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HOW TO READ YOUR PAYCHECK / DIRECT DEPOSIT STUB

Employees who do not participate in direct deposit will have their paycheck (also called pay warrants) mailed to their home address on file. Employees with direct deposit will receive an e-mail notifying them when a new a new paystub is available in [Employee Self Service \(ESS\)](#). To help you understand the layout of the paycheck/direct deposit you will find a description of each section and a sample on the following page.

➤ **Top Section** – You will find district, fund, site location, warrant number, pay period, date of issue, employee identification number, employee name and tax status.

➤ **Middle Section** – Earnings & Statutory Deductions (Mandatory Employer Deductions). Please see [earning pay types](#) on the Payroll website for a full listing of earning abbreviations. Some common abbreviations:

- | | |
|---|-----------------------------------|
| • NML = Normal pay | • RET = Retro pay |
| • LNGV = Longevity | • INS = Insurance pay line |
| • ARR = Arrears pay | • STPD = Stipend |
| • SUPH = Supplemental hourly pay | • VAC = Vacation |
| • SUPD = Supplemental daily pay | • N125 = Imputed Tax |
| • SUPM = Supplemental pay (submitted on a memo rather than timesheet) | • DWC = Dock workers compensation |
| • OVLD = Elementary class size overload pay | • DOSL = Dock out of sick leave |
| • OT1 = Overtime (time and a half) | • DOP = Dock of overpayment |
| • OT1S = Overtime subject to retirement (time and a half) | • DOP = Dock of overpayment |

➤ **Bottom Section** – Voluntary Deductions (EE) = Employee Deductions (ER) = Employer Contributions

The deductions under the column VD EE are amounts being withheld from your pay which will affect your Net Pay.

The amounts listed under the column VD ER are Employer Contributions and do NOT affect your Gross/or Net Pay.

Please see [voluntary deductions code list](#) on the Payroll website for a full listing of voluntary deduction abbreviations.

Some common abbreviations:

- | | |
|--------------------------|---|
| • 9605/9606 CalPERS | 457 |
| • 9856 CalSTRS403bcomply | 403 (B) (TCG) |
| • 7900 EGBERT 1% | 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 |
| • 7915 EGEA 1% | Employer contribution to health insurance cost |
| • 7916 1.00% H/W | Employee current year contribution to health insurance cost |
| • 2957 GRPTRMLF | Group term life insurance |

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

➤ **Administrative Notices** for credential and TB expiration, vacation and sick leave accruals.

If you have questions, contact the Payroll department at (916) 686-7778 or email payrollteam@egusd.net.

SAMPLE

Employee Statement of Earnings and Deductions
 ELK GROVE USD, ELK GROVE, CA 95624

DISTRICT	FUND	LOCATION	WARRANT NUMBER			Pay Period End			Date of Issue		
95	01		123456			Month	Day	Year	Month	Day	Year
						11	30	20	11	30	20

Employee Identification Number		Employee Name			Federal		Additional		State		Additional	
654321					M/0		0.00		S/0		0.00	

EARNINGS					STATUARY DEDUCTIONS		
PAY NO	PAY TYPE	RATE	HOURS / DAYS	GROSS	DEDUCTION	AMOUNT	
01	NML	4496.17	1.00	4496.17	FEDERAL WH TAX	507.25	
02	ARR	641.52	1.00	641.62	STATE WH TAX	230.19	
03	DOSL	-213.84	1.00	-213.84	SOCIAL SECURITY	0	
					MEDICARE	76.80	
					SDI	0	
					RETIREMENT	448.38	

VOLUNTARY DEDUCTIONS							
VOL DED#	VOL DED ABBRV.	VD EE	VD ER	VOL DED#	VOL DED ABBRV.	VD EE	VD ER
39xx	DUES		84.30	7933	CA DENTAL COALITION		175.24
39xx	DUES		24.50	7934	VISION SERVICE PLAN STND		19.87
39xx	DUES		2.00	7910	EGUSD HEALTH BENEFITS	90.00	-90.00
9856	TCG		400.00	2957	EGUSD - GROUP TERM		5.10
4961	SCHLS CU		800.00	7911	EGUSD EGBERT CONTRIBUTION		130.00
7831	KAISER 20% EE CONTRIBUTION		307.83	7916	1.0 H/W	53.52	
7531	KAISER BUY UP EE CONTRIBUTION		49.32				
7931	KAISER HEALTH PLAN						1588.45
7900	1% EGBERT EMPLOYER PAID						53.52

TOTAL ADJUSTED GROSS				LESS DEDUCTIONS				NET PAY	
CURRENT MONTH	4923 15			3074 09				1849 06	

CALENDAR YEAR TO DATE BALANCES									
GROSS EARNINGS	NON-TAXABLE	TAXABLE GROSS	FED WH TX	ST WH TAX	MEDICARE	SOCIAL SECURITY	SDI	PERS / STRS	
4924 15	900 67	4023 48	507 25	230 19	76 80			448 38	

ADMINISTRATIVE NOTICES										
CREDENTIAL EXPERIATION			TB EXPIRATION			CLOSING DATE			HOURS ACCRUED	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	MONTH	DAY	YEAR	VACATION	SICK LEAVE
3		22	4	17	22	10	31	20	40.00	202.50