

Understanding Your Paycheck

Federal / State:	Federal & State tax withholding based on current W-4 on file.
Earnings:	Description of payment for regular pay or supplemental pay. Stipend pay descriptions will be labeled Stipend Extra hour descriptions will begin with PR5. Overtime descriptions will begin with PR4.
Reg Hrs:	Regular position hours paid for the current pay cycle equal the number of hours for the month based on work calendar for this position. Regular hours for supplemental pay, equal the number of hours from last payroll cutoff date to the current cutoff date. *
O/T Hrs:	Hours from last payroll cutoff to current payroll cutoff. *
Rate:	Hourly pay rate based on salary schedule placement, bargaining unit agreement, or methods of pay memo.
O/T Rate:	Rate for overtime hours equals regular rate multiplied by 1 ½.
Amt:	Amount paid for the current pay cycle. Regular position amount is usually 1/12 of annual amount for 12 equal payments. Note: Due to pay averaging, the rate multiplied by the hours, will not equal "Amt" because the amount represents 1/12 th of annual pay. Supplemental pay: Rate multiplied by the hours. Stipend pay: Full amount will be divided into equal payments based on payment schedule.
FTD:	Fiscal year to date totals from July 1 through June 30.
YTD:	Calendar year to date totals from January 1 through December 31.
Earnings Total:	Gross pay before deductions for the current pay cycle.
Employee Deductions:	Amounts listed are deducted from your gross pay. Employee paid deductions include mandatory taxes, health insurance, American Fidelity insurance, union dues, tax shelter annuities, etc.
Deductions Total:	Total deductions for this pay period (Gross pay, less deductions, equals Net pay).
Employer Paid Benefits:	Benefits paid on the employee's behalf by Roseburg Public Schools. Employer paid benefits include mandatory taxes, health insurance, and PERS.
Leave Accumulated: (Fiscal Year)	Description of Leave Plan Examples: Sick 10 month aug, Personal Leave-Licen, Licensed Unpaid Lv, Vacation-Classified
Beg Bal:	Total amount of leave carried forward from previous fiscal year.
Used:	Total amount of leave used for the current fiscal year (Used leave is posted from last payroll cutoff date to current payroll cutoff date. *)
Accr:	Total amount of leave accrued for the current fiscal year. Regular Sick Leave, Personal Leave, Vacation is accrued at beginning of each fiscal year, or at initial hire date.
Adj:	Total adjustments for current fiscal year. Adjustments include docks for negative balances and donation to sick leave pool.
Bal:	Amount of leave available as of the current payroll cutoff date. *
Leave Current: (Pay Cycle)	Examples: Sick 10 month aug, Personal Leave-Licen, Licensed Unpaid Lv, Vacation-Classified
Used:	Total of leave posted for this pay cycle. Leave from last payroll cutoff date to current cutoff date. *
Accr:	Total amount of leave accrued for this pay cycle.
Adj:	Adjustments posted for current pay cycle. Adjustments include docks for negative balances and donation to sick leave pool.

For additional questions regarding your paycheck please call Payroll Office (541) 440-4025.

* Payroll cutoff dates are available on the District website.