

Pay-stub Explanation

1. Employee name
2. School District name
3. Each employee's deductions from W4 for Federal and State tax withholding
4. Date check is issued
5. Last date of pay period
6. Balance of sick leave and/or vacation hours
7. Type of pay received. Some examples are:
 - a. NML – normal pay
 - b. PROF – professional growth stipend
 - c. OT = overtime
 - d. CAS_ – Cash in lieu
 - e. SHFT – shift differential pay
 - f. DIFI – early differential pay
8. Amount paid during pay period for type of pay
9. Rate for type of pay, used for additional pay types like OT
10. Hours worked, used for additional pay types like OT
11. Description of deduction. Some examples are:
 - a. Fed Tax
 - b. State Tax
 - c. Medicare
 - d. FICA (Social Security)
 - e. SUI – State unemployment insurance
 - f. PERS or PERS NTX – retirement contributions
 - g. CSEA – both local dues (Chapter 411) and state dues
 - h. CalPERS – applicable if paying for health insurance
 - i. Delta Dental – applicable if paying for dental insurance
 - j. VSP – applicable if paying for vision insurance
 - k. GASB45 – employer paid only – employees do not receive this amount
12. Type of deduction. Some examples are:
 - a. Tax – federal and state, FICA, Medicare, W/C, and SUI
 - b. RET – retirement
 - c. VOL – voluntary deduction – these are amounts that the employee has requested to be deducted
 - d. HW – Health & Welfare
13. Amount deducted from employee
14. Employer Contribution – this column reports amounts your employer has paid on your behalf. You do not receive these amounts.
15. Total gross pay for the pay period – before deductions
16. Taxable gross – amount of pay that is subject to Federal and State taxes
17. Total amount of employee deductions
18. Net pay – amount actually paid to employee on pay check
19. Pretax deductions – if any of the deduction types during the pay period have an * in front, these are not subject to tax and are reported in this box
20. The bottom section is year-to-date totals. Please note that these totals are for the tax year (calendar year), NOT fiscal year.

