

Check Stub

JANE DOE

Help

**A**

HIGHLINE SCHOOL DISTRICT NO. 401

NAME: JANE DOE  
 W-4: 52  
 ADDL FIT: \$0.00  
 LOC: 55  
 LOCATION: AT.WORK

EMP ID#: 55555  
 ISSUE DATE: 09/30/2011  
 PAY PERIOD: 09/01/2011-09/30/2011

GROSS PAY 6,914.52  
 DEDUCTIONS 2,295.33  
 NET PAY 4,619.19

GROSS EARNINGS				EMPLOYEE DEDUCTIONS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
INTERMEDIATE	147.00	47.8405	5,023.25	TR53	345.73	TR53	522.50
TRJ DAYS	14.00	92.2653	753.50	PREMERA BLUECROSS1	442.43	Dental Family UCCI	96.13
EXT SERVICE CERT 26	18.00	26.0000	468.00	TSA	50.00	Dental Fam Vend UCCI	4.85
PROF DEV FULL DAY	14.00	47.8405	669.77	FICA	271.83	NBN VISION	16.00
				MEDICARE	93.85	LONGTERM DISBILTY-CI	13.06
				FEDERAL WITH-HOLDING	998.26	PREMERA BLUECROSS1	670.67
				L&I PENSION	10.40	FICA	401.27
				HEA DUES - 12	81.83	MEDICARE	93.85
				NEAPAC	1.00	L&I PENSION	42.46
						L&I INSURANCE	23.16
						ST UNEMPLOYMENT	27.66
<b>Total</b>			<b>6,914.52</b>	<b>Total</b>	<b>2,295.33</b>	<b>Total</b>	<b>1,911.61</b>

**B**  
**Sample**

**C**

**D**

WAGE BASE INFORMATION			YTD DEDUCTIONS INFORMATION		LEAVE RECORD			
DESCRIPTION	CURRENT	YTD	DESCRIPTION	YTD	TYPE	ACCRUED	USED	BALANCE
GROSS WAGES	6,914.52	54,105.88	FEDERAL INCOME TAX	7,270.72	VAC	0.00	0.00	0.00
FEDERAL TAXABLE WAGES	6,076.36	47,832.87	FICA	2,141.50	SICK	0.00	0.00	444.50
FICA WAGES	6,472.09	50,988.17	MEDICARE	739.35				
MEDICARE WAGES	6,472.09	50,988.17	RETIREMENT	2,705.30				
			TSA	450.00				
			OTHER DEFERRED (*)	3,117.71				
			OTHER DEDUCTIONS (**)	793.18				

**E**

**F**

**G**

MESSAGE(S)

MINI BENEFITS FAIR OCTOBER 6 FROM 3-5PM @ ERAC. OPEN ENROLLMENT FOR INSURANCE CHANGES WILL CLOSE OCTOBER 10, 2011.

DATE: 09/30/2011 DEPOSIT NO. 55555555 NET PAY AMOUNT \$4,619.19

Print

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(\*) MEDICAL; T-2 PENSION

(\*\*) L&I, DUES, UNITED WAY; CREDIT UNION DEDUCTIONS;  
 SHORT TERM DISABILITY; GARNISHMENTS, ETC.

# Take a Look...

HIGHLINE SCHOOL DISTRICT No. 401									
NAME		EMP ID#		GROSS PAY:		DEDUCTIONS:		NET PAY:	
W-4		ISSUE DATE:		EMPLOYEE DEDUCTIONS:		EMPLOYER CONTRIBUTIONS:			
ADDL FIT:		LOCATION:		PAY PERIOD:					
LOCATION:		PAY PERIOD:		NET PAY:					
YTD GROSS EARNINGS:		YTD GROSS EARNINGS:		YTD GROSS EARNINGS:		YTD GROSS EARNINGS:		YTD GROSS EARNINGS:	
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Section A		Section B		Section C		Section D			
Section E		Section F		Section G		Section H			

## Section A

**NAME:** Name of employee receiving the check.  
**EMP ID#:** Employees' ID# for payroll and HR purposes only.  
**GROSS PAY:** The sum listed in Section B (before deductions).  
**W-4:** Employees' current tax status and number of withholdings. In the example on the front, this person claimed Married (M) with 2 exemptions.  
**ADDL FIT:** Any additional federal income tax money an employee request's to be deducted, will show here.  
**ISSUE DATE:** The date the paycheck becomes valid.  
**DEDUCTIONS:** The sum of all dollars listed in Section C.  
**LOC:** The employees' payroll location code number.  
**LOCATION:** The employees' payroll location name.  
**PAY PERIOD:** The date range of the annualized pay reflected on the paycheck. (\*Exception-Subs will be paid for time worked from the 11<sup>th</sup> of one month to the 10<sup>th</sup> of the next month, paid at the end of the month.)  
**NET PAY:** The amount paid to the employee for this period. This amount is the result of deducting the Total Employee Deductions from the Total Gross Pay.

## Section B

**GROSS EARNINGS:** This section includes all earnings. All basic contracts or annualized pay, supplemental contracts, regular pay, timesheet pay, optional days, extra service, stipends, overtime, etc.  
**DESCRIPTION:** The description of the hours the employee is being paid for.  
**HOURS:** The amount of hours related to each pay description.  
**RATE:** The rate of pay related to each pay description.  
**AMOUNT:** The total amount due to the employee (before deductions) for each pay description.  
**TOTAL:** The total amount of money earned by the employee.

## Section C

**EMPLOYEE DEDUCTIONS:**

This section includes all deductions that will be subtracted from the employees' Gross Pay to determine the Net Pay. These deductions include both mandatory benefits (FICA, Medicare, L&I, and Federal Withholding), in addition to insurance and other deductions the employee has elected. Retirement deductions will show as PRS1, SERS2, SERS3, TRS1, TRS2, etc. depending on your membership enrollment.

**DESCRIPTION:**

The description of the benefit paid for by the employee. The amount of money being deducted from the paycheck for each related benefit.

**AMOUNT:**

The total amount of employee paid deductions.

**TOTAL:**

## Section D

**EMPLOYER CONTRIBUTIONS:**

This section includes all "employer" contributions that are paid on the employees' behalf. These include the employers' portion of the mandatory benefits, in addition to any insurance, medical, dental, or any other deductions that employees' have elected, and/or are eligible, to receive.

**DESCRIPTION:**

The description of the benefit paid for by the employer. The amount of money paid to each related benefit by the employer.

**AMOUNT:**

The total amount of employer paid deductions.

**TOTAL:**

## Section E

**WAGE BASE INFORMATION:**

This section is accumulated each month to reflect year-to-date dollars (January through December).

**DESCRIPTION:**

The description of the wage being calculated.

**CURRENT:**

Amount totals pertaining to current pay period only.

**YTD:**

Year-to-date money earned for each description.

## Section F

**YTD DEDUCTIONS INFORMATION:**

This section is accumulated each month to reflect the year-to-date deductions (January through December).

**DESCRIPTION:**

The description of the deduction being calculated.

**YTD:**

Year-to-date amount totals for each description.

**OTHER DEFERRED:**

Amount totals for medical deductions.

**OTHER DEDUCTIONS:**

Amounts totals for L&I, STD, UGN, Union Dues, etc.

## Section G

**LEAVE RECORD:**

This section will display the current leave(s) accrued and used for the appropriate reporting period, along with the balance.

**TYPE:**

A description of the type of leave the employee has.

VAC = vacation leave SICK = sick leave

**ACCRUED:**

The amount of leave the employee accrued for the current pay period.

**USED:**

The amount of leave the employee used for the current pay period.

**BALANCE:**

This is the balance of each leave type the employee has earned and/or used in appropriate reporting period.

## Section H

**MESSAGE(S):**

Any information that the payroll department would like to share with the employee, will display here.