

Your Paycheck Explained

In our continued efforts to keep you informed, here is a sample paycheck explained. The key fields on the pay stub are described below.

Employee ID

Your Employee ID is listed here, as well as your Department, Location, Job Title, and Pay Rate.

Pay Period

The pay period and end dates indicate the span of time for which you are being paid.

Advice # and Advice Date

The advice number is a reference number for your check advice. The advice date is the pay date.

Payroll

Counter which indicates the number of pays thus far.

Tax Data

Your Federal tax withholding status is listed here. If you withhold an additional amount, that amount will be listed here.

Employee Information

This block contains your name and mailing address.

Hours and Earnings

This shows current and year-to-date calendar earnings.

Before-Tax Deductions

The items listed here are deducted from your gross pay before taxes are calculated.

After-Tax Deductions

Any additional items withheld from your pay, such as additional insurance or charitable contributions, are listed here. These items are deducted after your taxes are calculated.

Totals

This row lists your current and year-to-date Total Gross (total earnings before any deductions or taxes), Federal Taxable Gross (total earnings minus before-tax deductions), Total Taxes (total taxes withheld), Total Deductions (total deductions taken), and Net Pay (your earnings after deductions and taxes).

Leave Balances

This area lists your annual leave and sick leave balances.

Please find below an explanation of balances:

Credited Balance, as of the beginning of the pay period.

Hours **Taken** during the current pay period.

Available Balance as of the end of the current pay period.

Hours of Sick Leave available for Personal use, as per District policy.

If you have **Annual Leave hours which exceed the cap**, a message will be printed indicating the number of hours.

Employer Paid Benefits

The value of any benefits paid on your behalf by the School District of Palm Beach County, such as medical, basic life insurance, and retirement is detailed here.

Regular Earnings Detail

Many employees receive additional supplements on a year round basis that align with their primary job. Examples of these supplements are Degree Supplements, Teacher's Degree Supplements, Complexity Supplements, ESE/Paraprofessional Supplements, just to name a few. If this compensation is included in your earnings, it will be displayed in this field.

Taxes

Your current and year-to-date calendar withholdings for Federal taxes are reflected here.

Net Pay Distribution

For Direct Deposit, this area shows how much was credited to your bank account(s). If you do not participate in Direct Deposit, this is the amount of your actual paycheck.

Tom Teacher 123 Straight Lane West Palm Beach, FL 33406		Employee ID: 12345678 Department: 2401-Belle Glade Elementary Job Title: TCH ELEM GUIDANCE COUN Pay Rate: \$1,650.92 Biweekly	Pay Group: 070-TEACHERS (188196) 26 PA Pay Begin Date: 07/04/2009 Pay End Date: 07/17/2009	Payroll: 2 of 26 Advice #: 0001728436 Advice Date: 07/24/2009	TAX DATA: Federal FL State Marital Status: Single n/a Allowances: 1 0 Addl. Pct.: Addl. Amt.:			
HOURS AND EARNINGS			REGULAR EARNINGS DETAIL					
Description	Rate	Hours	Earnings	Description	Current	YTD		
REGULAR EARNINGS			1,650.92	Regular Pay	1,535.54	27,639.72		
REGULAR EARNINGS-OTHER		46.00	0.00	Glades Supp	115.38	2,076.84		
Extended Day Schools			0.00					
Total:			1,650.92	46.00	31,466.70			
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
DENTAL INS - EE (MCD)	8.00	128.00	INC PROT SHORT TERM - B	15.61	253.18	HMO-EE Only (District paid)	179.76	2,876.14
VISION INSURANCE SINGLE	2.71	43.36	TRUSTMARK INS COMPANY	13.46	215.34	BASIC LIFE (DISTRICT PAID)	1.64	26.24
			UNITED WAY CONT	1.00	16.00	FRS- HA	162.62	3,099.59
			CTA DUES	0.00	327.22			
Total:			10.71	171.36	30.07	811.74		
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:			1,640.21			313.58	40.78	1,296.56
YTD:			31,295.34			6,325.49	983.14	24,158.07
LEAVE BALANCE INFORMATION				NET PAY DISTRIBUTION				
Type of Leave	Credited Balance	Taken	Available Balance	Total:	DIRECT DEPOSIT DISTRIBUTION			
SICK	124.50	0.00	124.50	1,296.56				
Hours of Sick Leave available for Personal use: 45.00				Account Type Account Number Deposit Amount				
				Checking 1234 1,296.56				