

HOW TO READ YOUR PAY STUB



FOOTHILL-DE ANZA
Community College District

DIRECT DEPOSIT ADVISE

Name: 1				District Paid Benefits 2				Federal 3			State			Warrant Number 5
ID:				S/M		Exempt		Add'l	S/M		Exempt		Add'l	Issue Date 4
													Period End 8	
													Vac Limit	
Gross Pay				Tax Withheld		Current			Year To Day			Issue Date		
Description		Hours	Current Amt	YTD Amount			Gross	Taxes		Gross	Taxes		4	
Additional PAY COLA RETRO P/T FACULTY SICK LV PT FAC SUMMER PAY FACULTY PAY ADJUST OPENING DAY PAY		6			MQFE SDI FED Tax CA Tax		7						8	
				Total Current Tax		0.00			Deductions					
					Leaves	Beg Bal	Earned	Used	End Bal	Description	Current	Year To Day		
					PPTPL PT SL SU SL	9				STRS DB FA DUES PT 457 Roth SRA 403 (B) TSA	10			
				Total P/T Overload					Total Deductions			11		
Gross Earnings									NET PAY					

Message: Payroll APP @Myportal to set up Direct Deposit up to two bank accounts to prevent mail lost/visits to the bank. 12

1. **Name and Employee ID#:** Be sure to use this ID# on all correspondence. Social Security numbers are no longer used.
2. **District Paid Benefits:** This total includes retirement, FICA, Medicare, Workers Comp and State unemployment.
3. **Federal and State Withholding:** Shows marital status, exemptions, and additional withholdings.
4. **Issue Date:** Date of warrant or advice was issued
5. **Warrant Number:** Indicates warrant or direct deposit number assigned to your pay stub.
6. **Gross Pay:** Listed by pay code description, this area shows hours earned for each pay code and both current and year to date earnings.
7. **Tax Withheld:** Taxable gross earnings and tax withholding for current month and calendar year to date.
8. **Period End:** Payroll period ending date.
9. **Leaves:** Beginning balances of all leaves equals the ending balances of the previous month. Summer sick leave and personal leave do not accrue.
 PTPL = Personal Necessity Leave (accrues quarter to quarter, but not carry forward to next FY).
 PTSL = Part-Time Sick Leave (accrues from quarter to quarter and carry forward to next FY).
 SUSL = Summer Sick Leave SUSL = Summer Personal Necessity Leave (does not carry to next FY)
10. **Deductions:** Includes all mandatory (i.e., Medicare, STRS, FA Dues) and voluntary deductions for current period and year to date.
11. **Net Pay:** Should be equal to Gross Pay less Taxes and Deductions
12. **Message:** Provides useful information on a variety of matters.

HOW TO CALCULATE PAY FOR A COURSE: Load Factor x Step and Column (Appendix C). Paid out in three monthly installments.

Example: If the course you are teaching has a load factor of .125 and you are on Step 5 / Column 3

$$.125 \times 52160.56 = 6,520.07 \text{ total for the course}$$

$$6,520.07 \div 3 = 2,173.36 \text{ total per month}$$