

Understanding Your Pay Statement – Substitutes/ Coaches/Advisors

You can expect to receive an itemized pay statement with every payment of salary, extra duty wages, or stipends. We are providing the following information to ensure you understand the information on your itemized pay statement. Please reach out to the payroll office with any questions you may have.

Pay periods:

Monthly – Timesheets run from the 16th of the prior month through the 15th of the current month.

Paydays are the 28th of the month. (If that day falls on a weekend or holiday, payday will fall on the prior business day.)

Workweek for purposes of overtime:

12:00 am on Sunday through 11:59 pm on Saturday

Types of pay may include:

Salary (S)

Coaching/Advisor positions – Fixed stipend amounts, paid in two equal payments. The fixed stipend amounts are not based on an hourly rate. The stipend amounts are listed in the Certified Bargaining Agreement.

Hourly (H)

Substitute hours

Possible Benefit Contributions:

FICA – Medicare Tax

FICA – Social Security Tax

PERS 6% Pickup

PERS OPSRP **or** PERS Tier 1/2

State Paid Leave Tax (Paid Leave Oregon Tax)

Workday Tax (Oregon Worker Benefit Fund)

Possible Deductions:

Taxes:

- Federal Tax Withholding
- FICA – Medicare Tax
- FICA – Social Security Tax
- State Paid Leave Tax (Paid Leave Oregon Tax)
- State Tax Withholding
- State Transit Tax (Oregon Statewide Transit Tax)
- Workday Tax (Oregon Worker Benefit Fund)

Benefits:

- 403(b)

Other Deductions:

- Direct Deposit Amount 1 or 2 (fixed deposit amounts)
- Direct Deposit Net Pay
- Fingerprint fees
- Garnishments (various garnishors)
- Oregon Child Support