

# How To Read Your Paycheck and Direct Deposit Stub

**(A) C/N**  
C=Certificated Employee  
N=Classified Employee

**(B) BASIS**  
M=Monthly Pay Rate  
H=Hourly Pay Rate  
D=Daily Pay Rate  
L=Lump Sum Pay

**(C) END DATE EARNING PERIOD**  
07-31-XX = JUL  
08-31-XX = AUG  
09-30-XX = SEP  
10-31-XX = OCT  
Etc.

**(D) EARNINGS TYPE**  
Regular  
Over Time  
Dock-Time  
Retro  
Longevity (CSEA)  
Extended Minutes  
ESA =Eamed Salary Advance

**(E) RATE & UNITS**  
Rate=Rate of pay see pay basis.  
Units=Number of hours/units/days paid or deducted.

**(F) TAX WITHHOLDING STATUS**  
M=Married  
S=Single  
00=Zero Allowances

**(G) REDUCTIONS FROM EMPLOYEE PAY**  
**Pre-Tax Deductions**  
STRS RED=State Teacher Retirement System  
PERS RED=Public Employee Retirement System  
TSA XXXX=Tax Shelter Annuity 403b/457  
125 MEDRMB=Section 125 Plan Benefits  
125DEPCARE= Section 125 Plan Benefits  
Medical/Dental Premium=Fringe Benefits  
\*ESA=Eamed Salary Advance

**(H) PAYROLL TAX DEDUCTIONS**  
FWT=Federal Withholding Taxes  
SWT=State Withholding Taxes  
OASDI DED=Social Security (if applicable)  
MEDICARE DED=Medicare (if applicable)

**(I) OTHER DEDUCTIONS FROM EMPLOYEE PAY**  
**After-Tax Deductions**  
Deductions include items such as union dues, credit unions, voluntary insurance coverage, wage levies and garnishments, etc.  
ROTH 403b

**(J) TAXABLE YEAR TO DATE BALANCE**  
Calendar year-to-date accumulations for gross earnings and taxable earnings.

**(K) OFFICE CONTRIBUTIONS**  
**Employer PAID FRINGE BENEFITS**  
STRS CON=State Teacher Retirement System  
PERS CON=Public Employee Retirement System  
OASDI CON=Social Security (if applicable)  
MEDICARE CON=Medicare (if applicable)  
SUI=State Unemployment Insurance  
WORK COMP=Workers Compensation  
OPEB= Other Post-Employment Benefits

**Sample Payroll Warrant**

| SCHOOL DISTRICT OF LOS ANGELES COUNTY  |             |            |          |       |          | PAY LOCATION             |  | PAY CYCLE                   |  | ISSUE DATE                |  | ADVISE NUMBER               |  |                     |  |  |  |
|----------------------------------------|-------------|------------|----------|-------|----------|--------------------------|--|-----------------------------|--|---------------------------|--|-----------------------------|--|---------------------|--|--|--|
| 10199 L A CO. OFFICE OF EDUCATION      |             |            |          |       |          | 113                      |  | E1F                         |  | 10-05-20XX                |  | XXXXXXX                     |  |                     |  |  |  |
| EMPLOYEE NAME<br>LAST NAME, FIRST NAME |             |            |          |       |          | EMPLOYEE ID              |  | FEDERAL STATUS / ALLOWANCES |  | STATE STATUS / ALLOWANCES |  | ADDITIONAL STATE ALLOWANCES |  |                     |  |  |  |
|                                        |             |            |          |       |          | 123456789                |  | S / 00                      |  | S / 00                    |  | 00                          |  |                     |  |  |  |
| EARNINGS / COMPENSATION                |             |            |          |       |          | DEDUCTIONS/TAXES/MISC    |  |                             |  |                           |  |                             |  |                     |  |  |  |
| BASIS                                  | DESCRIPTION | END DATE   | RATE     | UNITS | AMOUNT   | EMPLOYEE DEDUCTIONS      |  |                             |  |                           |  |                             |  |                     |  |  |  |
| N M                                    | REGULAR     | 09-30-20XX | 2,778.13 | 22.00 | 2,778.13 | PRE-TAX REDUCTIONS       |  |                             |  |                           |  |                             |  |                     |  |  |  |
| N L                                    | LONGEVITY   | 09-30-20XX | 27.00    |       | 27.00    | PERS or STRS RED         |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | PERS or STRS RED         |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | CURRENT AMOUNT           |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | YTD TOTALS               |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | OASDI DED                |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | MEDICAR DED              |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | FWT                      |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | SWT                      |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | VICTORY CL               |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | AEA or CSEA              |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | AEA or CSEA DUES         |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | EMPLOYER CONTRIBUTIONS   |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | PERS or STRS CON         |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | OASDI CON                |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | MEDICAR CON              |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | SUI                      |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | WORK COMP                |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | OPEB 1                   |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | BENEFITS                 |  |                             |  |                           |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | OPEB 2                   |  |                             |  |                           |  |                             |  |                     |  |  |  |
| ***** LEAVE BALANCES *****             |             |            |          |       |          | CURRENT TAXABLE BALANCES |  |                             |  | YTD TAXABLE BALANCES      |  |                             |  | CURRENT PAY SUMMARY |  |  |  |
| VACATION                               |             |            |          |       |          | FEDERAL                  |  |                             |  | FEDERAL                   |  |                             |  | GROSS PAY           |  |  |  |
| SICK LEAVE                             |             |            |          |       |          | STATE                    |  |                             |  | STATE                     |  |                             |  | REDUCTIONS          |  |  |  |
| COMP TIME                              |             |            |          |       |          | MEDI GROSS               |  |                             |  | MEDI GROSS                |  |                             |  | TAXES               |  |  |  |
|                                        |             |            |          |       |          | OASDI GROSS              |  |                             |  | OASDI GROSS               |  |                             |  | DEDUCTIONS          |  |  |  |
|                                        |             |            |          |       |          | CA SDI GROSS             |  |                             |  | CA SDI GROSS              |  |                             |  |                     |  |  |  |
|                                        |             |            |          |       |          | GROSS EARN'S             |  |                             |  | GROSS EARN'S              |  |                             |  | NET PAY             |  |  |  |
|                                        |             |            |          |       |          | 2,805.13                 |  |                             |  | 22,347.91                 |  |                             |  | \$1,064.79          |  |  |  |
| DISTRICT NAME                          |             |            |          |       |          | DISTRICT ADDRESS         |  |                             |  |                           |  |                             |  |                     |  |  |  |
| L A CO. OFFICE OF EDUCATION            |             |            |          |       |          | 9300 IMPERIAL HWY.       |  |                             |  | DOWNNEY, CA 90242         |  |                             |  |                     |  |  |  |