

PAY STATEMENT NOTIFICATION

St. Helens School District provides all employees with an itemized pay statement each time wages are paid, as required under Oregon law (ORS 652.610; OAR 839-020-0012). This guide explains the information you will see on your pay statement (pay stub).

Pay Period & Payday

- **Payroll cutoff** follows the District's monthly payroll calendar.
 - **Pay frequency** is once per month, paid on the **20th of each month**.
 - If the 20th falls on a weekend, payday will be the **Friday prior**.
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What You Will See on a St. Helens School District Pay Stub

1. Personal & Employer Information

- Employee name and address
- Employee ID
- Employer name, address, and phone number

2. Pay Period & Check Information

- Pay period dates
 - Check date
 - Check number
 - Gross wages
 - Net pay for this period
 - Year-to-date (YTD) totals
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Types of Pay

Salary

Regular positions are paid on an equal pay basis.

The pay statement shows an hourly rate and the contract hours worked for the month. The hourly rate multiplied by hours worked reflects earnings for that month; however, the **amount actually paid** is based on equal pay calculations:

- **Teachers / Administrators / Confidential Employees:**
Annual salary ÷ 12 paychecks
- **Classified Employees:**
(Hourly rate × hours per day × number of employment days) ÷ number of paychecks

Coaching

- Paid as a **fixed stipend**, issued in one lump sum during fall, winter, or spring paydays (on the 20th of the month).
- Coaching stipends are **not hourly-based**.
- Amounts are determined by experience and can be found in the **Certified Bargaining Agreement (CBA)**.

Hourly

- Paid based on approved timesheets submitted by the payroll cutoff date.
- May include coverage hours, substitute hours, and extra duty hours.

Rate Differential

- Hourly differential pay for classified employees working in a different position(s).
- Rates are defined in the **Classified CBA**.

Possible Employee Deductions

Employee pay statements may include some of the following deductions, depending on eligibility and enrollment:

Voluntary Deductions

- AFLAC
- American Fidelity (403(b), Roth, Accident, Cancer, Dependent Care, Health Spending)
- American Funds TSA
- Aspire (403(b))
- Cub's Corner / Day Care
- Direct Deposit (up to 5 accounts)
- ELAF
- Equivest (Annuity / Roth)
- Fidelity Investments (Annuity / Roth)
- FIT AN PHAT Fitness
- Invesco Investments (Annuity / Roth)
- Oregon Savings Growth Plan (457, Roth)
- Pacific Athletic Club

- PenServ Plan (403(b), Roth)
- Prepaid Legal
- Preschool Promise Fees
- Texas Life
- Thrivent Financial
- VALIC TSA
- Vanguard (Annuity / Roth)
- VOYA (Annuity / Roth)
- Cafeteria Lunches

Benefits (Employee and/or District Paid)

- OEGB Medical, Dental, Vision (including summer coverage where applicable)
- OEGB / Standard Life
- OEGB / Standard LTD

Union Dues (Employee Paid)

- Oregon School Employees Association (OSEA)
- Oregon Education Association (OEA)
- St. Helens Education Association
- OSEA Life Insurance (voluntary)

Retirement

- PERS Tier III / OPSRP (mandatory)
- PERS Redirect (voluntary)
- Public Employees Retirement (mandatory)

Mandatory Taxes & Assessments

- Federal Withholding Tax
- State Withholding Tax
- State Transit Tax
- OR Paid Family & Medical Leave Insurance (PMFLI)
- FICA – Social Security
- FICA – Medicare
- Unemployment
- Workers' Compensation (WC 8868, 9101, 9349, DTEC, TRIA, Hourly Assessment)

Other Mandatory Deductions (If Applicable)

- Garnishments
- Domestic Partnership Taxable Benefits
- Greater Term Life