A Guide to Understanding Your Paycheck

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Company:	State of Delaware	**Check Date:**	08/08/2025
Address:	820 Silver Lake Blvd., Suite 100	**Pay Begin Date:**	07/13/2025
	Dover, DE 19904	**Pay End Date:**	07/26/2025

Note Pay Begin and Pay End Dates - two week lag

General

Name:		**Employee ID:**	
Address:		**Pay Rate:**	Biweekly
		Department:	- Caesar Rodney Scho
		Location:	
		Job Title:	

Employee specific information

Tax Data

Fed Marital Status:	Married		**DE Marital Status:**	Married, joint return	
Fed Allowances:	N/A		**DE Allowances:**	1	
Fed Addl Percent:	N/A	**Fed Addl Amount:** $0.00	**DE Addl Percent:**	0.000	**DE Addl Amount:** $0.00

Information pulls from Federal and State W4 forms

Paycheck Summary

	Gross Earnings	Fed Tax Gross	State Tax Gross	Total Taxes	Total Deductions	Net Pay
Current	1,879.00	1,523.85	1,523.85	283.38	355.15	1,240.47
YTD	29,868.56	24,819.51	24,819.51	4,621.12	5,049.05	20,198.39

Net Pay (or take home Pay) YTD displays on the current paycheck only

Earnings

Description	Hours	Amount	YTD Amount
RegularPay	75.00	1,811.50	28,069.16
OptnFlexCr		67.50	1,012.50
Retro Pay			786.90
Total:	**75.00**	**1,879.00**	**29,868.56**

Taxes

Description	Amount	YTD Amount
Fed Withholding	104.46	1,723.90
Fed MED/EE	24.13	388.05
Fed OASDI/EE	103.19	1,659.26
DE Withholding	51.60	849.91
Total:	**283.38**	**4,621.12**

Taxes reduce take home pay

Before-Tax Deductions

Description	Amount	YTD Amount
RegNewHire	90.57	1,142.80
Medical	214.58	3,106.25
DC 457(b)	50.00	800.00
Total:	**355.15**	**5,049.05**

After Tax Deductions

Description	Amount	YTD Amount
Total:		**0.00**

Employer Paid Benefits

Description	Amount	YTD Amount
Medical	1,404.92	20,337.61
SchDent	56.78	113.56
Vision	9.94	19.88

Before and After Taxes reduce take home pay

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit		Checking	200.00
Direct Deposit		Checking	1,040.47
Total:			**1,240.47**

Direct Deposit Information

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GENERAL:
Employee specific information such as Employee ID, Department, Location

Pay Rate Biweekly = Annual salary divided by 26 pays

TAX DATA:
Information in this section is directly from how you completed your Federal and State W-4 Employee Withholding Forms.

If this information needs to be changed, please submit new W4 form(s) to payroll

PAYCHECK SUMMARY:
This is your current paycheck amounts for gross earnings, Federal and State taxable earnings, total taxes, total deductions and Net Pay.

Gross Earnings = Earnings prior to all taxes and deductions

Net Pay = Earnings after all taxes and deductions, commonly called take home pay

Gross earnings, less taxes, less deductions = Net Pay.

Federal taxable earnings are what appear in Box 1 of the W2

YTD = summary of above for the year to date. Only appears on the current paycheck. Once the next paycheck is available to view, the YTD totals on the previous check will disappear

EARNINGS:
Gross earnings, hours and/or amounts appear in this section. There are many earnings codes such as Regular Pay, EPER, Overtime, Midyear hire adjustments, retroactive pay etc.

Earnings appear with a shortened description that should be helpful in determining the type of pay.

Ex: PdParntlv= paid parental leave

Flex Credit Earnings, are also included under the earnings section. These are earnings given to offset benefit deductions.

OptnFlexCr = District medical stipend. Offsets the medical pre-tax deductions in part or whole

Note: Flex credits are not given on the third pay in a month, as there are no medical deductions

Earnings Descriptions

Short Description - This is what is seen on pay stub	Long Description	Code in Payroll
RegularPay	Regular Pay	REG
NonWork	Non Work Hours (pay for time not actively worked)	ANW
NonPenEarn	Earnings Not Subject to Pension	APX
AdjRegPay	Adjustment for REG Payment	ARO
Retro Pay	Retroactive Pay	ARP
Sick Pay	Retirement Accrued Sick Pay	ARS
Vacatn Pay	Retirement Accrued Vacation Pay	ARV
MidYrCnAdj	School Adjustment - Mid Year Contract Hire	ASA
TrueUpAmt	True Up Amount (use for contract payoff)	ATU
Vacatn Pay	Termination Accrued Vacation Pay	ATV
Wkr's Comp	Worker's Compensation Adjustment	AWC
EdAfterSch	Ed After School Pay	EAS
EdCoachPay	Ed Coaching Pay	ECP
EdDOE	Ed DOE (for stipends; entered by DOE only)	EDE
Homebound	Educ Homebound Instruction	EHB
EdMentrStp	Education Mentoring Stipend	EMS
Ed EPERPay	Ed Extra Pay Extra Responsibility	EPR
EdSalStpEr	Ed Salary Stipend Earning	ESE
EdSum/Schl	Ed Summer School pay	ESI
EdTchSup	School Leadership Team Stipends	ETS
PdParntLv	Paid Parental Leave	FPL
GDK	Generic Docking Code (for LWOP's)	GDK
Short Term	Short Term Disability	STD
WageRepay	Wage Repayment	WGR
OptnFlexCr	Option Level Credit	ZOP
OTB10 1.5	10-month Bus OT 1.5 x Rate	TB1
OTB10 2.0	10-month Bus OT 2.0 x Rate	TB2
OTCS12 1.5	12-month Custodian OT 1.5 x Rate	TC4
OTCS12 2.0	12-month Custodian OT 2.0 x Rate	TC5

Salary Deduction Descriptions

The deduction codes below are the most common codes for Caesar Rodney School District Employees.

Short Description - This is what is seen on pay stub	Long Description	Code in Payroll
Before-Tax Deductions		
RegNewHire/RegPenCd	Pension - **Deduction begins after Gross Earnings of $6,000 per calendar year**	NPC/RPC
Medical	Health Insurance	MED01
TSA 403(b)/DC 457(b)	Deferred Compensation Plans - VOYA	TSA403/DC457
HltCareSp	Flex Spending	HCAR01
SchDent	Dental Insurance	DENT11

After Tax Deductions		
STLIFE	Life Insurance	STLIFE
SubBen	Supplemental Benefits	SUPBEN
DSEA	Delaware State Education Association	UNDSEA
UnWay/Educ	United Way of Delaware	UWAYED

Taxes		
Fed Withholding	Federal Withholding - **Dependent on your Federal W4 form turned in to Payroll**	FWT
Fed MED/EE	Medicare Withholding - **1.45% of your Taxable Gross Income**	MEDI
Fed OASDI/EE	Social Security Withholding - **6.2% of your Taxable Gross Income**	OASDI
DE PFC/QE/EE	Delaware Paid Family Leave - **0.04% of Taxable Gross Income**	PFC/QE/EE
DE Withholding	State Tax Withholding - **Dependent on your State W4 form turned in to Payroll**	DESWT