

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 Human Resources or Payroll with any payroll questions you may have.

Grants Pass School District 7 pays all employees on an **even pay** schedule. See below calculation.

Even Pay

Hourly Rate x Hours a Day x Days to Work = **Annual Salary**

Annual Salary ÷ 12 Pay Periods = **Monthly Paycheck**

10-Month
Sept-June with
(3 Checks in June)

11-Month
Aug-June with
(2 Checks in June)

12-Month
July-June

Pay day for employees is on (or before) the 25th of each month.

Pay Period

1. Monthly Pay: Your monthly paycheck is paid current. This means the paycheck you receive on (or before) the 25th covers your base pay for that entire month.

2. Timesheets & Leaves: Because we need time to process hours and time-off requests, these items run on a slightly different schedule (see below schedule).

Note on Calculating Pay: Because your annual salary is divided into equal payments regardless of the number of workdays in a month, multiplying your hourly rate by the specific hours worked this month will not match your paycheck amount.

Work Week

The workweek is defined as Sunday through Saturday.

Types of Pay

- Position
- Timesheet Hours
- Overtime Hours
- Stipends
- Extra-Duty

Timesheet Cutoff Dates

July	6/14/26-7/11/26
August	7/12/26-8/8/26
September	8/9/2026-9/12/26
October	9/13/26-10/10/26
November	10/11/26-11/7/26
December	11/8/26-12/5/26
January	12/6/26-1/9/27
February	1/10/27-2/6/27
March	2/7/27-3/6/27
April	3/7/27-4/10/27
May	4/11/27-5/8/27
June	5/9/27-6/12/27
July	6/13/27-7/10/27

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Possible Deductions

Taxes

- Federal Tax
- Oregon State Tax
- Unemployment
- Oregon Transit Tax
- FICA – Medicare
- FICA – Social Security
- Oregon Paid Leave Tax - PFMLI
- Oregon Worker's Benefit Fund (WBF)

Benefits

Health Insurances (OEBB)

- Medical
- Dental
- Vision
- Long Term Disability
- Life

Supplemental Insurances

- Health Savings Account (HSA)
- Dependent Care (DDC)
- Flexible Spending Account (FSA)
- Accidental Death & Dismemberment (AD&D)
- Critical Care
- Cancer
- Accident

Retirement

- PERS
- 403b
- 457b

Other Deductions

- Imputed Income (Domestic Partner)
- Dues – GPACE -Classified
- Dues – OEA Classified
- Dues – GPEA Certified
- Dues – OEA Certified
- Garnishment
- Donation

Possible Contributions

Taxes

- Federal Tax
- Oregon State Tax
- Unemployment
- FICA – Medicare
- FICA – Social Security
- Oregon Paid Leave Tax - PFMLI
- Workers Compensation
- Unemployment
- Oregon Workers Benefit Fund (WBF)

Benefits

Health Insurances (OEBB)

- Medical
- Dental
- Vision
- Life

Supplemental Insurances

- Health Savings Account (HSA)
- Short Term Disability (STD)

Questions about your payroll?

Please contact the Human Resources or Payroll Department