY DEDUCTIONS	<p><b><u>Health insurance:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">PPOE = PPO/Employee</td> <td style="width: 33%;">PPOS = POS/Spouse</td> <td style="width: 33%;">POSE = POS/Employee</td> </tr> <tr> <td>POSS = POS/Spouse</td> <td>PPOC = PPO/Child</td> <td>PPOF = PPO/Family</td> </tr> <tr> <td>POSC = POS/Child</td> <td>POSF = POS/Family</td> <td></td> </tr> </table> <p><b><u>Cafeteria Plan – Security Benefits:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">FXMD – Flexible Spending – Medical</td> <td style="width: 50%;">FXCD – Flexible Spending – Dependent Care</td> </tr> </table> <p><b><u>403(b) TSA – Tax Sheltered Annuity Entities:</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">26 = Met Life</td> <td style="width: 50%;">41 = Lincoln Investment</td> </tr> <tr> <td>33 = AIG</td> <td>43 = ING Life</td> </tr> <tr> <td>34 = Security Benefit Life</td> <td>47 = Waddell &amp; Reed</td> </tr> <tr> <td>38 = Kades-Margolis</td> <td>49 = AXA Equitable</td> </tr> <tr> <td>39 = American Express Financial Adv</td> <td>50 = Returned 403b Contribution</td> </tr> <tr> <td>40 = Horace Mann Life</td> <td></td> </tr> </table>	PPOE = PPO/Employee	PPOS = POS/Spouse	POSE = POS/Employee	POSS = POS/Spouse	PPOC = PPO/Child	PPOF = PPO/Family	POSC = POS/Child	POSF = POS/Family		FXMD – Flexible Spending – Medical	FXCD – Flexible Spending – Dependent Care	26 = Met Life	41 = Lincoln Investment	33 = AIG	43 = ING Life	34 = Security Benefit Life	47 = Waddell & Reed	38 = Kades-Margolis	49 = AXA Equitable	39 = American Express Financial Adv	50 = Returned 403b Contribution	40 = Horace Mann Life	
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VOLUNTARY DEDUCTIONS	<b>Union Dues:</b> <b>10</b> = AFSCME – Regular <b>11</b> = LEA Regular <b>15</b> = LEA <i>Catch up</i> <b>12</b> = AFSCME – Fair Share <b>13</b> = LEA – Fair Share		
	<b>Credit Union Voluntary Deduction:</b> <b>64</b> = PSECU		
	<b>Miscellaneous:</b> <b>SL97</b> = AES-PHEAA College Loans <b>JD</b> = Jury Duty Reimbursement <b>IRS</b> = IRS Wage Attachment <b>LF</b> = Lancaster Foundation <b>PC77</b> = AFSCME Political Action League <b>POS</b> = Purchase of Service - PSERS <b>SL90</b> = U.S. Dept. of Ed-Financial Assistance <b>UW</b> = United Way Donation <b>86</b> = Employee Reimbursement to SDOL		
	<b>Child Support:</b> <b>NJCS</b> = NJ Child Support <b>NYCS</b> = NY Child Support <b>FEE</b> = Collection Fee % <b>PACS</b> = PA Child Support – PASCUDU <b>PRCS</b> = Puerto Rico Child Support		
WAGE DETAIL	This area provides detail for the Reg Hrs, OT Hrs, Days and other section on the pay stub. For example: Night Differential and Class Differential for AFSCME employees, Special Education Increments for LEA staff (Supplemental). Most of the pay listed will be under the Rate Type of Hour, along with the hourly rate. Regular hours will be listed under reg, and time and one-half hours will be listed under OT with 1.5 under the Fctr column.		
ABS BALANCE AS OF XX/XX/XXXX	Attendance recording date is usually two weeks before the specific pay date. The type varies according to the employee's position. Types are as follow:		
	<b><u>Teachers- LEA</u></b>	<b><u>Support Staff – AFSCME</u></b>	<b><u>Leadership - ADM</u></b>
<b>ILLNESS:</b>	SIT	SISY – School Year and Flex S#FY - Full Year – The # indicates the number of hours the employee is scheduled to work. SIPB – Probation	SIA
<b>PERSONAL:</b>	PST	PSSY – School Year and Flex P#FY - Full Year – The # indicates the number of hours the employee is scheduled to work.	N/A
<b>VACATION:</b>	N/A	V#FY - Full Year – The # indicates the number of hours the employee is scheduled to work.	VAA
<b>BUSINESS:</b>	BUS	BA - School Year and Flex	BUS
<b>BEREAVEMENT:</b>		BS#- Full Year – The # indicates the number of hours the employee is scheduled to work.	
<b>UNPAID – APPROVED:</b>	UP	UPA - School Year and Flex UPA# - Full Year – The # indicates the number of hours the employee is scheduled to work. UPPB – Probation	UP
<b>UNPAID-EXHAUSTED BENEFIT DAYS:</b>	UPSI	SIOF - School Year and Flex SOF# - Full Year – The # indicates the number of hours the employee is scheduled to work.	
<b>UNPAID-DISCIPLINE:</b>	UPDS	UPSD - School Year and Flex UPD# - Full Year – The # indicates the number of hours the employee is scheduled to work.	
<b>JURY DUTY:</b>	J	JURY	J
<b>UNION:</b>	UN	UNA	N/A
<b>MILITARY:</b>	MT	M	MT
<b>WORKERS COMPENSATION:</b>	WKCP	WC - School Year and Flex WC# - Full Year – The # indicates the number of hours the employee is scheduled to work. WCUP – Unpaid School Year and Flex WCU# - Full Year – The # indicates the number of hours the employee is scheduled to work.	WKCP