



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.

Public School District 1234 Main Street San Diego CA 92103		1A Pay Group: 17M-Jamul-Dulzura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014	1B Business Unit: 01700 Advice #: 00000000002315 Advice Date: 11/26/2014	1C																																																																												
John Doe 123 State Street San Diego CA 92103	2 Employee ID: 123456 Department: 999-District Wide Location: Public School District	3 TAX DATA: Federal: Married CA State: H-of-H Allowances: 6 Addl. Percent: Addl. Amount:																																																																														
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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) ▪ 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 date the funds are available
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 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
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
7	Employer Paid Benefits <i>Shows employer paid benefits.</i>	<ul style="list-style-type: none"> ▪ 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>	<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-pay deductions ▪ 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



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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">▪ 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