

UNDERSTANDING YOUR PAYCHECK

(see example pay stub)

Pay period/ Pay day / Work Week

Employees shall be paid on or before the 15th of the month. The monthly pay period is the 6th through the 5th of each month. The work week is Sunday through Saturday

A This section lists the current pay period, the date the pay period ended, and the pay date.

B This section reflects the position and the total amount earned within the current pay period. Extra duty/stipends are reflected here as well.

- **Earnings** – Description of payment for regular pay or supplement pay.
- **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.
- **O/T Hrs** - Hours from last payroll cutoff to current payroll cutoff.
- **Rate** - Hourly pay rate based on salary schedule placement.
- **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.
- **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 totals:** Gross pay before deductions from the current pay cycle.

C This section shows the employee deductions.

- **OR Statewide Transit Tax** – Mandatory Oregon tax that funds public transportation across the state.
- **FICA – Medicare** – Mandatory federal tax that funds Medicare.
- **FICA – Social Security** – Mandatory federal tax that funds Social Security benefits.
- **Federal Tax** – Mandatory standard federal tax withheld based on your W-4 elections.
- **State Tax** – Mandatory standard state tax withheld based on your W-4 elections.
- **PERS - TIER 1/2, OPSRP** – Mandatory standard portion for Public Employees' Retirement System.
- **OEBB LTD** – Mandatory premium for long-term disability insurance through Oregon Educators Benefit Board (OEBB).
- **Direct Deposit Net Pay** – The amount deposited directly into the employee's bank account.

OTHER DEDUCTIONS (optional) – *these are optional deductions approved by employee that may appear on the pay stub.*

- **OEA/NEA Dues** – Dues or fees pertaining to Oregon Education Association (union)
- **DESDA Dues** – Dues or fees pertaining to Douglas Education School District Association
- **HSA EE** – Employee contribution to a Health Savings Account.
- **American Fidelity, Texas Life, OEBB STD, OEBB Opt Life, AFLAC** – Optional supplemental insurance deductions.
- **ASPIRE, Valic, VOYA, Oregon Savings Growth Plan** – Optional retirement savings plans.

D

This section shows leave types and the accumulation of each leave.

For the types of leave available, employees should refer to the collective bargaining agreement which can be found here - [HERE](#).

- **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.
- **Adj** – Total adjustments for current fiscal year.
- **Bal** – Amount leave available as of the current payroll cutoff date.

E

This section shows the usage of leave for the current pay period.

- **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.

F

This section shows all benefits provided and paid by the employer.

- **FICA – Medicare** – Employer portion of federal tax that funds Medicare.
- **FICA – Social Security** – Employer portion of federal tax that funds Social Security benefits.
- **PERS - TIER 1/2, OPSRP** – Employer portion for Public Employees' Retirement System.
- **PERS BOND** – Amount the employer pays for the pension obligation bond.
- **SAIF – Wrk Comp** – Worker's Compensation paid by the employer. Broken down as different types of Worker's Comp, all mandated by the government.
- **Unemployment** – A state mandated tax that funds unemployment benefits.
- **PFL ER Portion** – Employer's portion of the Paid Family Leave program.
- **PFL EE Portion** – Employee's portion of the Paid Family Leave program paid by the employer on the employee's behalf.
- **Life/ADD** – Premium for employer provided life insurance and accidental death & dismemberment coverage.
- **EAP Benefits** – Premium for the Employee Assistant Program.
- **Medical Plan, Dental Plan, Vision Plan** – Medical, Dental, Vision insurance paid on behalf of the employee.
- **HSA ER PD** - Employer contribution to the employee's Health Savings Account.

A

	1	Regular	08/06/2025	09/05/2025	09/15/2025	9/15/2025
Employee Name	Period	Pay Cycle	Start Date	End Date	Pay Date	Deposit Date
Federal: Married filing jointly, Exe: 0			State: OR, Allowance: 0, Married			

B

EARNINGS	Reg Hrs	O/T Hrs	Rate	O/T Rate	Amt	Over time	FTD	YTD
JOB TITLE	24.00	0.00	45.68	78.90	8,900.00	0.00	8,900.00	48,978.00
OTHER POSITIONS	0.00	0.00	0.00	0.00	0.00	0.00	100.00	700.00
EARNINGS Total:	24.00	0.00			7,022.08		7,022.08	46,372.56

C

EMPLOYEE DEDUCTIONS	Amount	YTD
100-OR Statewide Transit Tax	6.64	43.84
101-FICA - Medicare	102.43	676.45
102-FICA- Social Security	437.98	2,892.34
103-Federal Tax	657.09	4,283.96
104-State Tax	430.57	2,811.42
107-PERS-PENSION-OPSRP	423.85	2,799.06
196-OEBB LTD Insur	16.31	114.17
151-Direct Deposit Net Pay	5,678.90	24,689.00
DEDUCTIONS Total:	7,021.84	48,978.00

D

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
Personal Leave	0.00	0.00	24.00	0.00	24.00
Non-Contract Day	0.00	0.00	168.00	0.00	168.00
Sick Leave 12 mth	776.75	0.00	96.00	0.00	872.75
Vacation - Classified - 240	0.00	0.00	64.00	0.00	64.00

E

LEAVE CURRENT	Used	Accr	Adj
Personal Leave	0.00	24.00	0.00
Non-Contract Day	0.00	168.00	0.00
Sick Leave 12 mth	0.00	96.00	0.00
Vacation - Classified - 240	0.00	64.00	0.00

EMPLOYER PAID BENEFITS

F

	Amount	YTD
101-FICA - Medicare	102.43	676.45
102-FICA- Social Security	437.98	2,892.34
107-PERS-PENSION-OPSRP	1,636.07	10,087.79
108-PERS-BOND	315.99	2,086.77
110-Saif - Wrkr Comp 8868	32.65	181.69
118-PFL ER Portion	28.09	185.47
119-PFL EE Portion-ER Paid	42.13	278.23
195-Life/ADD Conf	1.96	13.72
197-EAP Benefits	2.10	14.70
225-Medical Plan 7	1,364.49	9,551.43
226-Dental Plan Willamette	120.55	843.85
227-Vision Plan Opal	49.80	348.60
243-Amer Fid HSA ER PD	363.20	2,392.40
BENEFITS Total:	4,497.44	29,553.44

Net Amount:

\$5,678.90

<p>DOUGLAS EDUCATION SERVICE DISTRICT 1409 NE Diamond Lake Blvd#110 Roseburg, OR 97470-1493</p>	<p>DIRECT DEPOSIT RECEIPT PAYROLL PAY DATE: 09/15/2025</p>
<p>TOTAL DIRECT DEPOSIT NET PAY:</p>	<p style="text-align: center;">*</p> <p>\$5,678.90</p>
<p>NON - NEGOTIABLE</p>	

DOUGLAS EDUCATION SERVICE DISTRICT
 1409 NE Diamond Lake Blvd#110
 Roseburg, OR 97470-1493