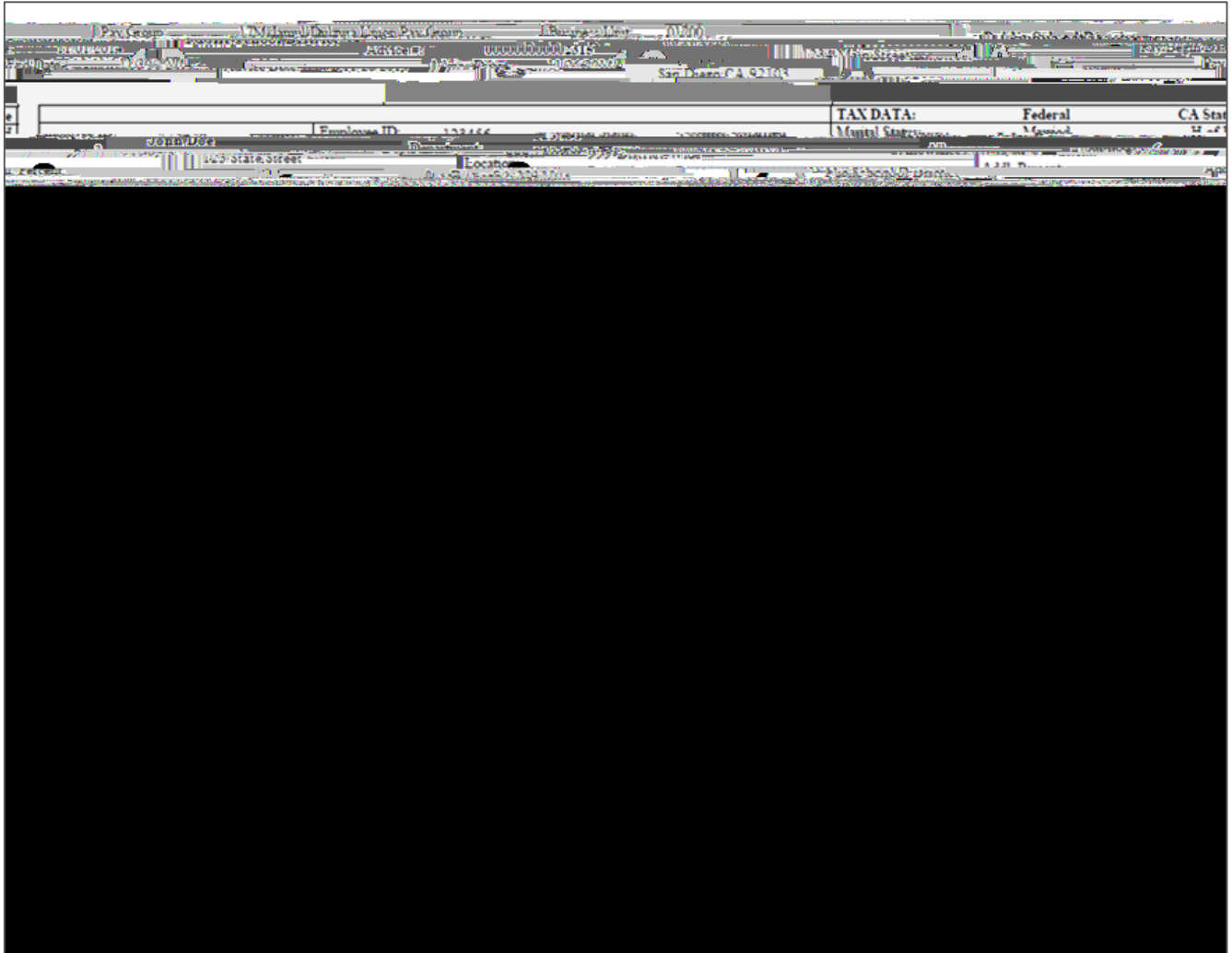


# How to Read Your PeopleSoft Paycheck

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## Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.



Area	Description	Fields
1	Payroll Information Consists of payroll information.	<ul style="list-style-type: none"> <li><i>f</i> Employer name and business address</li> <li><i>f</i> Pay Group: M (Salaried Employee), P (Hourly Employee) R (Retired Employee)</li> <li><i>f</i> Pay Begin Date and Pay End Date: The current monthly payroll cycle</li> <li><i>f</i> Business Unit: The school district's identifier within San Diego County</li> <li><i>f</i> Advice Number: The number assigned to the employee's pay advice, similar to a check number</li> <li><i>f</i> Advice Date: The date the funds are available</li> </ul>
2	Employee Information Displays employee information.	<ul style="list-style-type: none"> <li><i>f</i> Employee Name: The name of the employee</li> <li><i>f</i> Employee Address: The address of the employee</li> <li><i>f</i> Employee ID: The employee's issued employee identification number</li> <li><i>f</i> Department: The employee's primary department</li> <li><i>f</i> Location: The employee's primary location</li> </ul>
3	Tax Data Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.	<ul style="list-style-type: none"> <li><i>f</i> Marital Status : Marital status of the employee for tax withholding purposes</li> <li><i>f</i> Allowances: Withholding allowances selected for Federal and State</li> <li><i>f</i> Addl Percent and Addl Amount: Additional withholdings</li> </ul>
4	Hours and Earnings Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.	<ul style="list-style-type: none"> <li><i>f</i> Regular monthly base salary: Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc.</li> <li><i>f</i> Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately</li> </ul>
5	Taxes Shows how much is being withheld for taxes.	<ul style="list-style-type: none"> <li><i>f</i> Fed Withholding : Federal income tax withheld</li> <li><i>f</i> Fed MED/EE: Employee portion of Medicare</li> <li><i>f</i> Fed OASDI/EE: Employee's portion of Social Security</li> </ul>
6	Before and After Tax Deductions Shows the before and after tax deductions.	<ul style="list-style-type: none"> <li><i>f</i> Before Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding</li> <li><i>f</i> After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages</li> </ul>
7	Employer Paid Benefits Shows employer paid benefits.	<ul style="list-style-type: none"> <li><i>f</i></li> </ul>

Area	Description	Fields
9	Absences Balances Shows your absence balances for vacation, sick, personal necessity, and personal business.	<i>f</i> Balances are displayed in hours.
10	Net Pay Distribution Shows net earnings for the pay period.	<i>f</i> If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown