

How to Read Your Pay Stub

DANVILLE PUBLIC SCHOOLS
341 MAIN STREET SUITE 100
DANVILLE, VA, 24541-

1

2

11/30/2024

3

V123456



Copy

PAY *****VOID CHECK*****

Amount

Copy

To the
Order of
JOHN DOE
123 ABC STREET
ANYWHERE, VA
24541

4

CREATED BY EMPLOYEE ACCESS CENTER

STATEMENT OF EARNINGS AND DEDUCTIONS -PLEASE DETACH AND KEEP FOR YOUR RECORDS

Earnings	Hours	Amount	Deductions	Amount	YTD Deduct	Contribution	YTD Gross
10 MONTH TEAC		4,094.92	FICA	249.79	1,123.85	249.79	18,324.76
			MEDICARE	58.42	262.84	58.42	
			FED TAX	292.17	1,007.80	.00	
			STATE TAX	181.70	754.88	.00	Current Earnings
			AMHLIDISAB	44.64	133.92	.00	
			TLC1000EE	75.00	225.00	944.00	4,094.92
			VRS PLIM10	.00	.00	57.99	
			VRS FRNG M	.00	.00	9.00	Current Net
			VRS HIC 10	.00	.00	59.46	
			HR M4% EE	196.56	589.68	.00	0.00
			HR M1% ED	49.14	147.42	.00	
			HR M1% DC	.00	.00	49.14	Pay Period Ending
			HR M14.21%	.00	.00	698.27	
			HDIS PROF	.00	.00	11.70	
TOTALS	0.00	4,094.92	TRUIST	2947.50	14,079.37	.00	11/30/2024
Leave	Balance	Taken YTD					Pay Date
S.L. DAYS	8.00	2.00					11/30/2024
P.L. DAYS	1.00	1.00					Check No
			Total	4,094.92	18,324.76	2,137.77	V123456

Top of Paycheck

1. DPS Central Office Address
2. Paycheck Date
3. Paycheck Number
4. Name and Address of Employee

Date

11/30/2024 V123456

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			Total	4,094.92	18,324.76	2,137.77	V123456

Earnings:

This identifies the pay that is being issued on this paycheck. Examples are 12 Month Employee, 10 Month Teacher, Subs, Misc. Pay, Bachelors, Masters, Additional Duties, etc.

Hours:

Weekly Employees will reflect actual worked hours for that pay period.

Monthly Employees that are on the ESP (Educational Support Personnel) salary schedule hours are systemically calculated based on contract hours.

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Amount:

Monthly Employees - The monthly payroll amount will be your annual salary divided by how many pay periods you will receive.

Weekly Employees - Total amount paid for the hours worked.

These amounts are **before** any deductions are taken out.

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Deductions:

Deduction/Tax codes that are applied to this paycheck.

Amount:

Amount per deduction for this pay period.

Below is a sample of deductions and all may not appear on your pay stub.

Deduction Name	Deduction Description
FICA	Federal Insurance Contributions Act Tax
Medicare	Medicare Taxes
Fed Tax	Federal Taxes
State Tax	State Tax
AMHLIDISAB	Allstate Disability
TLC****	Health Insurance Expense
VRS PLIM12	Virginia Retirement System (DPS Paid)
VRS FRNG M	Virginia Retirement System (DPS Paid)
VRS HIC 12	Virginia Retirement System (DPS Paid)
HR M4% EE	Virginia Retirement System (Mandatory)
HR M1% ED	Virginia Retirement System (Mandatory)
HR M5% EE	Virginia Retirement System (Mandatory)
HR M1% DC	Virginia Retirement System (DPS Paid)
HR M14.21%	Virginia Retirement System (DPS Paid)
HDIS PROF	Disability Insurance (DPS Paid)
ALLSTATE	Accident Insurance, Cancer Insurance, etc.
OGL PREM	Life Insurance
HR M4.0 DC	Defined Retirement Contribution (Voluntary)

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YTD Deduct:

This is the total year to date amounts
for the employee deductions.

Contribution:

This is the employer contribution that
DPS pays on the employees behalf.

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YTD Gross: Total (before deductions) earnings year to date.

Current Earnings: Total earnings (before deductions) for this pay period.

Current Net: Current net pay (after deductions) for this pay period. If check is direct deposit the current net will be zero. If you do not have direct deposit it will show the current net amount on the paycheck.

Pay Period Ending: Pay period date.

Pay Date: Date check was paid.

Check No: Check number.



Danville
PUBLIC SCHOOLS
Students • Staff • Families • Community

GLOSSARY OF TERMS

Gross pay: The total amount an employee earns before deductions.

Net pay: The amount an employee receives after deductions are subtracted from their gross pay.

Deductions: Withholdings from an employee's paycheck, such as taxes, healthcare and retirement.

Paycheck: The check a company issues to an employee for their net pay.

Pay period: The frequency with which an employee is paid, such as weekly, bi-weekly, or monthly.

Payroll categories: The elements that make up a paycheck, including wages, deductions, taxes, and employer expenses.

Payroll processing: The process of collecting timesheet data, calculating gross pay, withholding taxes, and paying employees.

Withholding: The amount that is taken out of an employees paycheck to remit (give to) federal, state, and/or local government.