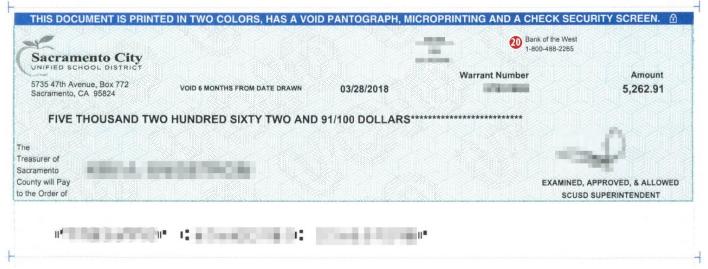


REMOVE CHECK ALONG THIS PERFORATION





How to Read Your Paycheck

Effective May 2018, the District is updating paychecks to provide additional details and improve readability. Please use the guide below to understand the information provided on your paystub.

1. Warrant No.: Unique number assigned to each Paycheck issued

2. Issued: Date the Paycheck is issued

3. Pay Period: Beginning and end dates of the pay period

4. Employee Name: Your name

5. **Employee ID:** Your employee identification number

6. Salary Placement: Your salary schedule, salary range and step in pay

7. Primary Work Location: Your work location

8. **TB Expires:** Date your tuberculosis test expires. Please ensure that your test is current.

9. Pay Details: Description of your pay (positional pay, overtime, vacation payout and etc.)

10. FTE/Units: Full-time Equivalent or units/hours paid

11. Rate: Current rate of pay (hourly, bi-weekly, annually and etc.) based on negotiated salary schedules.

- 12. Earnings: Itemized earning detail(s) for the given pay period. (Item 3 above)
- 13. **Employee Deductions:** Retirement contribution (PERS/STRS/etc.), Medicare, FICA, Federal Tax, State Tax, Union Dues, etc. Deductions are based on statutory law, individual benefits selected and collective bargaining agreements.
- 14. Current Wages: Current gross pay, deductions, net pay and year to date gross.
- 15. **Taxable Gross Summary:** Taxable wages for Federal Income Tax (FIT), State Income Tax (SIT), Social Security, Medicare, State Disability Insurance (SDI) and etc.
- 16. Employer Contributions: Portion of your benefits paid by the district
- 17. **Leave Balances:** Usage and accrual of sick leave, personal necessity (and/or vacation balances. Absence usages are reflective of prior month reporting. PN used is deducted from your accrued sick leave balance. Sick leave, personal necessity and vacation is granted based on collective bargaining agreements.
- 18. Tax Information: Current filing status for Federal Tax and State Tax
- 19. Important Messages: Monthly messages and information from the district.
- 20. **Bank Information:** Name of the issuing bank. Please note that effective May 2018, checks will be issued via Bank of the West.