

Understanding Your Hawthorne School District Paycheck & Pay Stub

A pay stub, or wage statement, is a document employers give their employees every pay period that explains how their paycheck was calculated. Pay stubs are itemized, and are always provided regardless of whether the wages are paid by check or by direct deposit. If you receive a physical check the pay stub is attached. If you have signed up for direct deposit to a bank or credit union a pay stub is delivered to your work location for you to pick up as well.

Interpreting the content of a pay stub can sometime be confusing. These are the key items that pay stubs typically contain. Read on for more details about the Hawthorne School District pay stub.

1. End Date & Description

The End Date signifies the period that is covered in the pay stub. Classified employees are paid twice each month. Payday occurs on the 25th and 10th of any given month.

The wage statement for <u>Monthly Salaried</u> employees will always have an End Date reflecting the last day of the month. A salary is prorated based on the number of months worked - 10, 11 or 12 months. Monthly Salaried employees receive checks twice each month. The first check, issued on the 25th of the month, is the <u>Earned Salary Advance</u> (ESA) which is a portion of the monthly salary that has already been earned in the month. The second check, issued on the 10th of the following month, is the <u>Regular pay</u> which is the total monthly salary minus the ESA. Salaried employees may be entitled to <u>Longevity</u>, which is an agreement to provide additional compensation to an employee based on the years of service in the District. Longevity will appear as a separate line item with the Regular pay.

<u>Hourly</u> employees will reference an End Date that is mid-month (the 15^{th} of the month) for one paycheck, and the end of the month (last day of the month) for the second paycheck. Therefore, hourly employees are paid for 1^{st} - 15^{th} of the month and the 16^{th} - last day of the month. Hourly employees earn an <u>hourly wage</u> multiplied by the number of hours they have worked during the period.

2. Rate

Rate refers to the monthly salary (prorated based on the number of months you work; 10, 11 or 12) or the hourly rate of pay.

3. Units

Units refer to the number of work days in a pay period for a monthly salaried employee, or the number of hours worked for an hourly employee.

4. Gross Pay

Gross pay is the total income earned during the pay period. It is the amount before all deductions. Gross pay is calculated by adding up everything in the AMOUNT column in the Earning-Compensation section of the pay stub.

5. Net Pay

Net pay is the amount you take home after all of the deductions and reductions are removed from the gross pay. This is the amount one should see on their paycheck or in their direct deposit account.

6. Taxes

There are two types of withholding taxes that appear on a pay stub: federal (FWT) and state (SWT).

<u>Federal withholding tax (FWT)</u> is based on the amount you earn and it is deducted from your paycheck regularly. Upon employment, you are required to fill out a W-4 form. This will be used as the basis of your federal tax deduction. Exemptions can lower the amount of tax you have to pay. Employees may choose to complete a new Form W-4 anytime their personal or financial situation changes.

<u>State withholding tax (SWT)</u> is similar to federal income tax in most ways, and it is deducted from your gross pay each time you are paid.

7. Medicare

This is another mandatory deduction required by the government. Medicare offers health insurance for retirees and the disabled. All employees contribute a portion of their gross pay, with the employer matching each employee's contribution.

8. Social Security/OASDI

Social security is a government-mandated retirement fund. OASDI (Old Age, Survivors, and Disability Insurance Program) is the official name for Social Security in the United States. Every employee is required to pay a portion of his or her gross pay as a contribution to the program. The employer is then required to match the contribution of each worker. Social Security aims to provide a reliable monthly pension to each of its retired members.

9. Health Insurance

These pre-tax deductions cover the employee portion of monthly deductions for health care benefits. They may include:

- Blue Cross PPO
- Anthem HMO
- Kaiser
- Delta Dental
- United Concordia
- MES Vision

10. PERS - CalPERS is the California Public Employees Retirement System

CalPERS retirement benefits are for classified employees. They are funded through contributions paid by employees/members, contracting employers, and the earnings from CalPERS investments.

11. Other Retirement or Alternative Savings Program Deductions

Many private or alternative savings plans exist such as the 457(b) or 403(b).

12. Leave Balance

Some Districts may include a leave balance record on the pay stub to inform employees of remaining paid leaves available. In HSD leave balances can be accessed on our Frontline Absence Management System (formerly known as AESOP).

13. Current Taxable Balances

This usually takes up a significant amount of space on the pay stub as it contains a number of details. The Current Taxable Balances portion contains the current pay period taxable wages.

14. Year-to-date Taxable Balances

The Year-to-Date portion contains the updated total amount of taxable income. It can be helpful if you would like to see how much money you have earned to date from the beginning of the calendar year.

15. Employee Deductions (in YTD Totals column)

The Year-to-Date portion contains the updated total amount paid to all the required withholdings. It can be helpful if you would like to see how much money has been withheld (for each deduction) from the beginning of the calendar year.

16. Employer Contributions

Employer Contribution is the portion that the Hawthorne School District pays on your behalf for certain benefits which may include:

PERS CON – CalPERS contribution toward your retirement

OASDI CON- Social Security contribution on your behalf

MEDCAR CON – Medicare contribution

SUI – State Unemployment Insurance

WORK COMP – Workers Compensation Insurance

Contribution to provide insurance for any of the following programs-

- Blue Cross PPO
- Anthem HMO
- Kaiser
- Delta Dental
- United Concordia
- MES Vision

17. Important Acronyms and Abbreviations

Below are some of the acronyms and abbreviations that you might come across when interpreting your pay stub.

Abbreviated Description on Pay Stub	Deduction Name
125 CASH	125 Cash in Lieu of health benefits
ADD FWT	Additional Federal Withholdings
ADD SWT	Additional State Withholdings
ADV COLL	Advance Collection
AF CANCER	American Fidelity Cancer
AF DIS	American Fidelity Disability
AF LIFE	American Fidelity Life
AFL DIS	American Fidelity Disability
AFL RED	American Fidelity Life
AFLAC ACCI	AFLAC Accident Insurance
AFLAC S PL	AFLAC Sickness Plan
AGE	American General Life Company
AGL	American General Life Company

AGS	American General Life Company			
BC HMO	Blue Cross HMO 125 Reduction			
BC PPO	Blue Cross PPO 125 Reduction			
BCH SEL	Anthem Blue Cross Select			
BCH VIV	Anthem Blue Cross Vivity			
BUY PERS	PERS Buy Back			
CCUI DNTL	United Concordia Dental			
CFT	California Federation of Teachers			
CFT	California Federation of Teachers Credit Union			
DD LARISA	Delta Dental Larisa Reduction			
DEP CARE	Dep Care Reductions			
ESA	ESA (Earned Salary Advance) Collection			
FIRST FFCU	First Financial Federal Credit Union			
FWT	Federal Withholdings			
GARNISH #1	Garnishment #1 (Personal Garnishment)			
GARNISH #2	Garnishment #2 (Personal Garnishment)			
GARNISH #3	Garnishment #3 (Personal Garnishment)			
GARNISH #4	Garnishment #4 (Personal Garnishment)			
GARNISH #5	Garnishment #5 (Personal Garnishment)			
HEF	Hawthorne Education Foundation			
HOSPITAL	Aflac Hospital			
INT CARE	AFLAC Intensive Care			
KAISER R	KAISER Permanente Reduction			
MED REIM R	Medical Reimbursement			
MEDCAR CON	Employer Medicare			
MEDCAR DED	Employee Medicare			
MES 125 PL	Medical Eye Services 125PL			
MISC DED	Miscellaneous Deductions			
NWOCTFCU	Nationwide OCTFCU (Schools First)			
OASDI CON	Employer OASDI			
OASDI DED	Employee OASDI			
PAC CANCER	Pacific Education Cancer Reduction			
PER RECOV	AFLAC Personal Recovery			
PERS CON	PERS Employer Contribution			
PERS DED	PERS Employee Deduction			
PROV LIFE	Provident Life Reduction			
RELSTAR LI	Reliastar Life Insurance Company			
ROTH 403B	ROTH 403B After Tax			
SDI	State Disability Insurance			
STAND IP	Standard Income Protection Plan			
SUI	State Unemployment Insurance			
SUR BEN	Survivors Benefits			
SWT	State Withholdings			
TAL	The American Legion			
THE STAND	The Standard Insurance			
TSA #1 RED	Employee TSA (Tax Shelter Annuity) #1 Reduction			

UNITED WAY	United Way
WORK COMP	Workers' Compensation
WWP	Wounded Warrior Project
ZAHORIK 3R	ZAHORIK 403 (b)

SCHOOL DISTRICT OF LOS ANGELES COUNTY			1	PAY LOCATION PAY C	YCLE ISSUE DATE	ADVICE NUMBER
64592 HAWTHORN	E			100 E4	IE 09-25-20	18 1354798
EMPLOYEE NAME		EMPLOYEE IC	FEDERAL STATU	STATE STATUS ALLOWANCES	ALLOWANCES	- <u> </u>
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EARNINGS - COMPENSATION BASIS DESCRIPTION EN	ID DATE	<u> </u>	DEDUCTIONS/			
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			EMPLOYER CO OASDI CON MEDCAR COI SUI		154. 63 36. 17 1. 25	3, 584, 27 838, 26 28, 93
LEAVE BALANCES *******	(13)		12	J	4	
VACATION	CURRENT TAXABLE BA		YTD TAXABLE B			AY SUMMARY
SICK LEAVE	STATE	2, 494. 00 2, 494. 00	FEDERAL STATE	49, 579, 38	GROSS PAY	2, 494. 00
AS OF DATE	MEDI GROSS	2, 494. 00	MEDI GROSS	49, 579. 38	REDUCTIONS	000 ==
	OASDI GROSS	2, 494. 00	OASDI GROSS	57, 810. 84 57, 810. 84	TAXES DEDUCTIONS_	968, 95
	CA SDI GROSS	_,	CA SDI GROSS	07, 070, 04	2200110143	-
	GROSS EARN'S	2, 494. 00	GROSS EARN'S	58, 035, 84	NET PAY	\$1, 525, 05
DISTRICT NAME	DISTRICT AD					, ,, 525, 55
HAWTHORNE	14120 S	HAWTHORNE B	LVD	HAWTH	ORNE, CA 90250	8
				,		

HAWTHORNE

NO.1354798

Date Issued 09-25-2018

Amount \$1,525.05

LOCATION 100

*ONE THOUSAND FIVE HUNDRED TWENTY-FIVE AND 05/100 DOLLARS

> OT NEGOTIABL ACCRUAL DATE 09-30-2018

> > NET PAY IN THE AMOUNT OF \$1,525.05 HAS BEEN DEPOSITED TO YOUR ACCOUNT

N M REGULAR 08- N H OT TM & HF 08-	31-2018 6, 035. 20 2 31-2018 36. 92 31-2018 364. 00	EMPLOYEE ID WITS AMOUNT 3. 00 6, 035. 8. 00 443. 364.	S / 00 DEDUCTIONS/ EMPLOYEE D PRE-TAX REDU	S / 00 TAXES/MISC DEDUCTIONS	00	
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		(8 EMPLOYEE DE OASDI DED MEDCAR DEI FWT ADD SWT LFGLIFE		249. 44 58. 33 380. 35 112. 98 40. 00 95. 92	3, 429. 64 802. 09 6, 865. 80 2, 696. 50 863. 28
			EMPLOYER CO PERS CON OASDI CON MEDCAR CO SUI WORK COMF BC PPO DD LARISA MES CON	N	1, 155. 83 249. 44 58. 33 2. 01 138. 62 1, 417. 82 49. 88 5. 98	9, 268, 68 3, 429, 64 802, 09 27, 68 1, 192, 41 12, 760, 38 448, 92
(12)	(13		(14)	4	
******** LEAVE BALANCES ********	CURRENT TAXABLE B	ALANCES	YTD TAXABLE B	BALANCES	CURRENT PAY	YSUMMARY
VACATION	FEDERAL	3, 575. 30	FEDERAL	47, 085. 38	GROSS PAY	6, 842. 24
SICK LEAVE	STATE	3, 575. 30	STATE	47, 085. 38	REDUCTIONS	3, 266. 94
AS OF DATE	MEDI GROSS	4, 023. 24	MEDI GROSS	55, 31 6. 84	TAXES	841.10
	OASDI GROSS CA SDI GROSS	4, 023. 24	OASDI GROSS CA SDI GROSS	55, 316. 84	DEDUCTIONS	95. 92
	GROSS EARN'S	6, 842. 24	GROSS EARN'S	55, 541, 84	NET PAY (5)	\$2, 638, 28
DISTRICT NAME	DISTRICT AL	·		,		
HAWTHORNE	14120 \$	HAWTHORNE E	BLVD	HAWTH	ORNE, CA 90250	

HAWTHORNE

NO.

Date Issued 09-10-2018

Amount \$2,638.28

LOCATION 100

*TWO THOUSAND SIX HUNDRED THIRTY-EIGHT AND 28/100 DOLLARS

NOT NEGOTIABLE

NET PAY IN THE AMOUNT OF \$2,638.28 HAS BEEN DEPOSITED TO YOUR ACCOUNT.

64592 HAWTHOR	NE			100 H1	D 09-10-2018	3 5840014
EMPLOYEE NAME		EMPLOYEE ID	FEDERAL STATUS / ALLOWANCES	STATE STATUS / ALLOWANCES	ADDITIONAL STATE ALLOWANCES	
			M / 00	M / 00	00	m=
EARNINGS - COMPENSATION			DEDUCTIONS/TA	XES/MISC		144
		UNITS AMOUNT	EMPLOYEE DEC		CURRENT AMOUNT	YTD TOTALS
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		6	8 EMPLOYEE DEDITION OASDI DED MEDCAR DED FWT SWT-LFGLIFE	JETIONS .	126. 29 29. 54 153. 56 32. 25 19. 46	2, 006. 15 469. 18 2, 500. 59 549. 62 311. 36
			PERS CON OASDI CON MEDCAR CON SUI WORK COMP BC PPO DD LARISA MES CON	RIBUTIONS	370. 65 126. 29 29. 54 1. 02 41. 58 708. 91 24. 94	5, 187. 79 2, 006. 15 469. 18 16. 17 669. 46 11, 342. 56 399. 04
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VACATION	FEDERAL STATE MEDI GROSS	1, 893. 23 FEI 1, 893. 23 ST/ 2, 036. 88 ME	DERAL ATE DI GROSS	30, 110. 11 30, 110. 11 32, 357. 18	GROSS PAY REDUCTIONS TAXES	2, 052. 12 158. 89 341. 64
VACATION SICK LEAVE	FEDERAL STATE MEDI GROSS OASDI GROSS	1, 893. 23 FEI 1, 893. 23 ST/ 2, 036. 88 ME 2, 036. 88 OA	DERAL ATE DI GROSS SDI GROSS	30, 110. 11 30, 110. 11 32, 357. 18	GROSS PAY REDUCTIONS	2, 052. 12 158. 89
VACATION SICK LEAVE	FEDERAL STATE MEDI GROSS OASDI GROSS CA SDI GROSS	1, 893. 23 FEI 1, 893. 23 ST/ 2, 036. 88 ME 2, 036. 88 OA CA	DERAL ATE DI GROSS SDI GROSS SDI GROSS	30, 110. 11 30, 110. 11 32, 357. 18 32, 357. 18	GROSS PAY REDUCTIONS TAXES DEDUCTIONS	2, 052. 12 158. 89 341. 64 19. 46
VACATION BICK LEAVE	FEDERAL STATE MEDI GROSS OASDI GROSS CA SDI GROSS GROSS EARN'S	1, 893. 23 FEI 1, 893. 23 ST/ 2, 036. 88 ME 2, 036. 88 OA CA	DERAL ATE DI GROSS SDI GROSS	30, 110. 11 30, 110. 11 32, 357. 18	GROSS PAY REDUCTIONS TAXES DEDUCTIONS	2, 052. 12 158. 89 341. 64

CASHIER ALERT: THIS DOCUMENT HAS A TRUE AND ARTIFICIAL WATERMARK AND A THERMOCHROMATIC HEAT SENSITIVE SPOT.



HAWTHORNE
OF LOS ANGELES COUNTY

PAYABLE THROUGH BANK OF AMERICA SQUTHERN CALIFORNIA GOVERNMENT SERVICES 333 SOUTH HOPE STREET, 3TH FLOOR LOS, ANGELES; CA 90071

²⁰ NO.

Date Issued 09-10-2018

Amount \$1,532.13

NOT VALID FOR MORETHAN \$24,999.99 LOCATION 1.00

ACCRUAL DATE 08-31-2018

*ONE THOUSAND FIVE HUNDRED THIRTY-TWO

THE TREASURER OF LOS ANGELES COUNTY will pay exactly:

AND 13/100 DOLLARS

FROM WARRANT CLEARANCE FUND
FOR CURRENT FISCAL YEAR
VOID AFTER SIX MONTHS FROM DATE ISSUED.
FORAWIN BY JORDER OF THE GOVERNING BOARD
AGAINST FUNDS OF THE SCHOOL DISTRICT/AGENCY.

PAY TO THE ORDER OF EXAMINED, APPROVED AND ALLOWED

DEBRA DUARDO, M.S.W., Ed.D., COUNTY SUPERINTENDENT OF SCHOOLS

By Jamua Smith