HOW TO READ YOUR PAY CHECK / DIRECT DEPOSIT STUB

Pay checks also called pay warrants are mailed to the homes of all employees. Effective July 30, 2010, employees with District e-mails will have their stubs e-mailed to their District e-mail address on file with EGUSD. Those employees with no District email will have a stub mailed to their home address. The check/direct deposit stub will look like a report card or rebate check, it is pressure sealed and you rip off the sides to open it. This technology not only saves money but is more secure then using pre-printed check stock. To help you understand the layout of the pay check/direct deposit you will find a description of each section.

- **Section 1** You will find district, fund and site location. Warrant number, pay period, date of issue, employee identification number, employee name and tax status.

- **Section 2** There will be up to twelve (12) lines of earnings and abbreviated descriptions of the type of pay. Some of the abbreviations you will see are:
  - NML = Normal pay  
  - DOSL = Dock out of sick leave  
  - INS = Insurance pay line  
  - STPD = Stipend  
  - DOP = Dock of overpayment  
  - VAC = Vacation  
  - DWC = Dock workers compensation  
  - N125 = Imputed Tax

- **Section 3** Up to twenty-four (24) lines of voluntary deduction descriptions and codes will be displayed. Just a few of the more common abbreviations are:
  - 9852 CalSTRS403bcomply  
  - 7900 EGBERT1% - Additional Employer contribution to health insurance cost  
  - 7910 EE CONTR - Employee current year contribution to health insurance cost  
  - 7911 EGBERT - Employer contribution to health insurance cost  
  - 2957 GRPTRMLF - Group term life insurance

The deductions under the column VD EE are amounts being withheld from your pay. The amounts listed under the column VD ER are the amounts being paid by the district on your behalf for health insurance? Benefits.

- **Section 4** Lists calendar year to date balances for earnings, non-taxable, taxable gross, Federal/State withholding, Medicare, Social Security, SDI and PERS/STRS

- **Section 5** Administrative Notices for credential and TB expiration, vacation and sick leave accruals.

On the back of this notice you will find a sample of the pay check/direct deposit stub. If you have questions contact the Payroll department at (916) 686-7778.