

MONONA GROVE SCHOOL DISTRICT

Process DOC on How to Read Your Paycheck – Aquatics

-----EMPLOYEE----- **1**

Name: **LAST NAME, FIRST NAME MI**

-----CHECK DETAIL INFORMATION----- **2**

Check Date: **05/03/2013** Gross Wages: **1,440.00**
 Check Number: **900178955** Net Amount: **962.72**
 Check Type: **Regular**

-----TAXABLE WAGE INFORMATION----- **3**

	<u>FEDERAL</u>	<u>STATE</u>	<u>FICA</u>	<u>MEDICARE</u>
Gross Wages:	1,440.00	1,440.00	1,440.00	1,440.00
Minus Deductions that Decrease Tax:	115.03	115.03	19.27	19.27
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	1,324.97	1,324.97	1,420.73	1,420.73

-----PAYS----- **4**

<u>DESCRIPTION</u>	<u>RATE</u>	<u>FACTOR/HOURS</u>	<u>AMOUNT</u>	<u>RETIRE HOURS</u>	<u>PERIOD END</u>
HOURLY PAY	18.00	80.00	1,440.00	80.00	04/27/2013

5 -----DEDUCTIONS-----

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>--DECREASE TAX--</u>		
		<u>FED</u>	<u>ST</u>	<u>F/M</u>
ADDITIONAL LIFE	0.88			
BASIC LIFE	2.66			
FEDERAL INC TAX	168.89			
FICA EMPLOYEE	88.09			
GENERAL EE WRS	95.76	Y	Y	
MEDICARE	20.60			
PP SINGLE HMO	3.75	Y	Y	Y
PREMIER FAMILY	15.52	Y	Y	Y
SPOUSE&DEP LIFE	5.32			
STATE INCOME TX	73.81			
UNITED WAY	2.00			
Total:	477.28			

6 -----BENEFITS-----

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>---TAXABLE---</u>		
		<u>FED</u>	<u>ST</u>	<u>F/M</u>
BASIC LIFE	0.53			
FICA EMPLOYER	88.09			
GENERAL ER WRS	95.76			
LTD INSURANCE	3.90			
MEDICARE ER	20.60			
PP SINGLE HMO	248.31			
PREMIER FAMILY	62.09			
Total:	519.28			

*****End of Report*****

SECTION 1 - EMPLOYEE

Your name on file with the District Office.

SECTION 2 - CHECK DETAIL INFORMATION

- Check Date — Date of Paycheck
- Check Number — Paycheck Check Number
- Check Type — Check Type (Regular = bi-weekly paycheck)
- Gross Wages — The amount you earned based on your hourly or salary pay before any taxes and/or other deductions have been taken out.
- Net Amount — The amount you earned based on your hourly or salary pay after all taxes and/or other deductions have been taken out. This amount will equal the amount of your direct deposit.

SECTION 3 - TAXABLE WAGE INFORMATION

Your taxable **Gross Wages** are broken down for Federal, State, FICA and Medicare. Total gross wages for this paycheck are listed first. **Gross Wages** are lowered by any pre-tax deductions listed under **Minus Deductions that Decrease Tax**; for example health insurance premiums, dental insurance premiums, vision insurance premiums and pretax 403b plans. **Plus Taxable Benefits** add to your gross wages and examples of this would be taxable health insurance benefits and/or taxable life insurance benefits. If you take the gross wages, minus deductions that decrease tax, plus taxable benefits, this will equal the **Taxable Gross Wages** for this paycheck.

SECTION 4 - PAYS

- Rate — The hourly rate or the gross contract amount for the description of work you performed.
- Factor/Hours — Equals the total amount of hours worked for the last two weeks or will equal 1, if the description of work performed is contract pay.
- Amount — Gross amount for this paycheck.
- Retire Hours — Equals the total hours worked for an hourly employee. For a contracted employee, this number will reflect total hours expected to work that contract year divided by how many paychecks the employee is to receive. For example, a fulltime teacher is expected to work 1,425 hours and if they have 26 paychecks, total retire hours per paycheck would be 54.81. Employee Trust Funds uses retire hours to calculate WI retirement service years.
- Period End — Last date for hours worked to be included on this paycheck.

You may have one or more descriptions depending on work performed in the last two weeks. The following is a list of possible check description payment codes:

CHECK STUB

DESCRIPTION

EXPLANATION OF DESCRIPTION

ARC LESSONS	American Red Cross (ARC) Lesson Instructor Pay
ARC SUPERVISOR	American Red Cross (ARC) Lesson Supervisor Pay
CLINIC	Swim and Stroke Clinic Pay
INSTRUCTOR	Masters Swim Team and Group Exercise Instructor Pay
LEAD TRAINER	Lead Trainer Pay
LFG FRIDAY PM	Friday Night Pay (6:00 pm to 9:15 pm)
LIFEGUARD AM	Morning Pay (5:15 am to 8:15 am)
LIFEGUARD LGI	American Red Cross (ARC) Lifeguard Instructor (LGI) Pay
LIFEGUARD	Lifeguard Pay

**CHECK STUB
DESCRIPTION**

OVERTIME HRS
PRIVATE LESSONS
TRAINING

EXPLANATION OF DESCRIPTION

Overtime Pay for Hourly Employees Per Handbook
Private Lesson Instructor Pay
Training Pay

SECTION 5 - DEDUCTIONS

This section lists all applicable deductions that pertain to your payroll taxes and your benefit elections. The following is a list of possible deduction codes and their descriptions:

**CHECK STUB
DESCRIPTION**

AMERICAN FUNDS
AMERICAN FUND %
ASPIRE 403B
ASPIRE%
AUTO1-WEA
AUTO2-WEA
AXA EQUITABLE
AXA EQUIT ROTH
AXA ROTH %
DREYFUS TRUST
FEDERAL FIXED
FEDERAL INC TAX
FICA EMPLOYEE
GARNISHMENT
GARN DISPOSABLE
GENERAL EE WRS
HOME1
HOME2
LINCOLN NATION
MASS MUTUAL
MEDICARE
METLIFE INVEST
ROTH 403B
403B TSA ROTH%
ROTH-IRA
ROTH 403B VAN
SAVINGS DED -1
SAVINGS DED
3RD SAVINGS
SAVINGS PERCENT
SAVINGS % 2ND
STATE FIXED

EXPLANATION OF DESCRIPTION

American Funds 403b Account – Pretax
Percent of All Wages into American Funds 403b Account – Pretax
Aspire 403b Account – Pretax
Percent of All Wages into Aspire 403b Account – Pretax
WEA Trust Auto Insurance Policy #1
WEA Trust Auto Insurance Policy #2
AXA Equitable 403b Account – Pretax
AXA Equitable Roth 403b Account
Percent of All Wages into AXA Equitable Roth Account
Dreyfus 403b Account – Pretax
Federal Income Tax Additional Amount Requested
Federal Income Tax
Employee Paid FICA Taxes
Garnishment
Garnishment
WRS Support Staff Required Contribution – Pretax
WEA Trust Home Insurance Policy #1
WEA Trust Home Insurance Policy #2
Lincoln 403b Account – Pretax
Mass Mutual 403b Account – Pretax
Employee Paid Medicare Taxes
MetLife 403b Account – Pretax
WEA Trust Roth 403b Account
Percent of All Wages into WEA Trust Roth 403b Account
WEA Trust Roth-IRA Account
Vanguard Roth 403b Account
Savings Account Deduction #1-Flat Amount Deducted From Total Net
Savings Account Deduction #2-Flat Amount Deducted From Total Net
Savings Account Deduction #3-Flat Amount Deducted From Total Net
Savings Account Deduction #1-Percent of Total Net
Savings Account Deduction #2-Percent of Total Net
State Income Tax Additional Amount Requested

CHECK STUB	EXPLANATION OF DESCRIPTION
DESCRIPTION	
STATE INCOME TX	State Income Tax
SUPPORT	Child Support Payment
THRIVENT	Thrivent 403b Account – Pretax
% THRIVENT	Percent of All Wages into Thrivent 403b Account – Pretax
UMBR-WEA	WEA Trust Umbrella Insurance Policy #1
UMBRELLA 2	WEA Trust Umbrella Insurance Policy #2
VALIC	Valic 403b Account – Pretax
VANGUARD	Vanguard 403b Account – Pretax
VANGUARD%	Percent of All Wages into Vanguard 403b Account – Pretax
WEATSA ANNUITY	WEA Trust 403b Account – Pretax
WEATSA%	Percent of All Wages into WEA Trust 403b Account – Pretax

Each deduction description will have an amount that was deducted from each paycheck and a “Y” indicator if that particular deduction decreased your Federal, State and/or FICA/Medicare taxes.

SECTION 6 - BENEFITS

This section lists all benefits paid by the Monona Grove School District for the current pay period. The following is a list of possible benefit codes and their descriptions:

CHECK STUB	EXPLANATION OF DESCRIPTION
DESCRIPTION	
FICA EMPLOYER	Employer Paid FICA Taxes
GENERAL ER WRS	WRS Employer Portion
MEDICARE ER	Employer Paid Medicare Taxes

Each benefit description will have an amount that the District paid on your behalf and a “Y” indicator if that particular benefit increased your Federal, State and/or FICA/Medicare taxes.

If you have any questions, please email payroll@mgschools.net