

Understanding Your Itemized Pay Stub

South Lane School District (SLSD) provides all employees with an itemized pay statement every time wages are paid, as required under Oregon Law (SB 906; ORS 652.610; OAR 839-020-0012). This guide is intended to help you understand the information shown on your pay stub. If you have questions, please contact Payroll at payroll@slane.k12.or.us.

Pay Period & Payday Information

- Payroll cutoff date: The 15th of each month
- Pay Frequency: Monthly
- Payroll Funds Release Date: Payroll funds will be released to banks, and checks will be mailed on the “Funds Release Date.” Please refer to the payroll schedule on the SLSD website for specific dates.
- Direct Deposits: Payment will be posted to your bank account based on your bank’s processing timeline.
- Manual Checks: These will be sent via the U.S. Postal Service to the mailing address on file.
- Overtime Workweek: For overtime calculations, our work week begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday
- For additional payroll information, please visit: [Payroll Information](#)

Pay Stub Information

1. Pay Period & Employee Information Area

- SLSD’s name and address
- Your personal information
- Your W-4 Federal and State tax filing information
- Pay Period Dates (example: 11/01/25-11/30/25)
- Check Date (example: 11/25/25)

2. Earnings Area

This section shows how your pay was calculated

- Job Title (S = Salary, H = Hourly)
- For Hourly (H) pay, total hours worked are displayed.
- Regular Hours (from timecard or pay calendar)
- Overtime Hours
- Regular Rate
- Overtime Rate
- Amount (Gross Regular Pay)
- Overtime (Gross Overtime Pay)
- FTD – Fiscal Year to Date totals
- YTD – Year to Date totals

Possible Earnings Names	
Job Title (S reflects Salary, H reflects Hourly)	Domestic Partner (with matching deduction)
Curriculum Rate	Substitute Pay
Athletic Stipends (Coaches)	Personal Day Payout
Stipends	Adjustment Docking (Leave Without Pay – will show as negative earnings)
Additional Hours	Athletic Duty
Lead (Custodian & Maintenance)	

3. Deductions Area

This section lists **your portion** of all legally required payroll taxes deducted from your paycheck.

- FICA - Soc Sec (Social Security)
- FICA - Medicare
- FED Tax W/H – Federal Tax Withholding based on your federal W-4 information
- Oregon State Tax W/H - State Tax Withholding based on your State W-4 information
- Oregon Paid Family Medical Leave
- State Transit Tax
- Worker’s Benefit Assessment

Possible Deduction Descriptions	
PERS	Garnishments
Draws	AD&D (Accidental Death and Dismemberment Insurance)
403(b) - Tax-Sheltered Annuity	American Fidelity Optional Additional Insurance Products
HSA (Health Savings Account)	Insurance (Moda/Kaiser)
Direct Deposit #1 (Additional, secondary direct deposit)	Domestic Partner (and its matching earnings)
Direct Deposit Net Pay (Final amount paid to you after all deductions)	Union Dues (OSEA, SEA, Etc.)
American Fidelity Dependent Care (FSA)	American Unreimbursed Medical (FSA)
Long Term Disability (LTD Certified)	Transportation Summer Pay

4. Employer Paid Benefits Area

This section lists **SLSD’s portion** of taxes and benefits paid on your behalf.

- FICA - Soc Sec (Social Security)
- FICA - Medicare
- Oregon Paid Family Medical Leave
- Oregon Unemployment
- Worker’s Benefit Assessment

Possible Employer-Paid Benefits	
PERS	403B Matching
HSA (Annual Contribution)	LTD Distr Paid (Long Term Disability)
HRA VEBA (Monthly)	Insurance (Moda/Kaiser)
Dental/Vision	

Payroll Forms and Resources

Please visit the SLSD Payroll webpage for additional resources and downloadable forms: [Payroll Information and Forms](#)

Available forms include:

- Federal Form W-4
- Federal Tax Tables & Withholding Worksheet
- State Form W-4
- 2025-2026 Payroll Day Schedule
- Understanding Your Pay
- Payroll FAQ

If you have payroll-related questions, contact [Sherri Bailey @ Payroll](#)

Please remember to review each paystub carefully and notify Payroll immediately if you identify any discrepancies.