

HOW TO READ YOUR PAY STUB



FOOTHILL-DE ANZA
Community College District

DIRECT DEPOSIT ADVICE

ISSUE DATE	4
NET PAY	5

Name: 1				District Paid Benefits: 2				Federal: 3			State: 3			Voucher Number: 5		
ID:				S/M		Exempt		Add'l	S/M		Exempt		Add'l	Issue Date		
Gross Pay				Tax Withheld		Current			Year To Day			Issue Date				
Description				Hours		Current Amt		YTD Amount		Gross		Taxes		Gross	Taxes	Period End
OFFICE HR PAY				6												8
COLA RETRO																Vac Limit
P/T FACULTY																
SICK LV PT FAC																
SUMMER PAY																
FACULTY PAY ADJUST																
OPENING DAY PAY																
										0.00		Deductions				
												Description	Current	Year To Day		
												Leaves	Beg Bal	Earned	Used	End Bal
												PRSNL	9			
												PT SL				
												SU SL				
												P-T/Overload	Hours	Current Amount		
												11				
												Total Deductions	12			
Gross Earnings												NET PAY				

Message:
EMPLOYEES MAY SELECT UP TO 2 CHECKING AND 2 SAVINGS ON DIRECT DEPOSIT. CONTACT PAYROLL 650-949-5115 13

- Name and Employee ID#:** Be sure to use this ID# on all correspondence. Social Security numbers are no longer used.
- District Paid Benefits:** This total includes retirement, FICA, MQFE, and Medical.
- Federal and State Withholding:** Shows marital status, exemptions, and additional withholdings.
- Issue Date/ Net Pay:** Date warrant or voucher was issued and net pay advice.
- Voucher Number:** Indicates warrant or direct deposit number assigned to your pay stub.
- Gross Pay:** Listed by pay code description, this area shows hours earned for each pay code and both current and year to date earnings.
- Tax Withheld:** Taxable gross earnings and tax withholding for current month and calendar year to date.
- Period End:** Payroll period ending date.
- Leaves:** Beginning balances of all leaves equals the ending balances of the previous month. Summer sick leave and personal leave do not accrue.
PRSNL = Personal Necessity Leave (accrues quarter to quarter, but not year to year)
PT SL = Part-Time Sick Leave (accrues from quarter to quarter and year to year)
SU SL = Summer Sick Leave (does not accrue)
- Deductions:** Includes all mandatory (e.g., STRS, FA Dues) and voluntary deductions (e.g., TSA, Delta Dental) for current period and year to date.
- P-T & Overload:** An itemized breakdown showing part-time and overload pay by hours and amount.
- Net Pay:** Should be equal to Gross Pay less Taxes and Deductions
- 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

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

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