



How to Read Your PeopleSoft Paycheck

Version 1.0 | January 27, 2015

Sample Paycheck

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

Public School District 1234 Main Street San Diego CA 92103		1A	Pay Group: 17M-Jamul-Dulzura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014	1B	Business Unit: 01700 Advice #: 00000000002315 Advice Date: 11/26/2014	1C		
John Doe 123 State Street San Diego CA 92103		2	Employee ID: 123456 Department: 999-District Wide Location: Public School District	3	TAX DATA: Federal: Married CA State: H-of-H Allowances: 6 Addl. Percent: Addl. Amount:			
HOURS AND EARNINGS				TAXES				
Description Regular Equ Allow Mileage Cafe Cash	Prior Period Begin Date End Date	Current Rate Hours	Earnings 5,260.83 50.00 150.00 0.00	Hours YTD 55,653.09 300.00 1,650.00 640.00	Description Fed Withholding Fed MED/EE Fed OASDI/EE CA Withholding	Current 144.05 70.13 299.84 43.65	YTD 1,944.31 757.55 3,239.17 614.52	
4				5				
TOTAL:		0.00	5,460.83	0.00	58,243.09	TOTAL: 557.67 6,555.55		
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description Medical Deductions Pre-Tax Dental Deductions Pre Tax Vision Plan Deduction Pre Tax Life Insurance Deduction 457 PERS PEPPRA	Current 585.36 12.98 23.60 2.75 100.00 616.45	YTD 0.00 0.00 0.00 0.00 0.00 0.00	Description Medical Deductions Pre-Tax Dental Deductions Pre Tax Life Insurance Deduction PERS PEPPRA Jamul Dulzura Workers Comp	Current 600.04 37.88 2.08 1,209.37 103.21	YTD 0.00 0.00 0.00 0.00 0.00			
6A			6B			7		
TOTAL:		1,341.14	0.00	TOTAL:	0.00	0.00	*TAXABLE	
		TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY		
Current YTD		5,460.83 58,243.09	4,119.69 47,805.29	557.67 6,555.55	1,341.14 13,877.40	3,562.02 37,810.14	8	
Absence Balances Vacation Balance Sick Balance Personal Necessity Balance Personal Business Balance		198.7 176.0 48.0 8.0	9			NET PAY DISTRIBUTION Advice #000000000002315 Account Type: Checking Deposit Amount: 3,562.02		
			10			TOTAL: 3,562.02		



Area	Description	Fields
1	Payroll Information <i>Consists of payroll information.</i>	<ul style="list-style-type: none"> ▪ Employer name and business address ▪ Pay Group: M (Salaried Employee), P (Hourly Employee) R (Retired Employee) ▪ Pay Begin Date and Pay End Date: The current monthly payroll cycle ▪ Business Unit: The school district's identifier within San Diego County ▪ Advice Number: The number assigned to the employee's pay advice, similar to a check number ▪ Advice Date: The date the funds are available
2	Employee Information <i>Displays employee information.</i>	<ul style="list-style-type: none"> ▪ Employee Name: The name of the employee ▪ Employee Address: The address of the employee ▪ Employee ID: The employee's issued employee identification number ▪ Department: The employee's primary department ▪ Location: The employee's primary location
3	Tax Data <i>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.</i>	<ul style="list-style-type: none"> ▪ Marital Status: Marital status of the employee for tax withholding purposes ▪ Allowances: Withholding allowances selected for Federal and State ▪ Addl Percent and Addl Amount: Additional withholdings
4	Hours and Earnings <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.</i>	<ul style="list-style-type: none"> ▪ Regular monthly base salary: Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. ▪ Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately
5	Taxes <i>Shows how much is being withheld for taxes.</i>	<ul style="list-style-type: none"> ▪ Fed Withholding: Federal income tax withheld ▪ Fed MED/EE: Employee portion of Medicare ▪ Fed OASDI/EE: Employee's portion of Social Security
6	Before and After Tax Deductions <i>Shows the before and after tax deductions.</i>	<ul style="list-style-type: none"> ▪ 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 ▪ After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages
7	Employer Paid Benefits <i>Shows employer paid benefits.</i>	<ul style="list-style-type: none"> ▪ If any amounts are included as taxable income they will be indicated with an asterisk.
8	Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i>	<ul style="list-style-type: none"> ▪ The Current row refers to gross pay less current deductions. The YTD row refers to the total gross received for the calendar year and includes the current amount. ▪ Total Gross: The gross pay received ▪ Fed Taxable Gross: Gross pay minus any pre-pay deductions ▪ Total Taxes: The total of Federal and State withholdings ▪ Total Deductions: The total of the before tax and after tax deductions ▪ Net Pay: The gross pay less deductions and tax withholdings paid to the employee



Area	Description	Fields
9	Absences Balances <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i>	<ul style="list-style-type: none">▪ Balances are displayed in hours.
10	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none">▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown