

## Understanding Your Pay Statement

You can expect to receive an itemized pay statement with every payment of wages, commissions, or salary. We are providing the following information to ensure you understand the information on your itemized pay statement. Please reach out to Payroll/Benefits Manager - Sharrell Ford @ [sharrell.ford@dsd2.org](mailto:sharrell.ford@dsd2.org) with any questions you may have.

### Payday :

All staff are paid monthly. Payday is the 25th, if that falls on a weekend or holiday, payday is the last business day prior to the 25th.

### Pay Period :

12 month (all staff on the A1 Calendar), Administrator, and Confidential staff- *pay period* is first of month - end of the month

All other staff : Licensed, clerical, all other classified staff - the pay period is the 16th of month to 15th of following month. With the exception of June, it is through the last day of your working calendar.

### Workweek for purposes of overtime (if applicable):

Sunday through Saturday - Any *required* weekend work will be paid at OT wages. Please refer to the OSEA bargaining agreement (Page 40) for additional clarity on qualifying OT.

### Types of pay may include:

REG HOURLY - Regular Hourly

REG SALARY - Regular Salary

Overtime, OT MULTPL (OT calculation with two [or more] payrates) - Overtime (not over hours but qualifying OT)

LIC SUB, CLS SUB - In Building Subbing

TEMP WK - Game Help or other wages but not considered subbing

VA PAYOUT - Vacation Payout

MSC LV PAY - MISC Leave Payout

COACHING - Extra Duty Coaching

EXTRA DUTY - Extra Duty Monthly

### Possible Benefit Contributions:

PERS CODES (These are all employer contributions for qualifying staff) - PERS 6%, PERS REG, OPSRP, (PERS Retired but still working - this does not supplement retired staff PERS but is required as part of PERS reform) PERS WB1 or WB2

Group Health Insurance, dental, and or vision (Employer Paid) - HEALTH INS

Health Savings Account (Employer Paid) - HSA ER, OSU ER HSA, OR CST ER

Possible Deductions:

Taxes:

FICA - Social Security (Old-Age, Survivors and Disability Insurance)  
MEDICARE - Medicare  
FED TAX - Federal Withholding  
STATE TAX - State Tax  
TRANSIT - Oregon Statewide Transit Tax  
WBF EE - Oregon Worker Benefit Fund - Employee portion  
PFMLI - Paid Leave Oregon - (This includes Employee and Employer portions)

Other Deductions Include (but not all):

PTX OOP - Pretax Out of Pocket Health Insurance Costs (Employee portion)  
HSA SLF PD - Health Savings Account (Employee Contributions)  
OEBB Enrollments (all after tax) - (Life Insurance) OEBB LIF AT, (Short Term and Long Term Disability) OEBB STDIS and OEBB LTDIS  
American Fidelity Enrollments (both pretax and after tax options) - (Cancer) AFA Cancer, (Life) AFA Life, (Disability) AFA DISAB, ( Accident) AFA ACCID  
American Fidelity Flex Spending Accounts - (Unreimbursed Medical) AFA UNREIM, (Dependent Care) AFA DEP CR  
Tax Sheltered Annuities and Roth Contributions (this is just a few of the approved vendors) -  
(American Fidelity) AFA DEF, AFA ANN, AFA ROTH  
(Oregon Savings Growth Plan) - OSGP PRETX and OSGP ROTH  
Union Dues - (Licensed) OEA Dues and DEA, (Classified) OSEA DUES, OSEA LIFE, OSEA ELAF, AND CHAPT DUES