How to Read you Paycheck – Certificated Employees

How to Read Your Paycheck. This example is from a Teacher Paid over 10 Pay Periods – September through June. This employee has Deferred Pay so receives a check in July and August based on the monthly deduction DFR. For deferred pay, taxes and deductions are taken on the taxable gross over the 10 pay periods so there are no deductions on the deferred payments.

EMPLOYEE NAME			
SSN/ID		STATEMENT NUMBER	94013631
PERIOD CLOSING	05/31/2022	ISSUE DATE	05/31/2022
SICK LEAVE BALANCE	6.00 DAYS	VACATION BALANCE	0.00 DAYS
FEDERAL EXEMPTIONS	M/00	STATE EXEMPTIONS	M/00-00

DISTRICT
AROMAS/SAN JUAN
2300 SAN JUAN HIGHWAY
SAN JUAN BAUTISTA CA 95045

LOCATION 0003 ANZAR HIGH SCHOOL

PAY TYPE	UNITS	PAY RATE	FTE or RATE TYPE	ADJUSTMENT TO GROSS	GROSS PAY
NML		6,230.10	100.00		6,230.10
DEGR		100.00	0.00		100.00
DEGR		61.80	0.00		61.80
CSH		666.40	0.00		666.40
		TAXABLE GROSS	6,406.00	TOTAL GROSS	7,058.30

NML = Normal Monthly Pay. Yearly Salary divided by the number of paychecks you receive (not including deferred pay).
DEGR 100.00 = $1,000 Master's Degree over 10 pay periods
DEGR 61.80 = $618.00 Teacher Certificate over 10 pays
CSH = Cash Rebate for Declining Benefits

CALENDAR YEAR TO DATE / W2 ADVICE

GROSS	35,884.84
TAXABLE GROSS	32,562.79
FEDERAL TAX	2,201.31
STATE TAX	769.25
MEDICARE	520.35
NET	24,367.83

Calendar Year Information (Starting Jan 1)

FISCAL YEAR TO DATE

DEFERRED PAY	7,348.62

Total amount of Deferred Pay collected as of this paycheck.

DEDUCTIONS	TAX DEFERRED	EMPLOYER	EMPLOYEE
FEDERAL TAX			416.82
STATE TAX			142.95
MEDICARE		102.35	102.35
STRS	Y	1,081.51	652.30
UNEMPLOYMENT INSURANCE		35.29	
WORKER'S COMP. INSURANCE		135.19	
STATUTORY DEDUCTION TOTAL		1,354.34	1,314.42
MIS CALIF. TEACHER'S ASSOC.			113.50
WAIVED - MEDICAL		783.60	
DFR DEFERRED PAY WITHHOLD			827.31
VOLUNTARY DEDUCTION TOTAL		783.60	940.81

Required Deductions:
Employee deductions and District payments on employee behalf

Voluntary Deductions:
MIS – CTA Monthly Dues
Waived Medical – amount district pays on employee behalf for decline benefits
DFR – Amount held for Deferred Pay

Example if you have benefits:

MIS CALIF. TEACHER'S ASSOC.			115.20
SISC MEDICAL PLAN C	Y	1,279.96	551.24
SISC DENTAL PLAN A		140.40	
SISC VISION SERVICE PLAN		29.64	

The left top portion shows your available sick leave. The most accurate information can be found in your Frontline account. The amount shown here is only updated once on the 15th of the month.

The Exemptions box shows your Federal and State Exemptions you are claiming. These can be changed by submitting a new W-9 form and State DE4 form.

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How normal monthly pay is calculated:

Employee pay is calculated using the Yearly Salary and dividing the total by the number of months paid. For example, if your salary is $75,000 and you receive 10 pay checks, your monthly pay before any bonuses are applied or any deductions would be $7,500.00

This is how payroll is calculated in educational settings. This allows the employee to receive the same amount of pay each month no matter how many days they work per month.

Bonuses such as Degree and Teacher Certificate stipends are also divided by the number of paychecks you receive.

Extra Duty Pay and Stipends:

Any Extra Duty pay is paid on the 10th payroll and is calculated based on the applicable hourly rate. Any additional stipends are also paid on the 10th of the month. All 10th payroll information must be submitted to payroll no later than the 20th of the month prior. For example, for the October 10th payroll, all information must be approved by your administrator and submitted to payroll by September 20th.

What I have questions or would like additional information:

If you have questions about your pay, please contact Human Resources to review your questions and pay information. Please DO NOT DELAY in reaching out to HR so your questions can be addressed in a timely manner.