



Everything YOU Need to Know...
About Your Paystub

Understanding Your Paystub



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- Your paystub is titled Employee Wage and Earnings Statement.
- There are seven (7) major sections in your Wage and Earnings Statement you should understand
 - Pay date and Pay Period
 - Name and Address – Next pay date
 - Earnings and Deductions
 - Supplemental Pay
 - Deductions
 - Bank deposit information
 - Leave Information





Pay Date & Pay Period

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- The pay date should reflect the date you receive your paycheck
- The period begin and end dates reflect the period of time covered by the paycheck

ate Run: 03-31-2015 8:33 AM

Employee Wage and Earnings Statement

Program: HRS2500

nty Dist: 015-913

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Page: 1 of 1

Emp Nbr: [REDACTED]

Frequency: 6

Primary Campus: 101 - LACKLAND ELEMENTARY SCHOOL

Employee Name: [REDACTED]

Pay Campus: 101 - LACKLAND ELEMENTARY SCHOOL

Check Nbr: 048762

Withhold Stat: M

Exempt: 0

Pay Date: 03-25-2015

Period Begin: 03-01-2015

Period End: 03-31-2015





Name & Address & Next Pay Date

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- Verify that the name is your correct, full name (no nicknames)
- Verify your mailing address
 - Keep it current at all times
 - Submit changes to the HR Department
- Make note of the next pay date
 - At times, the dates are earlier than normal due to work holidays
 - Refer to the Pay Date Schedule in the Compensation Handbook





Earnings & Deductions

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- The column titled This Period is for the paycheck
- The column titled Calendar YTD is for the time period from January 1st through December 31st of each tax year
- Net Pay is the amount that should be deposited to the bank of your choice via direct deposit on the pay date.





Earnings & Deductions

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- Earnings may include:
 - Standard Gross – this is your base pay
 - Supplemental Pay
 - Overtime Pay
 - Absence Refund
 - Taxed Fringe Benefits (such as prizes)
 - Earned Income Credit
 - Non-TRS Compensation





Earnings & Deductions

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- Deductions may include:
 - Absence Deductions – if you exhaust your paid leave
 - Withholding Tax (IRS Taxes)
 - FICA & Medicare Tax (Social Security)
 - TRS Salary Reduction (TRS Deposit)
 - Total Other Deductions – listed under This Period to the right of the statement





Earnings & Deductions

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Earnings & Deductions	This Period	Calendar YTD 2015	Job Code	Units	Pay Rate	This Period
			Supplemental Type		This Period	
			1100-TEACHER, BACHELOR		4,162.50	4,162.50
Standard Gross:	4,162.50	12,467.50	Total Standard Gross:			4,162.50
Supplemental Pay:	125.00	125.00	*****			
Overtime Pay:	.00					
Absence Refund:	.00					
Taxed Fringe Benefits:	.00	.00				
Earned Income Credit:	.00	.00				
Non-TRS Taxable:	.00	.00				
Non-TRS Non-Taxable:	.00	.00				
TRS Supplemental:	.00	.00				
---Total Earnings:	4,287.50	12,612.50				
Absence Deductions:	.00					
Withholding Tax:	415.64	1,211.92				
FICA Tax:	265.83	781.99				
Medicare Tax:	62.17	182.89				
TRS Salary Red:	287.26	845.04				
TRS Insurance:	.00	.00				
Total Other Deductions:	94.64	311.92				
---Total Deductions:	1,125.54	3,335.76				
---Net Pay:	3,161.96					
Non-TRS Non-pay Taxable:	.00	.00				
Non-TRS Non-pay Non-Taxable:	.00	.00				
*****			*****			

Other Deductions	Cafe	You Pay		LISD Pays	
		This Period	Emplr Contrib	YTD 2015	
025 - ACTIVECARE I-HD		.00	325.00	.00	
018 - FIRST FINANCIAL	Y	.00	135.00	.00	
027 - GROUP TERM LIFE		.00	6.00	.00	
085 - INCOME REPL #85		94.64	.00	283.92	
028 - MET-LIFE DENTAL	Y	.00	33.18	.00	
032 - TX CLASSROOM		.00	.00	28.00	
Total Other Deductions:		94.64	499.18	311.92	



Supplemental Pay

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- All supplemental pay shall be paid through the normal payroll process subject to the established pay dates and payroll deadlines on the employee's regular paycheck.
- Monthly-paid staff
 - **Supplemental Pay Forms are due to Payroll within 5 days of the duty being performed**
- Semi-monthly paid staff
 - **Supplemental pay shall be based on the employee's timekeeping records based on the pay periods for each pay date**





Deductions

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- Some deductions are mandatory
 - Withholding tax
 - FICA & Medicare tax
 - TRS Deposit (excludes substitute staff)
- Some deductions are voluntary
 - Other Deductions may include
 - Group Health Insurance (TRS ActiveCare)
 - First Financial (FSA Account)
 - Group Term Life
 - Met-Life Insurance
 - Other voluntary deductions





Bank Deposit Information

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- Bank Name
 - You can deposit your paycheck to any US bank
- Account Type
 - You can deposit your paycheck to a checking or savings account
- Account Number
 - Is not printed on your pay stub for security reasons, but if your account number changes, please notify Payroll immediately to avoid a delay in payment
- Amount
 - The amount of the deposit to your account(s) - The total should match your Net Pay





Leave Information

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- Leave Type
 - Refer to the Leaves & Absences presentation for information regarding the different leave types
- Units Used This Period
 - Leave used during the pay period (refer to the pay periods in the Compensation Handbook)
- Balance
 - The amount of leave remaining (recent leave used will not be reflected until the next paycheck)
- Units Used Year to Date
 - Amount of leave you have used during the current school year





Leave Information

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Leave Type	Units Used This Period	Balance	Units Used Year To Date
03 - LOCAL SICK	1.000	3.000	2.000
05 - STAFF DEV/WORKSHOP	1.000	.000	4.500
08 - ST. PERSONAL	.000	3.500	1.500
09 - SCHOOL BUSINESS	.000	.000	.000
55 - EXTENDED LEAVE	.000	.000	.000

NOTE: Your pay stub may not include all leave types on this illustration.





Things to Do....

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- Review YOUR paystub when you receive it
 - Paystubs for employees are emailed at least 1 day prior to payday
 - Paystubs for substitute employees are mailed to their address at least 1 day prior to payday
- Keep a copy of your paystub for future reference
 - File by school year on your computer, jump drive or in a paper file



And, the Most Important Thing.....

- Visit your Payroll Department if you have any questions about your paystub



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Questions

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Submit your questions via email to:
estrada.r@lacklandisd.net