

The Paycheck Calculator described below should be used to estimate your regular biweekly paycheck. This calculator should be used as an estimate of pay only and will not necessarily reflect your exact pay.

Step by Step Instructions for Biweekly 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 deduction and allowances.
- The 1st & 2nd checks of month will have to be calculated separately because some deductions are only taken from 2nd check of the month. The 3rd check of the month in March 2017 will only have Fed, State & FICA taxes and retirement deductions.

General Information Section:

- Choose Tax year 2016.
- Choose Georgia as State.
- Calculate your hourly rate:
 - a. Take the monthly gross salary times 12 to calculate your annual salary (monthly gross pay x 12)
 - b. Next, take your annual salary (from a above) and divide by 2,088 hours. (hourly rate = Annual salary / 2,088 hours)
 - c. Biweekly gross pay will be the rate from (b) above times 80 hours= Hourly rate x 80 hours
- Choose "per pay period" in drop down box next to Gross Pay.
- Choose Biweekly 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 half of the Additional Federal Withholding (if any) from 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 example “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. You will enter **half** of this amount.

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 and ORP; 1.5% for ERS) and choose % of gross pay from drop down list. **Federal & State exemption boxes should be checked.**

Category 2: Enter ½ of 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 ½ of current amount from monthly pay stub and choose \$ Fixed Amt from drop down box. **Federal & State exemption boxes should be checked.**

Category 5: Enter ½ of current amount from monthly pay stub and choose \$ Fixed Amt from drop down box. **No exemption boxes should be checked.**

Category 6: Enter ½ of 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)	1 st & 2 nd checks	1/2 of mo amt	Fed, FICA & State
3	Pre-tax Parking	2nd check only	full amt	Fed, FICA, State
4	403B / 457B	1 st & 2 nd checks	1/2 of mo 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, Bankruptcy, Child Support, Golf Fees, Post-tax parking	1 st & 2 nd checks	1/2 of mo amt	no exemptions
6	Ramsey Ctr, Fac/Staff food serv, Bulldog Bucks, Charity	2nd check only	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.

The Paycheck Calculator

Update to Georgia

Calculation based on: [Tax Year](#)

2016

For

Georgia

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

Update to Per Pay Period

Annual salary divided by 2088 (# of hr in fiscal yr) x 80 hours

General Information

[Gross Pay](#)

1467.44

Per Pay Period

[Gross Salary YTD](#)

(optional)

[Pay Frequency](#)

Bi-weekly

Change to Biweekly

[Federal Filing Status](#)

Single

Fed status exemptions from pay stub

[# of Federal Allowances](#)

0

[Additional Fed. Withholding](#)

\$

☐ Yes ☒ No

Only check if rehired/retiree

[Round Federal Withholding](#)

[I am exempt from:](#)

☐ Federal Tax ☐ FICA ☐ Medicare

Do not check

State and Local Information for Georgia

[Filing status](#)

A) Single

[Personal Allowances](#)

0

[Dependent/Add'l Allowances](#)

[Additional State W/H](#)

\$

State status exemptions from pay stub

Enter number of voluntary deductions from pay stub (not Fed, State or FICA)

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](#)

196.50

\$ Fixed Amount

[Ded. #2 Exempt from:](#)

☒ Federal ☒ FICA ☒ State ☐ Local

Life Ins S

Category #5

Deduction #3 Name

Deduction #3 Amount

Ded. #3 Exempt from:

Deduction #4 Name

Deduction #4 Amount

Ded. #4 Exempt from:

Deduction #5 Name

Deduction #5 Amount

Ded. #5 Exempt from:

Deduction #6 Name

Deduction #6 Amount

Ded. #6 Exempt from:

5.78 \$ Fixed Amount

☐ Federal ☐ FICA ☐ State ☐ Local

LTD

4.12 \$ Fixed Amount

☐ Federal ☐ FICA ☐ State ☐ Local

Pre-tax parking

30.00 \$ Fixed Amount

☒ Federal ☒ FICA ☒ State ☐ Local

Credit Union

90.00 \$ Fixed Amount

☐ Federal ☐ FICA ☐ State ☐ Local

Calculate

Category #5

Category #3

Category #5

Deduction Category	Deductions included in category	Include in both checks or 2nd check only	1/2 of monthly amt, full amt or % of gross pay	Exemptions
1	TRS 6%, ORP 6%, ERS 1.5%	both checks	% of gross pay	Fed & State
2	Health Ins, Grad stud ins, Dental ins, Vision ins, Dep Care, Flex Spending, HSA, Rent (COE)	both checks	1/2 of mo amt	Fed, FICA & State
3	Pre-tax Parking	2nd check only	full amt	Fed, FICA, State
4	403B / 457B	both checks	1/2 of mo 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, Bankruptcy, Child Support, Golf Fees, Post-tax parking	both checks	1/2 of mo amt	no exemptions
6	Ramsey Ctr, Fac/Staff food serv, Bulldog Bucks, Charity	2nd check only	full amt	no exemptions



The Paycheck Calculator

Your Pay Check Results		Calculation Based On	
Bi-weekly Gross Pay	\$1,467.44	Tax Year	2016
Federal Withholding	\$142.12	Gross Pay	\$1,467.44
Social Security	\$76.94	Pay Frequency	Bi-weekly
Medicare	\$17.99	Federal Filing Status	Single
Georgia	\$56.56	# of Federal Exemptions	0
TRS	\$88.05	Additional Federal W/H	\$0.00
Hosp Ins	\$196.50	State	Georgia
Life Ins S	\$5.78	Filing status	A) Single
LTD	\$4.12	Dep./Add'l Allowances	0
Pre-tax parking	\$30.00	Personal Allowances	0
Credit Union	\$90.00	Additional State W/H	\$0.00
		TRS	6.0%
Net Pay	\$759.38	Hosp Ins	\$196.50
		Life Ins S	\$5.78
		LTD	\$4.12
		Pre-tax parking	\$30.00
		Credit Union	\$90.00

[New Calculation](#)

[Print Options](#)

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Employee Name	Employee No	Fed Status / Exemptions	State Status / Exemptions	Period End
		S 00	S 00 00	07/31/2016

Your total salary and benefits	Current Pay Period	Year to Date
Your Gross Compensation (Before Deductions)	\$3,191.67	\$21,751.65
UGA Contributions to Your Benefits (* Details Below)	\$1,511.74	\$10,452.82
Total Salary and UGA Contribution to Your Benefits	\$4,703.41	\$32,204.47

Totals

Description	Current	YTD	Leave Balances
Gross (Point here for details)			See the My Leave Balances link in the menu to the left.
Itemized UGA Accounts and amounts included in gross pay:			
1062GA036000 \$3,191.67	\$3,191.67	\$21,751.65	
Deductions (** Details Below)	\$1,473.20	\$10,113.80	
Net	\$1,718.47	\$11,637.85	

Net Pay Amount: \$1,718.47

Itemized Taxes, Deductions, and Contributions

Description (Click for glossary)	** Deductions		* UGA Contributions	
	Current	Year to Date	Current	Year to Date
FED TAX	\$319.81	\$2,155.45	\$0.00	
GA ST TAX	\$127.30	\$857.80	\$0.00	
FICA HI	\$40.15	\$272.47	\$40.15	\$272.47
FICA OASDI	\$171.66	\$1,165.02	\$171.66	\$1,165.02
TEACH RET	\$191.50	\$1,305.10	\$455.45	\$3,103.97
HOSP INSUR	\$393.00	\$2,751.00	\$833.00	\$5,831.00
LIFE INS S	\$11.55	\$80.85	\$0.00	
LTD	\$8.23	\$56.11	\$0.00	
PRETX PARK	\$30.00	\$210.00	\$0.00	
CRED UNION	\$180.00	\$1,260.00	\$0.00	
BASIC LIFE	\$0.00	\$0.00	\$11.48	\$80.36
Totals	\$1,473.20	\$10,113.80	\$1,511.74	\$10,452.82

Employee Address: