

SVUSD WELCOMES YOU

Learning To Read Your Payroll Checks/Stubs

1. Check Number: Employees who receive a check (orange and purple background) will see the check number in this box. Employees who have their pay check directly deposited (blue background) with the Orange County Teachers' Federal Credit Union will see the words "Net Check". Employees who have their pay check directly deposited (blue background) with a bank or another financial institution, will see the words "Direct Deposit".
2. Sequence Number: The payroll sequence number issued by OCDE.
3. Federal/State Withholding Allowance: Marital status, number of exemptions, and additional amount of withholding as authorized by the employee W-4 form.
4. Message Field: This area will be used to provide District messages and notices to employees.
5. Hours and Earnings:
 - Description: Types of earnings paid or adjusted, such as monthly salary, overtime pay, sick differential, stipend pay, absence pay adjustment, retro pay, and prior service.
 - Rate of Pay: The rate of pay for the service performed. (If the rate of pay is the same rate for different types of service performed, it will be lumped together under one description).
 - Hours/Units: The number of hours/units/days paid or deducted.
 - Earnings: The gross dollar amount to be paid or deducted as a result of the units and rate of pay calculation.

The total of all earning will show in Box 11 as "Gross Pay".

6. Tax Deductions: The Current and Calendar year to date totals for Federal, State, SDI (not applicable to SVUSD), Social Security (6.2%, if applicable) and Medicare (1.45%, if applicable) tax deductions.

The current total of all tax deductions is shown in Box 11 as "Tax Deductions".

7. Pre-Tax Deductions: A deduction from employee's gross pay that reduces taxable wages. Examples are deductions for 403(b) TSA plans, 457 Deferred Compensation plans, Section 125 Cafeteria Plans including Dependent Care and Medical Reimbursement.

The current total of all pre-taxed deductions is shown in Box 11 as "Pre-Tax Deductions".

8. Other Deductions: A deduction from employee's gross pay that does not reduce taxable wages. This deduction is taken after mandatory taxes and contributions have been withheld. Examples are union dues, charitable contributions, and insurance premiums.

The current total of all other-tax deductions is shown in Box 11 as "Other Deductions".

9. Pre-Tax Retirement: Current, Calendar year-to-date (January – December) and Fiscal year-to date (July–June) contributions for State Teachers' Retirement System (STRS), Public Employees' Retirement System (PERS), and/or Public Agency Retirement System-Alternative Retirement System (PARS-ARS) that is deducted from gross salary and reduces taxable wages.

The current total of all pre-tax retirement contributions is shown in Box 11 as "Pre-Tax Retirement".

10. Summer Deferral: (For Certificated Employees only) Fiscal year-to-date (July – June) totals for employees who have authorized the District to withhold salary for deferred payment in July and August.

The current amount for this deduction is shown in Box 11 as "Other Deductions".

11. The current totals for Gross Pay, Pre-Tax Deductions, Pre-Tax Retirement, Other Deductions and Tax Deductions are shown in this box. Also, Advance Earned Income Credit (AEIC) and Earned Salary Advance (ESA) - (Classified Employees only for paychecks issued on the 25th of the month) is shown in this box.

Gross Pay, less Pre-Tax Deductions, less Pre-Tax Retirement, less Other Deductions, less Tax Deductions, plus AEIC, less ESA = Net Pay.

William M. Habermehl, Orange County Superintendent of Schools

Employee Name				District Name				Check Number										
S.S.A. Number	Pay Site	Sequence Number 2	Federal:	Marital Status	Exemption	3		Additional Amount										
Payroll Number	Payroll Issue Date	Payroll Ending Date	State:	Marital Status	Exemption	Extra Exemption	Additional Amount	1										
Important Message 4																		
5 Hours and Earnings					6 Tax Deductions													
Description	Rate of Pay	Hour/Units	Earnings	Tax Description		Current Amount	Calendar Year-To-Date											
				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">Pre-Tax Retirement</th> <th>E.P.M.C. Current</th> <th>Summer Deferral Fiscal Y-T-D</th> </tr> <tr> <td>Current</td> <td>Calendar Y-T-D</td> <td>Fiscal Y-T-D</td> <td></td> <td></td> </tr> </table>			Pre-Tax Retirement			E.P.M.C. Current	Summer Deferral Fiscal Y-T-D	Current	Calendar Y-T-D	Fiscal Y-T-D				
Pre-Tax Retirement			E.P.M.C. Current	Summer Deferral Fiscal Y-T-D														
Current	Calendar Y-T-D	Fiscal Y-T-D																
				9														
				10														
7 Pre-Tax Deductions			8 Other Deductions															
Description	Amount	Description	Amount															
				11														
Gross Pay		Pre-Tax Deductions	Pre-Tax Retirement	Other Deductions	Tax Deductions	Advanced Earned Income Credit	Earned Salary Advance	NET PAY										
CURRENT																		

**ORANGE COUNTY SUPERINTENDENT OF SCHOOLS
PAYROLL ACCOUNT**

IN ACCORDANCE WITH THE PAYROLL ISSUED BY THE GOVERNING BOARD OF THE ABOVE SCHOOL DISTRICT

PAY TO THE ORDER OF

\$

WELLS FARGO BANK

VOID UNLESS PRESENTED WITHIN SIX MONTHS FROM ISSUE DATE