

# HOW TO READ YOUR PAYCHECK

BOX	DESCRIPTION	FIELDS
1	<b>Payroll Information</b>	<ul style="list-style-type: none"> <li>• <b>Pay Group:</b> M (Salaried Employee), P (Hourly Employee), R (Retired Employee), E (Exception Hourly Employee)</li> <li>• <b>Pay Begin Date and Pay End Date:</b> current monthly payroll cycle</li> </ul>
2	<b>Payroll Information</b> <i>Consists of payroll information</i>	<ul style="list-style-type: none"> <li>• <b>Business Unit:</b> Poway Unified School District's identifier within San Diego County Office of Education</li> <li>• <b>Advice Date:</b> Payroll issue date</li> </ul>
3	<b>Employee Information</b>	<ul style="list-style-type: none"> <li>• Employee name and address on file</li> </ul>
4	<b>Employee Information</b> <i>Displays employee information</i>	<ul style="list-style-type: none"> <li>• <b>Employee ID:</b> Your six-digit employee identification number</li> <li>• <b>Department:</b> Your primary department</li> <li>• <b>Location:</b> Your primary location</li> </ul>
5	<b>Tax Data</b> <i>Shows what the employee designated for federal and state taxes, which determines how much Federal California state taxes are withheld from a paycheck</i>	<ul style="list-style-type: none"> <li>• <b>Marital Status:</b> Your marital status on file for tax withholding purposes</li> <li>• <b>Allowance:</b> Withholding allowances selected for Federal and State</li> <li>• <b>Addl Percent and Addl Amount:</b> Additional withholdings</li> </ul>
6	<b>Hours and Earnings</b> <b>Café Cash</b> <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, vacation etc.</i>  <i>Reports additional pays and café cash received as taxable income.</i>	<ul style="list-style-type: none"> <li>• <b>Regular:</b> base pay and any extra or additional pay such as lead stipends, doctoral stipends, lead teacher stipends, department head stipends, national board stipends and longevity  <b>**NOTE** Base Pay and extra or additional pays are now lumped together. You may see an additional line item with zero current earnings in order to reflect the appropriate YEAR TO DATE totals.</b></li> <li>• <b>Additional Pays:</b> allowances such as auto allowance, equipment or uniform allowance, shift differential, overtime</li> <li>• <b>Café-Plan Cash</b> benefit allowances based on bargaining unit and medical selection. Amounts will vary depending on bargaining unit and plan selections.  <b>Café-Plan Cash:</b> will reflect district contribution for electing or opting out of benefits (Amount may be reduced due max cap). It has also been reduced by \$2.08 (cost of basic life) which will be listed as an employer paid benefit  <b>Café-Plan Cash 2:</b> will reflect the premium supplement based on Your medical plan election.  <b>Café-Cash 3:</b> will reflect the hourly teacher stipend</li> </ul>
7	<b>Taxes</b> <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> <li>• <b>State Withholding:</b> State income tax withheld</li> </ul>

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<p><b>8</b></p>	<p><b>Before Tax Deductions</b> <i>Employee paid before tax deductions</i></p>	<ul style="list-style-type: none"> <li>• <b>Before-Tax Employee Paid 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>Items in this box include:</b>  <b>Medical, RX (if electing Aetna), Dental, Vision, Vision Admin Fee, 457 &amp; 403 Accounts, Flex Accounts (DCSA &amp; HCSA) PERS/STRS/PARS Deduction</b>  <b>**NOTE** Classified unions will now see all health and welfare deductions taken out as Before-Tax Employee Paid Deductions. Deductions are offset by the Café Cash lines listed under "Earnings" in box 6. Contains more detailed information than you have seen in the past, but the calculation remains the same.</b> </li> </ul>
<p><b>9</b></p>	<p><b>After-Tax Deductions</b> <i>Employee paid After-Tax Deductions</i></p>	<ul style="list-style-type: none"> <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> <li>• <b>Items in this box include:</b>            Voluntary plans such as Additional Life, Hyatt Legal, Union dues         </li> </ul>
<p><b>10</b></p>	<p><b>Employer Paid Benefits</b> <i>Shows employer paid deductions</i></p>	<ul style="list-style-type: none"> <li>• <b>Employer Paid Deductions:</b> Items listed in this box are District paid deductions/benefits.</li> <li>• <b>**NOTE** Classified Unions Employer Contribution is listed as "Earnings" in box 6.</b></li> </ul>
<p><b>11</b></p>	<p><b>Paycheck Summary</b> <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay</i></p>	<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-tax deductions plus any employer paid taxable benefits</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>
<p><b>12</b></p>	<p><b>Absences Balances</b> <i>Shows your absence balances for vacation, sick, personal necessity etc.</i></p>	<ul style="list-style-type: none"> <li>• Balances are displayed in hours.</li> </ul>
<p><b>13</b></p>	<p><b>Net Pay Distribution</b></p>	<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 here.</li> </ul>