



PAYROLL INFORMATION

DIRECT DEPOSIT

- ▶ The District requires employees to enroll in direct deposit. Employees will have their pay deposited directly into banks of their choice, in up to four different accounts.
- ▶ There is a one pay period delay for bank account verification purposes.
- ▶ Paychecks are issued on a bi-weekly basis.
- ▶ Pay day is Friday. It is a courtesy of your bank if you receive your direct deposit *before* Friday.
- ▶ Electronic pay stubs will be available by Friday in the Employee Self Service (ESS) portal once your direct deposit is active.



Wachusett Regional School District

Employee Self-Service Portal

Accessing Pay Stubs and Tax Documents

Pay Stubs

1. Click “Pay/Tax Information” in the left-hand menu.

Home

Employee Self Service

Pay/Tax Information

2. The resulting page will list pay periods for the current year. Click “DETAILS” at the far right to view the Check Detail page of any pay period.
3. From the Check Detail page, click “View paycheck image” to access the pay stub.

W-2 Forms

1. Click W-2 under Pay/Tax Information in the left-hand menu.

Pay/Tax Information

YTD Information

W-2



Wachusett Regional School District

Employee Self-Service Portal

Employee Self Service

Benefits

Pay/Tax Information

Personal Information

Time Off

Welcome to Employee Self Service

Announcements

Welcome to ESS!

Personal information

(Name & address)

[VIEW MORE](#)

Phone

CELL PHONE:

Email

Email:

@wsd.net

Time off

	Currently Available	Balance
VACATION	8.25	30.00
SICK	35.63	63.88
PERSONAL	2.00	3.00
JURY DUTY	0.00	0.00
BEREAVE	-6.00	0.00
PROF DEV	0.00	0.00

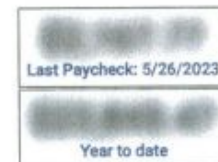
[REQUEST TIME OFF](#)

SHOW TIME OFF TAKEN



◀ J F M A M J J A S O N D ▶
2023

Paychecks



Previous paychecks

5/26/2023		DETAILS	
5/12/2023		DETAILS	
4/28/2023		DETAILS	
4/14/2023		DETAILS	
3/31/2023		DETAILS	

Tools

[VIEW LAST YEAR'S W2](#)

[VIEW YOUR W4](#)

[SHOW PAYCHECK AMOUNTS](#)

Sample Paycheck

Pay Code Section

Wachusett Regional School District				Advice Amount: \$		
EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO
		CENTRAL OFFICE ADMINISTRATION (91)	PAYROLL	05/26/2023	05/27/2023	
EARNINGS		RATE	DAYS / HOURS	CURRENT	YTD	
SAL-ADMIN		\$0.00	0.00	\$	\$	
TOTAL			0	\$	\$	
DEDUCTIONS				CURRENT	YTD	
MEDICARE				\$	\$	
BCBS HMO I26				\$	\$	
DENTAL-H-I26				\$	\$	
LIFE-26				\$	\$	
FEDERAL				\$	\$	
MASS TAX				\$	\$	
WC2-26 PP				\$	\$	
WC9				\$	\$	
HEALTHFLEX26				\$	\$	
BMV				\$	\$	
LTD HART				\$	\$	
TOTAL				\$	\$	
DEPOSITS				CURRENT	YTD	
BANK				\$20.00	\$	
CREDIT UNION				\$40.00	\$	
CREDIT UNION				\$350.00	\$	
BANK				\$	\$	

Deduction Codes

Bank Deposits

Accrual Balances

LEAVE	EARNED	USED	BALANCE	WITHHOLDING ALLOWANCES		
VACATION	0.0000	4.0000	8.2500	FILING STATUS	EXEMPTIONS	EXTRA AMOUNT
SICK	0.0000	0.0000	34.3892	Federal	\$ 0	\$0.00
PERSONAL	0.0000	0.0000	2.0000	State	\$ 0	\$0.00
ADVICE TOTALS				TYPE	CURRENT	YTD
				Taxable Pay	\$	\$
				Gross Pay	\$	\$
				Deductions	\$	\$
				Net Pay	\$	\$

Tax Info

Retirement Benefits & 403b

- ▶ Municipal employees do not pay F.I.C.A., (Social Security Income Tax). However, all employees are required to pay a percentage of their gross wages towards a retirement program unless they are already receiving a retirement benefit. The retirement program that an employee is eligible for is determined by their position and/or total number of hours worked per year and the position the employee holds. The following retirement programs are available:
- ▶ Massachusetts Teachers Retirement System (MTRS):
 - ▶ up to 11% is withheld from gross salary (rate may vary depending upon service history)
- ▶ Worcester Regional Retirement System: (employees working 1040+ hours/year)
 - ▶ 9 -11 % is withheld from gross salary
- ▶ OBRA: (employees working <1040 hours/year)
 - ▶ 7.5% is withheld from gross salary

In addition to mandatory retirement plans, 403(B) plans are also offered through the District's third party administrator, TSA Consulting.

Please visit www.wrsd.net for more details.

Paycheck Code and Explanation

<u>Code on Paycheck</u>	<u>Explanation</u>	<u>Code on Paycheck</u>	<u>Explanation</u>
403B ASP	403(b) ASpire Financial Services	IRS	Wage Garnishment
ABA	ABA Dues	LEVY	Wage Garnishment
AMERIPRISE	403(b) Ameriprise Financial	LIFE	Basic Life Insurance
ANNUITY PREM	403(b) Commonwealth Annuity Life Ins Co	LIN	403(b) Lincoln Investment Planning
AXA	403(b) AXA Equitable Life Ins Co	LTD	Long Term Disability Insurance
CDU	Custodial Dues	LTR	Long Term Disability Insurance Reimbursement
BCBS	Blue Cross Blue Shield Health Insurance	LTU	Teacher Dues
BLUE20/20	Blue 20/20 Vision Plan	MASS-TAX	Massachusetts Withholding
BMV	Voluntary Life Insurance	MEDICARE	Medicare Insurance
DDNET	Main and Net Direct Deposit	MET	403(b) Metropolitan Life Ins Co
DD1	First additional Direct Deposit account	MT+	MA Teachers Accelerated Payment Plan
DD2	Second additional Direct Deposit account	OBRA	OBRA Retirement Contribution
DD3	Third additional Direct Deposit account	ODF	457(b) Great West Life & Annuity Ins Co
DD4	Fourth additional Direct Deposit account	PFS INVEST	403(b) PFS Investments (Primerica)
DENTAL	Blue Cross Blue Shield Dental Insurance	PFT	403(b) Putnam Funds
DEPENDCARE	Dependent Care Flexible Spending	SDU	Secretarial Union Dues
EBC	403(b) The Legend Group	WRPA	Wachusett Regional Paraprofessionals Assoc. Dues
EDU	Wage Garnishment	TIA	403(b) TIAA-CREF
FEDERAL	Federal Withholding	TR2, 5, 7, 8 or 9	MA Teachers Retirement Rate (%)
FIV	403(b) Fidelity Investments	T11	MA Teachers Retirement Rate (11%)
FRANKTEMP	403(b) Franklin Templeton Funds	VOYA	403(b) VOYA
GAL	403(b) VALIC	WAA	Wachusett Administrators' Association Dues
GRE	403(b) Great American-Annuity Investors Life	WC2, 5, 8 or 9	Worcester Regional Retirement Rate (%)
HEALTHFLEX	Healthcare Flexible Spending Account	WGR	Wage Garnishment
		WRI	403(b) Waddell & Reed