The Paycheck Calculator should be used to <u>estimate your final monthly paycheck</u> because it will represent a partial month's payment for 11/1-11/16 or 12 out of 22 work days in November. This calculator should be used as an estimate of pay only and will not necessarily reflect your exact pay.

Step by Step Instructions for Monthly Check Calculator:

- If possible, you should first print or obtain your most recent monthly pay stub. This pay stub will include much of the information needed to complete the paycheck calculator including deductions and allowances.

General Information Section:

- Choose Tax year 2016.
- Choose Georgia as State.
- Gross Pay for monthly check is calculated by taking annual salary and dividing it by 12 months to get the monthly rate. Monthly gross pay is also available on your most recent paystub.
    - Divide monthly rate by 22 work days to get the daily rate.
    - Multiply daily rate from above by 12 days (11/1-11/16) to get the November monthly amount.
        - If you are working part-time, multiply November monthly amount by your percent time to obtain your November Gross Pay.
    - Enter this number in the Gross Pay box.
    Calculations:
    > Monthly rate = Annual salary / 12 months
    > November daily rate = Monthly rate / 22 work days
    > November monthly amount = November daily rate x 12 days
    > November gross pay for part time = November monthly amount x percent time
- Choose "per pay period" in drop down box next to Gross Pay.
- Choose Monthly for Pay Frequency.
- Enter the Federal filing status from the Fed Status / Exemptions box on your pay stub. **Keep in mind these can be different than how you actually file your taxes.**
    M = Married
    S = Single
    (Head of household and Supplemental are not options on the W-4)
    *If you are exempt from Federal tax, check the Federal Tax box on the "I am exempt from" line.
- Enter the # of Federal Allowances from the Fed Status / Exemptions box on your pay stub.
    - For instance, "M 04" is a filing status of Married with 4 allowances.
- Enter the Additional Federal Withholding (if any) from of your Flat Federal tax deduction amount in the Deductions box at the bottom of your pay stub.
- Enter No for Round Federal Withholding.
- On the "I am exempt from" line:
    - Only choose Federal if you claimed exempt on your W-4 and have no federal tax withheld.
    - Only choose FICA if you are a retiree/rehire.
    - DO NOT choose Medicare.

State and Local Information:

- Enter the State filing status from the State Status / Exemptions box on your pay stub. This will be a single letter as noted below. **Keep in mind these can be different than how you actually file your taxes.**
  "S" on paystub = Single
  "B" on paystub = Married Filing Joint, both spouses working
  "J" on paystub = Married Filing Joint, one spouse working
  "M" on paystub = Married Filing separate
  "H" on paystub = Head of Household
  "N/A" on paystub = Exempt
- Enter the # of Personal Allowances. This is the 1st number in the State Status / Exemptions box on the pay stub.
- Enter the # of Dependent Allowances. This is the 2nd number in the State Status / Exemptions box on the pay stub.
  - For instance, "J 02 02" is married filing joint with 2 personal and 2 dependent allowances.
- Enter the Additional State Withholding (if any) from your Flat State tax deduction amount in the Deductions box at the bottom of your pay stub.

Voluntary Deduction Section:

- Count the number of deductions on your pay stub other than Fed, State or FICA taxes, and enter that number in voluntary deductions for my paycheck box. You will not have to enter the tax (Federal and State of Georgia) or FICA as those items are automatically calculated. You may also not have all of the categories of deductions listed below.
- For each deduction in this section you will enter:
  - Deduction name
  - Deduction amount & exemptions – **For more information on each category, refer to the category list on the grid below**

  Category 1: Enter percent of type of retirement (6% for TRS/ORP; 1.5% for ERS) and choose % of gross pay from drop down list. *Federal & State exemption boxes should be checked.*
  Category 2: Enter the current amount from monthly pay stub and choose $ Fixed Amt from drop down box. *Federal, FICA & State exemptions should be checked.*
  Category 3: Enter amount of pre-tax parking deduction from monthly pay stub for calculation of 2nd pay check and choose $ Fixed Amt from drop down box. *Federal, FICA & State exemptions should be checked.*
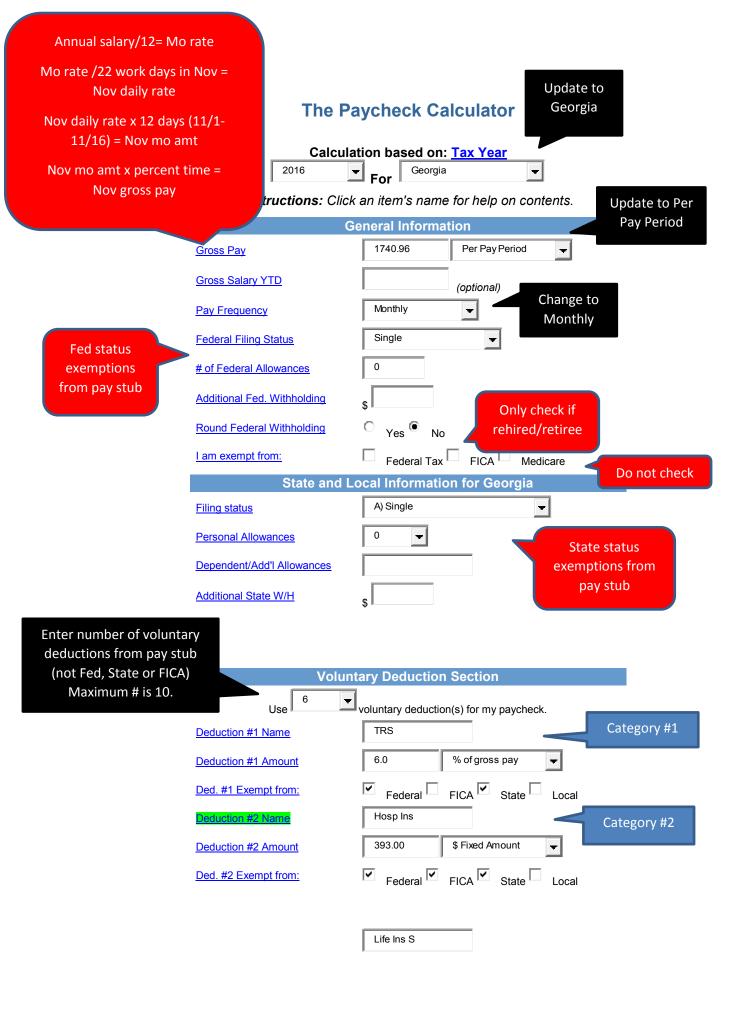 Category 4: Enter the current amount from monthly pay stub and choose $ Fixed Amt from drop down box. *Federal & State exemption boxes should be checked.*
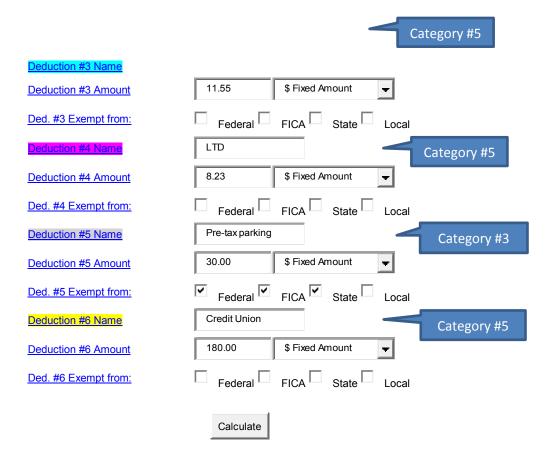 Category 5: Enter the current amount from monthly pay stub and choose $ Fixed Amt from drop down box. *No exemption boxes should be checked.*
  Category 6: Enter the current amount from monthly pay stub calculation of 2nd pay check and choose $ Fixed Amt from drop down box. *No exemption boxes should be checked.*

Deduction Category	Deductions included in category	Check that deduction is taken from	1/2 of monthly amt, full amt or % of gross pay	Exemptions
1	TRS 6%, ORP 6%, ERS 1.5%	all checks	% of gross pay	Fed & State
2	Health Ins, Grad stud ins, Dental ins, Vision ins, Dep Care, Flex Spending, HSA, Rent (COE)	all checks	full amt	Fed, FICA & State
3	Pre-tax Parking	all checks	full amt	Fed, FICA, State
4	403B / 457B	all checks	full amt	Fed & State
5	Roth 403B/457B, LTD, STD, AD&D, Life Ins (NOT Basic Life), Pers Acc Ins, Critical Ill Ins, Cancer Ins, Long term/Comp Care, Credit Union, UGA Found/Alumni, Childcare Ctr, Tax Levy, Garnish, Bankuptcy, Child Support, Golf Fees, Post-tax parking	all checks	full amt	no exemptions
6	Ramsey Ctr, Fac/Staff food serv, Bulldog Bucks, Charity	all checks	full amt	no exemptions

- After all voluntary deductions have been entered, click calculate button.
- Check gross pay, deductions and net pay amounts to make sure they look reasonable and match what was entered above. Keep in mind this calculator will only estimate your net pay and the estimate will only be reasonable if the information entered in the calculator is 100% accurate.

The Paycheck Calculator

Calculation based on: Tax Year

2016 | **For** | Georgia

Update to Georgia

structions: Click an item's name for help on contents.

Update to Per Pay Period

General Information

Gross Pay | 1740.96 | Per Pay Period

Gross Salary YTD | | *(optional)*

Change to Monthly

Pay Frequency | Monthly

Federal Filing Status | Single

Fed status exemptions from pay stub

# of Federal Allowances | 0

Additional Fed. Withholding | $

Only check if rehired/retiree

Round Federal Withholding | ○ Yes ◉ No

I am exempt from: | ☐ Federal Tax ☐ FICA ☐ Medicare

Do not check

State and Local Information for Georgia

Filing status | A) Single

Personal Allowances | 0

State status exemptions from pay stub

Dependent/Add'l Allowances |

Additional State W/H | $

Voluntary Deduction Section

Use | 6 | voluntary deduction(s) for my paycheck.

Deduction #1 Name | TRS

Category #1

Deduction #1 Amount | 6.0 | % of gross pay

Ded. #1 Exempt from: | ☑ Federal ☐ FICA ☑ State ☐ Local

Deduction #2 Name | Hosp Ins

Category #2

Deduction #2 Amount | 393.00 | $ Fixed Amount

Ded. #2 Exempt from: | ☑ Federal ☑ FICA ☑ State ☐ Local

Life Ins S

Deduction #3 Name

Deduction #3 Amount | 11.55 | $ Fixed Amount ▼

Ded. #3 Exempt from: ☐ Federal ☐ FICA ☐ State ☐ Local

Deduction #4 Name | LTD | Category #5

Deduction #4 Amount | 8.23 | $ Fixed Amount ▼

Ded. #4 Exempt from: ☐ Federal ☐ FICA ☐ State ☐ Local

Deduction #5 Name | Pre-tax parking | Category #3

Deduction #5 Amount | 30.00 | $ Fixed Amount ▼

Ded. #5 Exempt from: ☑ Federal ☑ FICA ☑ State ☐ Local

Deduction #6 Name | Credit Union | Category #5

Deduction #6 Amount | 180.00 | $ Fixed Amount ▼

Ded. #6 Exempt from: ☐ Federal ☐ FICA ☐ State ☐ Local

Category #5

[Calculate]

The Paycheck Calculator

Your Pay Check Results		Calculation Based On	
Monthly Gross Pay	$1,740.96	Tax Year	2016
Federal Withholding	$115.25	Gross Pay	$1,740.96
Social Security	$81.71	Pay Frequency	Monthly
Medicare	$19.11	Federal Filing Status	Single
Georgia	$45.48	# of Federal Exemptions	0
TRS	$104.46	Additional Federal W/H	$0.00
Hosp Ins	$393.00	State	Georgia
Life Ins	$11.55	Filing status	A) Single
LTD	$8.23	Dep./Add'l Allowances	0
Pre-tax parking	$30.00	Personal Allowances	0
Credit Union	$180.00	Additional State W/H	$0.00
		TRS	6.0%
Net Pay	$752.17	Hosp Ins	$393.00
		Life Ins	$11.55
		LTD	$8.23
		Pre-tax parking	$30.00
		Credit Union	$180.00

[New Calculation]   [Print Options]