Human Resources and You

Your Earnings Statement

Introduction

Paying employees timely and accurately depends on the concerted efforts of Human Resources/Payroll Services, departments, and employees of Chabot Las Positas Community College District. The Office of Human Resource Services prepared this guide to serve as an informational resource for employees, and staff and administrators who are involved in the payroll process.

As part of the payroll process, Chabot-Las Positas Community College District (CLPCCD) provides each employee being paid an Earnings Statement (commonly known as a salary warrant, paycheck, direct deposit advice, or pay stub). All CLPCCD employees are paid monthly. The Earnings Statement provides detailed information regarding your earnings, taxes, deductions, benefits, and leave balances. The Earnings Statement is distributed to employees through their departments via campus mail or mailed to the employees' mailing address on record.

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228

Read Your Earnings Statement For Pay Detail

CLPCCD calculates and distributes over 26,000 earnings statements each year. Each earnings statement requires numerous individual transactions and calculations. Actions affecting your earnings can be generated by your department, by your benefits enrollments (including retirement programs), and your tax liability. Numerous checks and balances are provided in the system, but it is also important for you to review your earnings statement for accuracy. Please review the information on your Earnings Statement in a timely manner to avoid a delay in receipt of your pay, loss of benefits, or paying for missed deductions.

How Do I Get My Check?

1. **All** Direct Deposit Advices are mailed to your mailing address on record.

2. Delivery options are only available with monthly Earnings Statements. If you would like to change the delivery option of your monthly earnings statement, submit a Salary Warrant Delivery Request form to the Office of Human Resource Services (for form, see Page 3 for online access) with your new delivery choice. **(**For a list of where you can have your check delivered, **See Exhibit 6.**)

3. Earnings Statements and Direct Deposit Advices are mailed to your mailing address the day before the pay date. Please allow time for the United States Postal Service to deliver your statement. In the event that your statement is not received within 1 week, please contact District Payroll Services at (925) 485-5226 or (925) 485-5227 for information and for help to replace your earnings statement.

4. CLPCCD encourages the use of direct deposit to ensure prompt delivery of your earnings. You will need to complete a Direct Deposit form, attach a voided check, and submit the form with attachment to District Payroll Services. It normally takes two pay periods for direct deposit process to be implemented, account numbers verified, and earnings to be processed and deposited to your bank. You can pick up a Direct Deposit form from the College Business Services Office or by contacting the Office of Human Resource Services at (925) 485-5236 (for form, see Page 3 for online access).

5. If you have direct deposit currently and want to change the bank that you are using for your direct deposit, complete the direct deposit form and submit it to the District Payroll Services. It normally takes 2 pay periods before your changes become effective and deposited to the new bank. You will receive a paper check until your direct deposit goes into effect.

6. If you have any questions regarding your earnings or accrued leave balances, please contact District Payroll Services at (925) 485-5226 or (925) 485-5227. If you have questions regarding your benefits, please contact the Office of Human Resource Services, (925) 485-5504 or (925) 485-5505.

On Line Access to HR Forms and Earnings Statement Information

1. You can view and print information from the Human Resource Services website.
   - For **internet** access from your personal computer, logon to www.clpccd.org/HR,
     - You can select and print forms from our website:
       - Click on forms, select the form needed and then click on that form. Print form.
     - You can view and print your earnings statement from our website.
       - Click on Class-Web, click on Sign on to CLASS-Web, enter your ID# (W# or SSN#) and pass word, click on Employee Information, click on Pay Information.
     - You can use the links in your online earnings statement to view your current statement or see previous statements. (Note: Due to our computer conversion, your compensation history begins as of April 1999; any January-March 1999 wages were summarized and posted as March 1999).

   - For **intranet** access from your CLPCCD computer main screen, double click on the Internet Explorer icon,
     - Make sure your home page defaults to the CLPCCD home page and click on Human Resources.
     - If your homepage does not default to the CLPCCD, then follow the directions for internet access.

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228

Understanding Your Earnings Statement

Your earnings statement is divided into four major sections (from top to bottom of the form):

1. Employee General Information and Net Earnings
2. General Earnings Information
3. General Deduction Information
4. Leave Balances Information

(See Exhibits 1 – 5 for examples of Earnings Statements)

1. Employee General Information and Net Earnings:
   Beginning at the top left side, the general information identifies your EMPLOYEE Identification Number, ISSUE DATE, LOCATION, and PAY PERIOD DATE RANGE (current). The top right side states the NET PAY followed by the net pay spelled out. The bottom part of this section identifies the PAY TO employee and the mailing address of record.

   - **Employee Identification Number** is a randomly generated number that begins with a "W" (e.g.W123456789). To protect your identity, your social security number is not used.

   - **Issue Date** (also known as pay date) is the date that you are being paid. The Issue Date is the last working day of the month. If you receive a paper check, please be aware that will be void six months from the date of issue.

   - **Location** is numeric and tells you the location where your earnings statement will be delivered. (See Exhibit 6 for a list of locations and codes.)

   - **Pay Period Date Range** varies depending upon your classification.

     - Classified Hourly, Students, Temp on Call, Professional Specialist, and some Adjunct Faculty employees submit time sheets for hours worked from the 16th of the month to the 15th of the following month. Leave is also reported from the 16th of the month to the 15th of the following month. For this group of employees the Pay Period Range includes both time worked and leave time taken.
     - Classified Salary, Regular Faculty, and Management employees are paid for the period from the 1st of the month to the end of that month. Leave reports are submitted for leave taken from the 16th of the month to the 15th of the following month. For this group of employees, the pay period reflects the period of time worked, but not all the leave that may have been taken.

- **Net Pay** is the end result of the calculation of your Total Monthly Gross less your Total Monthly Deductions.

- **Pay To** identifies the employee being paid and his or her current mailing address.

    - If upon review of your earnings statement, you notice that your name or mailing address is incorrect, please take action to have it corrected. A name/address change form can be downloaded from our website www.clpccd.org/HR, click on Forms, click on Name/Address Change Form and follow the instructions.
    - Name/Address Change Forms received at the Office of Human Resource Services by the 15th of each month will be processed and reflected in that month's earnings statement. Forms received after the 15th of the month may not be reflected until the following month.

2. General Earnings Information:
   Earnings Hour/Unit type, Rate, and Earnings per Rate are listed in the middle, left side of the earnings statement. Below the Hour/Unit type are the Total Units paid and Gross Monthly earnings for that statement. **(See Exhibit 7** – Earnings Codes)

   - The Banner System short description is listed on your earnings statement. To view the long description for that earnings code, see Exhibit 7.

   - The earnings reflect all regular time sheets, overtime time sheets, and leave reports received for that month's processing.

   - All time sheets or leave taken reports that are received after the monthly payroll processing deadline will be paid in the following regularly scheduled payroll.

3. General Deduction Information:
   In the middle, right side of the statement, are the monthly deductions from your earnings and the current year to date (CYTD) totals. The Deductions listed include the following: (**See Exhibit 8** – Deduction Codes)

   - The Banner System short description is listed on your earnings statement. To view the long description for that deduction code, see exhibit 8.

   - Each calendar year brings changes in tax calculation for withholding and employee benefits, as well as the expiration of certain employee elections. It is the employee's responsibility to keep his or her information updated with the Office of Human Resource Services.

   - Normally, tax-sheltered deductions only reduce your federal and state income tax taxable gross. However, deductions under CLPCCD flexible benefits programs, such as unreimbursed medical and dependent care, also reduce the taxable gross for Social Security

- (FICA) and Medicare (MEDI). Some benefits such as the inputted tax on group-term life insurance in excess of $50,000 can increase your taxable gross amounts.

- Mandated Government taxes are required to be deducted from your earnings. The factors that determine your tax (e.g., Marital Status, Allowances, Additional Amount) as well as the actual Tax amount and Taxable Gross (the amount upon which the tax was calculated for your Current pay period) are indicated below.

  - **FICA and Medicare.** The social security and Medicare tax rates remain the same for calendar 2012 (6.2% and 1.45% respectively); however the wage base for social security has increased. The 2012 Social Security wage base is $110,100.

    - Employees who have either STRS or PARS as their retirement plan do not have FICA deducted from their earnings. This is due to the contract agreement between the IRS and the retirement plans.

    - If an employee starts a new job halfway through the year and has already earned the wage base limit for Social Security, the new employer is not allowed to stop withholding social security until the wage base limit has been earned with that employer. If an employee has overpaid toward Social Security by having more than one job or by having switched jobs during the year, that employee may receive a refund when he or she files the Federal income tax return.

    - A special case in FICA regulations includes exemptions for student workers. Students enrolled full-time in a college and working part-time for the same college are exempted from FICA payroll taxes, so long as their relationship with the college is primarily an educational one.

  - **Federal Income Tax:** Your earnings are taxed by using the IRS tax table formula. The W-4 is included in our new employee packets. A W-4 can also be downloaded from our website, go online to www.clpccd.org/HR, click on forms, and click on W-4.

    - A W-4 can be changed at any time and remains in effect until the employee submits a new form to the Office of Human Resource Services and it is processed.

    - The IRS will impose penalties if too little tax is withheld and the IRS requires that CLPCCD tax the employee at Single individual with zero deductions (Single-zero) if a completed W-4 is not submitted by the employee.

    - It is the employee's responsibility to carefully complete the W-4 to ensure that sufficient taxes are withheld.

- W-4s that are not completed correctly or legibly are considered invalid. If the employee makes an error filling out their W-4, he or she will need to complete a new form or initial any changes correcting errors.

- CLPCCD can not give advice to employees on how much federal or state income taxes they should withhold, including how many withholding allowances they should elect. We encourage employees to contact their tax preparer or the IRS help line directly.

- **State Income Taxes:** Your earnings are taxed by using the California State monthly tax table formula. The DE-4 (California State Tax Withholding Allowance form) is not included in the new employee packet. A DE-4 can also be downloaded from our website, go online to www.clpccd.org/HR, click on Forms, click on Employee's Withholding Allowance, or you can receive one by contacting the Office of Human Resource Services at (925) 485-5236.

  - A DE-4 form is not required if you want both your federal and state withholding deductions to be the same. Only complete a DE-4 form if you want your state income tax deductions to be different than your federal income tax deductions or if you want an additional amount of money to be withheld from each earnings statement.

  - A DE-4 form can be changed at any time and will remain in effect until the employee submits a new form to the Office of Human Resource Services.

  - The State of California will impose penalties if too little tax is withheld and it requires that CLPCCD tax the employee at Single-zero (0) if a completed W-4 / DE-4 are not submitted.

  - It is the employee's responsibility to carefully complete his/her DE-4 to ensure that sufficient taxes are withheld.

- **Expired and Expiring Elections:**
  - Advanced Earned Income Credit; the election for qualified employees to receive the Advanced Earned Income Credit is an annual election and expires each December 31. For employees to receive the Advanced Earned Income Credit, they must complete a new IRS form, W-5 Earned Income Credit Advance Payment certificate each calendar year. The W-5 may be downloaded from the IRS website, go to www.irs.gov .

  - W-4E Exemption from federal and state income tax withholding must be renewed each calendar year. This election must be renewed prior to each February 16 for the exemption to continue in the new calendar year. If a new W-4 has not been filed prior to the expiration date, taxes will be withheld as a single individual with zero (0) allowances.

- **Retirement savings deductions** – CLPCCD offers 4 different retirement plans;

  1. PARS – Public Agency Retirement Services
  2. PERS – Public Employees Retirement System
  3. STRS-CB – State Teachers Retirement System, Cash Balance Plan
  4. STRS-DB – State Teachers Retirement System, Defined Benefit Plan

  - All employees are required to have a retirement savings deduction. Generally, the deduction type is based upon the employee classification and percentage of time worked.

  - For more information regarding the different plans go online to www.clpccd.org/HR, click on Retirement Benefits, or contact the Office of Human Resource Services.

  - The current 2011/2012 employee and employer contribution rates are:

Retirement Type	Employee Percentage	Employer Percentage	Employee Classification
PARS	3.75	3.75	Classified employees working less than 50%
PERS	7.00	10.923	Classified employees working 50 – 100 %
STRS – CB	4.00	4.00	Adjunct Faculty
STRS – DB	8.00	8.25	Regular Faculty

- **Other Deductions**
  - Union deductions – are required by the negotiated contracts for Classified employees (SEIU Local 1021) and Faculty employees (CLPFA). For more information, please contact your union representative.

  - For a list of the deductions coming out of your earnings, please **see Exhibit 8** – Deduction Codes.

  - Open enrollment for health and dental insurance occurs once a year. Health and dental insurance deductions may change due to an employee's elections (e.g., marriage, newborn, divorce, etc.) within 30 days of qualifying event. For more information contact the Benefits Office at (925) 485-5504, (925) 485-5505 or (925) 485-5209.

4. Leave Balances Information:
   - Available leave balances are located across the bottom of the earnings statement and are ending balances only. For more detailed information, the employee can view or print out his

or her leave balances by going online to www.clpccd.org/HR, click on CLASS-Web, sign on to CLASS-Web, enter your ID# (W# or SSN#) and password, click on Employee Information, click on Leave Balances. (**See Exhibit 9 –** Leave Balances for Web Pay Stub)

- Upon occasion, CLPCCD will post a message to the earnings statement. The message will be above your leave balances. On the Direct Deposit Advice the message will be in a box.

- Leave balances are posted using the following formula; balance forward less used leave plus current accrual equals ending balance.

- Leave balances are shown in days for Regular Faculty and Management. Part-Time Faculty sick leave is reported in hours. All other classifications are reported in hours (Banner is currently being worked on to reflect contract language changes).

- For more detailed information regarding leave time used and available, go online to www.clpccd.org/HR click on Class-Web, Sign On to CLASS-Web, enter your ID# (W# or SSN#) and password, Employee Information, Leave Balances. If you have difficulty logging into CLASS-Web, contact the Office of Human Resource Services at (925) 485-5238.

- Everyone except the following have access to their private personal data in CLASS-Web; Students, Trustees, Professional Specialist, and Temps on Call.

- If you believe that your leave balance is not correct on your earnings statement, contact your immediate supervisor. The supervisor will contact the District Payroll Services. Remember, your absences are reported from the 16th – 15th of the month and these are the amounts that are stated on your monthly earnings statement. Employees are also welcome to contact the District Payroll Services directly at (925) 485-5228.

- **Other Information:**
  - W-2 – Annual Wage and Tax Statement is mailed to the employee's mailing address on record with the Office of Human Resource Services. The W-2s are mailed on or before January 31st of each year. Requests for duplicate W-2s will be accepted only after originally mailed W-2s have had an opportunity to be delivered.

  - Manual payroll checks are created on what is called off-cycle processing. These statements are processed by District Payroll Services through the County Office of Education and may take up to a week to complete the procedure. Direct Deposit is not available for this process.

- **Need Help?** For more information about changes to your earnings statement or other payroll issues, please contact the District Payroll Services at (925) 485-5228. For all other issues, please contact the Office of Human Resource Services at (925) 485-5236.

EXHIBIT 1-Earnings Statement Regular Faculty – 12 Pay

ALAMEDA COUNTY SCHOOLS PAYROLL FUND 6000

BY THE ORDER OF THE GOVERNING BOARD OF:
CHABOT-LAS POSITAS COMM COLLEGE

PAYABLE AT: UNION BANK
702 GOVERNMENT SERVICES/ALAMEDA COUNTY
350 CALIFORNIA ST. • SAN FRANCISCO CA 94104
11-49-1210

66-168422
REQUISITION & WARRANT NO.

SERIES C

	ISSUE DATE	LOCATION	DISTRIB CODE	PAY PERIOD BEGIN	PAY PERIOD ENDING		
W123456789	9/28/07	18		09/01/07	09/30/07	PAY	*****5,611.74

VOID SIX MONTHS FROM DATE OF ISSUE

Five Thousand Six Hundred Eleven & 74/100*****

The Treasurer will Pay to

George Jetson
1000 School St.
Hayward, CA 94544

1

Examined and Approved:
SHEILA JORDAN County Superintendent of Schools

Examined and Allowed:
PATRICK O'CONNELL County Auditor-Controller

FOR SECURITY THIS DOCUMENT CONTAINS A WATERMARK ON THE BACK

PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

Employee General Information And Net Earnings

JETSON, GEORGE W123456789 09/01/07 09/30/07 09/28/07 5611.74

	HR/Unit	Rate			Monthly	CYTD
Regular			7,011.59	FEDERAL	1015.89	8906.92
DefAccru	1.00	1562.58	.00	STATE TX	282.76	2469.26
Sick Lv	16.00		801.33	MEDICARE	113.48	982.78
				STRS	750.05	5038.00
				CLPFA UN	39.00	273.00

2

3

TOTAL 17.00 7812.92

General Deduction Information

NON NEGOTIABLE

CHABOT-LAS POSITAS COMM COLLEGE

CYTD GROSS 67661.48 Net check Amt 5611.74 Monthly Deductions 2201.18

Leave Balances

SICK	PERSLEAV	SICK PT-H	SICK SUM-D
65.78	1.00	.00	.00

4

Leave Balances Information

EXHIBIT 2 – Earnings Statement Classified Full-Time

ALAMEDA COUNTY
SCHOOLS PAYROLL
FUND 6000
SERIES C

BY THE ORDER OF THE GOVERNING BOARD OF:
CHABOT-LAS POSITAS COMM COLLEGE

PAYABLE AT: UNION BANK
702 GOVERNMENT SERVICES/ALAMEDA COUNTY
350 CALIFORNIA ST. • SAN FRANCISCO CA 94104
11-49-1210

66-168422
REQUISITION & WARRANT NO.

ISSUE DATE	LOCATION	DISTRIB. CODE	PAY PERIOD BEGIN	PAY PERIOD ENDING		
W123456000	09/28/07	11	09/01/07	09/30/07	PAY	****2,993.72

VOID SIX MONTHS FROM DATE OF ISSUE

Two Thousand Nine Hundred Ninety Three & 72/100*****

The Treasurer will Pay to

Chris Jetson
1000 University Ave.
San Lorenzo CA 94580

1

Examined and Approved:
SHEILA JORDAN County Superintendent of Schools

Examined and Allowed:
PATRICK O'CONNELL County Auditor-Controller

FOR SECURITY THIS DOCUMENT CONTAINS A WATERMARK ON THE BACK

PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

Employee General Information And Net Earnings

JETSON, CHRIS W123456000 09/01/07 09/30/07 09/28/07 2993.72

	HR/Unit	Rate		Monthly	CYTD
REGULAR		4,588.83	FEDERAL	653.84	5522.16
			STATE TX	185.99	1539.15
			FICA	284.84	2466.95
			MEDICARE	66.62	576.96
			PERS	321.22	2781.90
			SEIU 790	82.60	715.32
TOTAL	.00	4588.83			

2

General Earnings Information

3

General Deduction Information

NON NEGOTIABLE

CHABOT-LAS POSITAS COMM COLLEGE

CYTD GROSS 39740.97 Net check Amt 2993.72 Monthly Deductions 1595.11

Leave Balances

SICK	VACATION	FloatHol	CompTime
209.50	228.00	16.00	.00

4

Leave Balances Information

EXHIBIT 3 – Earnings Statement Classified Hourly

ALAMEDA COUNTY
SCHOOLS PAYROLL
FUND 6000
SERIES C

BY THE ORDER OF THE GOVERNING BOARD OF:
CHABOT-LAS POSITAS COMM COLLEGE

PAYABLE AT: UNION BANK
702 GOVERNMENT SERVICES/ALAMEDA COUNTY
350 CALIFORNIA ST. • SAN FRANCISCO CA 94104
11-49-1210

66-168422
REQUISITION & WARRANT NO.

ISSUE DATE	LOCATION	DISTRIB CODE	PAY PERIOD BEGIN	PAY PERIOD ENDING		
W123456987 09/28/07	15		08/16/07	09/15/07	PAY	****2,135.18

VOID SIX MONTHS FROM DATE OF ISSUE

Two Thousand One Hundred Thirty Five & 18/100*****

The Treasurer will Pay to
John Wayne
1000 Hollywood Lane
San Leandro CA 94578

Examined and Approved:
SHEILA JORDAN County Superintendent of Schools

Examined and Allowed:
PATRICK O'CONNELL County Auditor-Controller

FOR SECURITY THIS DOCUMENT CONTAINS A WATERMARK ON THE BACK

PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

1 Employee General Information And Net Earnings

WAYNE. JOHN W123456987 08/16/07 09/15/07 09/28/0 2135.18

	HR/Unit	Rate			Monthly	CYTD
HOURLY	108.81	20.12	2,189.28	FEDERAL	46.21	169.98
CompTake	4.00	20.12	80.48	STATE TX	4.34	19.28
Sick Lv	4.00	20.12	80.48	MEDICARE	34.08	208.03
				ARS PARS	88.13	537.99
				SEIU 1021	42.30	256.75
TOTAL	116.81		2350.24			

2 General Earnings Information

3 General Deduction Information

NON NEGOTIABLE

CHABOT-LAS POSITAS COMM COLLEGE

CYTD GROSS 14346.62 Net check Amt 2135.18 Monthly Deductions 215.06

Leave Balances

SICK	VACATION	FloatHol	CompTime
69.98	64.71	2.56	18.98

4 Leave Balances Information

EXHIBIT 4 – Direct Deposit Advice - Classified

Chabot-Las Positas Community College District
Direct Deposit Summary

09/28/07

Employee	Id	Pay Period	Deposit Amount
John Smith 123 Main St FREMONT CA 94538	W10000000	09/01/07 - 09/30/07	*****3,323.60

Checking XXXXXX0000 3323.60

1

Employee General Information and Net Earnings

Pay Type	Units	Rate	Deductions	Monthly	CYTD
Regular		3,384.42	FEDERAL	448.42	3814.02
Sick Lv	16.00	432.06	STATE TX	73.37	601.23
Vacation	32.00	864.13	FICA	291.00	2520.42
			MEDICARE	68.06	589.44
			PERS	327.64	2837.51
			RELIANCE	65.92	593.28
			SEIU 790	82.60	715.32

2

General Earnings Information

3

General Deduction Information

4

Leave Balances Information

Monthly Gross: 4680.61
Cal Year to Date Gross: 40535.77
Total Deductions: 1357.01

Leave Balances:	Sick	Vacation	FloatHol	CompTime
	139.50	119.91	16.00	.00

Have you moved recently? If so, please update your address by contacting Human Resources (925-485-5236), or pick up a form in your College Business Office, or the District H/R Office.

Chabot Las Positas Community College District
5020 Franklin Drive
Pleasanton, CA 94588

John Smith
123 Main St
FREMONT CA 94538

Exhibit 5 – Web Pay Stub – Faculty with Overload

Chabot-Las Positas Community College District

Pay Stub Detail

Pay Stub Summary

Pay Stub Date:	Sep 28, 2007	
Gross Amount:		5,984 24
Total Personal Deductions:		1,911 62
Net Amount:		4,072 62
Total Employer Contributions:		791 82

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
184	Direct Deposit	WELLS FARGO BANK	Checking	4,072 62

General Earnings Information

2

Earnings

Type	Hours	Rate	Amount
Regular Pay			5,130 50
HOURLY REGULAR PAY	10 40	82 090000	853 74
Deferred Pay Accrual	1 00		00

General Deduction Information

3

Benefits or Deductions

Type	Personal Deduction	Employer Contribution
BASIC LIFE INSURANCE	.00	21 00
CHABOT-LAS POSITAS FACULTY UN	37 00	.00
FEDERAL INCOME TAX WITHHOLDING	1,039 07	.00
LONG TERM DISABILITY	00	16 62
MEDICARE	86 88	86 88
STATE INCOME TAX WITHHOLDING	187 84	.00
STATE TEACHERS RETIREMENT SYS	560 83	578 35
STATE UNEMPLOYMENT INSURANCE	00	3 51
WORKERS' COMPENSATION	00	85 46

Pay Stubs

RELEASE: 7.3.0.1

EXHIBIT 6 – Earnings Statement Delivery Listing

No.	WARRANT DELIVERY LIST
6	Child Center
7	Academic Services
8	MIS
9	Counseling/Career Center
10	PE/Athletics
11	Administration Bldg
12	M&O
13	Admissions & Records
14	Learning Resources Center
15	Bookstore
16	Chabot Students (Business Office)
17	Faculty Mailbox
18	US Mail
19	Administration Bldg (Business Office)
20	Las Positas
21	Sheriffs Academy
22	Special Student Services
26	Las Positas Students
30	District Office

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228

EXHIBIT 7 – Earnings Codes

EARNINGS CODES

Code	Short Desc	Long Description	Code	Short Desc	Long Description
AD1	Adjust	NEG Adj Reg Hours, Pension	NOP	No Pay	No Pay
AD2	Adjust	NEG Adj Spec Dollars, Pension	OFF	OFFICEHR	OFFICE HOURS
AD3	Adjust	NEG Adj Spec Hours, NonPension	OFZ	OFFICEPY	Office Hours – Prior Year
AD4	Adjust	NEG Adj Reg Hours, NonPension	OT1	OT Stght	Overtime Straight Time
AD5	Adjust	Neg Adj Reduce Tax Not RSN/RPN	OT2	OT 1.5	Overtime 1.5 Time
ADJ	Adjust	NEG Adj Spec Hours, Pension	OT3	OT Dbl	Overtime Double Time
ADS	Adju FWS	Pay Adjustment - Non-Cash	OT4	PT Fac	FT Class Working as PT Faculty
BIF	Bereavmt	Bereavement	OT6	OT ST PY	OVERTIME STRAIGHT TIME PRIOR YEAR
BRD	BoardPay	Board Member Pay	OT7	OT1.5 PY	OVERTIME 1.5 TIME PRIOR YEAR
CA1	Advance1	Career Advancement Program – 1	OT8	OTDBL PY	OVERTIME DOUBLE TIME PRIOR YEAR
CA2	Advance2	Career Advancement Program - 2	OT9	PTFAC PY	FT CLASS WORKING AS PT FAC PY
CA3	Advance3	Career Advancement Program - 3	OTF	OTH FTPY	OTHER PAY FULL TIME PRIOR YEAR
CA4	Advance4	Career Advancement Program - 4	OTH	OTHER	OTHER PAY FULL TIME
CT1	CTE ST	Comp Time Earned - Straight Time	OTN	OTHER NS	OTHER PAY NON SCHEDULE
CT2	Comp 1.5	Comp Time Earned -1.5 Time	OTP	OTHER NS	OTHER PAY NON SCHEDULE PRIOR YEAR
CT3	Comp Dbl	Comp Time Earned – Double Time	OTR	OTHER	OTHER PAY PART TIME
CTP	Comp Pd	Comp Time Paid	OTZ	OTH PTPY	OTHER PAY PART TIME PRIOR YEAR
CTT	CompTake	Comp Time Taken	OUT	Job Adj	Out of Job Class Adjustment
DIF	Diff Pay	Differential Pay	PER	Personal	Personal Leave – Faculty
DOC	Dock Pay	Docked Pay	PRD	PROF DAY	PROFESSIONAL DAYS
DOM	DomHlth	Dom Partner Health Premium with State Tax	REF	SSRefund	Refund Social Security/Medicare
DON	DomHlth	Dom Partner Health Premium No State Tax	REG	Regular	Regular Pay
DOX	DOC	Other DOCKED Pay	REP	RETRO PY	RETRO PAYMENT PRIOR YEAR
DPA	DefAccru	Deferred Pay Accrual	RET	Retro	Retroactive Payment
DPI	Def Pay1	Deferred Pay Out From RECAP	REX	RETRO	RETRO PAY EXCLUD FRM STRS/PERS
DPO	Def Pay	Deferred Pay Out	RTO	RETRO	RETRO-PAY NO LONGEVITY
EVF	EVL FTPY	EVALUATOR FULL TIME PRIOR YEAR	SA1	SabbTerm	Sabbatical Reduction 1 Term
EVL	EVAL FT	EVALUATOR FULL TIME-USE EVP	SA2	Sabb FY	Sabbatical Reduction 2 Terms-Y
EVP	EVAL	EVALUATOR $135 for 3 hrs	SFX	Ext Sick	Extended Sick Leave Faculty
EVZ	EVL PTPY	EVALUATOR PART TIME PRIOR YEAR	SIC	Sick Lv	Sick Leave
GEN	Gen Exp	General Expense Allowance Exec	SPN	Per Nec	Personal Necessity
HOF	FloatHol	Floating Holiday	SPT	Sick PT	Sick Leave Part Time Faculty
HOL	Holiday	Holiday Pay	SSL	SickSumm	Summer Sick Leave
HOS	FloatHol	Floating Holiday Supervisor & Confidential	STF	STI FTPY	STIPEND PAY FULL TIME PRIOR YEAR
HR1	16WK ADJ	PAY BY COURSE 16 WK ADJ RETIRE	STH	STIP HRY	STIPEND PAY HOURLY
HR2	16WK ADJ	PAY BY COURSE 16 WK ADJ NO RET	STI	STIPEND	STIPEND PAY FULL TIME
HRF	HRY FTPY	HOURLY FULL TIME PRIOR YEAR	STZ	STI PTPY	STIPEND PAY PART TIME PRIOR YEAR
HRN	HRLY NS	HOURLY PAY NON SCHEDULE	SUB	SUB	SUBSTITUTE FULL TIME
HRP	HRLY NS	HOURLY PAY NON SCHEDULE PRIOR YEAR	SUF	SUB FTPY	SUBSTITUTE FULL TIME PRIOR YEAR
HRX	HRLYXTRA	HOURLY EXTRA PAY	SUP	SUB	SUBSTITUTE PAY $54
HRY	HOURLY	HOURLY REGULAR PAY	SUZ	SUB PTPY	SUBSTITUTE PART TIME PY $45
HRZ	HRY PTPY	HOURLY PART TIME PRIOR YEAR	SXP	Ext Sick	Extended Sick - Non Tax
INT	INTEREST	INTEREST	SXT	Ext Sick	Extended Sick Leave 100 Days
JRY	JuryDuty	Jury Duty/Subpoenaed Witness	VAC	Vacation	Vacation Taken
LFP	LvFulPay	Leave w/Full Pay w/Benefits	VPD	Vac Paid	Vacation Paid (alternate)
LOB	LWOPWBEN	Leave w/o Pay w/ Benefits	VPO	Vac Paid	Vacation Paid
LWP	LWOP&B	Leave w/o Pay w/o Benefits	WCP	WorkComp	Workers Compensation Reimburse
MAF	MeritPay	Meritorious Award, Faculty	WKS	WKSP/ORN	WORKSHOP/ORIENTATION FULL TIME
MER	MERIT PY	MERIT AWARD SUMMER PRIOR YEAR	WRC	WKCOMP	Worker's Compensation
MIL	MileAllw	Mileage Allowance Executive	WSF	WKS FTPY	WORKSHOP/OREN FT PRIOR YEAR
MSV	Military	Military Service	WSO	WKSP/ORN	WORKSHOP/ORIENTATION $45.00
			WSZ	WKS PTPY	WORKSHOP/ORIENTATION PART TIME PRIOR YEAR

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228

EXHIBIT 8 – Deduction Codes

DEDUCTION CODES

Banner Code	Short Description	Long Description
Health Benefit Deduction Codes		
HBL	BC PPO	BLUE CROSS PRUDENT BUYER
HCC	BC HMO	BLUE CROSS HMO:CALIFORNIA CARE
HDD	DENTAL	DELTA DENTAL
HKP	KaiserPT	KAISER FOR PART TIME FACULTY
HKR	KAISER	KAISER PERMANENTE
HLG	LIFE70	LIFE 70 PCT EE
HLH	LIFE70	LIFE 70 PCT ER
HLI	LIFE	BASIC LIFE INSURANCE
HLJ	LIFE50	LIFE 50 PCT EE
HLK	LIFE50	LIFE 50 PCT ER
HLL	LIFE60	LIFE 60 PCT EE
HLM	LIFE60	LIFE 60 PCT ER
HLN	LIFE75	LIFE 75 PCT EE
HLO	LIFE75	LIFE 75 PCT ER
HLP	LIFE80	LIFE 80 PCT EE
HLQ	LIFE80	LIFE 80 PCT ER
HLR	LIFE87	LIFE 87.5 PCT EE
HLS	LIFE87	LIFE 87.5 PCT ER
HLT	LTD	LONG TERM DISABILITY
HVI	VISION	VISION SERVICE PLAN
HWC	WK COMP	WORKERS' COMPENSATION
I50	LIFE50K+	LIFE OVER 50K – FORT DEARBORN
LRS	RELIANCE	RELIANCE STANDARD LIFE – SUPPLEMENTAL COVERAGE
LUL	LIFE SUP	LIFE INSURANCE SUPPLEMENTAL
MEH	FLEX DEP	FLEXABLE SPENDING ACCOUNT - DEPENDENT (IRC)
MES	FLEX MED	FLEXABLE SPENDING ACCOUNT - MEDICAL (IRC)
Garnishment Codes		
NOT LISTED DUE TO PRIVACY ISSUES		
403(b) & 457 Codes		
SEE 403(b) - 457 LISTING FOR CURRENT APPROVED FUNDS		

Banner Code	Short Description	Long Description
Retirement Benefit Codes		
RAN	ARS PARS	ALTERNATE RETIREMENT SYSTEM - PARS
RCB	CASH BAL	STRS CASH BALANCE PLAN
RPB	PERS BUY	PERS BUY BACK
RPN	PERS	PUBLIC EMPLOYEES RETIREMENT SYSTEM
RSB	STRSBUY	STRS BUY BACK
RSN	STRS	STATE TEACHERS RETIREMENT SYSTEM
Tax Deduction Codes		
TFD	FEDERAL	FEDERAL INCOME TAX WITHHOLDING
TME	MEDICARE	MEDICARE
TOA	FICA	FICA
TST	STATE TX	STATE INCOME TAX WITHHOLDING
TUI	SUI	STATE UNEMPLOYMENT INSURANCE
Union Deduction Codes		
UAC	ACCCA	ACCCA (ASSN OF CAL COM COL ADMINISTRATORS)
UAD	ADMDUES	C/LPC ADMINISTRATIVE DUES
UCC	CCCCA\CA	CCCCA\CACD (CAL COMM COL ASSOCICATION)
UCI	ISLS FUN	CHABOT ISLS FUND
UCL	CLPFA UN	CHABOT-LAS POSITAS FACULTY UNION
UCM	CLPFA UN	PART TIME FACULTY DUES - CLASSIFIED FULL TIME
UFA	FACCC	FACCC-FACULTY ASSOC OF COMMUNITY COLLEGES
USC	SEIU 1021	SEIU LOCAL 1021
USD	COPE 1021	SEIU LOCAL 1021 COPE
Misc Deduction Codes		
MCF	FOUNDATI	CHABOT/LPC FOUNDATION
MFC	FOUNDAT	CHABOT FOUNDATION
MLP	L.P.Foun	LAS POSITAS FOUNDATION
MRC	REV CASH	REVOLVING CASH PAYROLL HAND CK
MUW	UNITD WY	UNITED WAY

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228

EXHIBIT 9 – Leave Balances for Web Pay Stub

Chabot-Las Positas Community College District

Leave Balances

4

Leave Balances Information

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Oct 30, 2007	Taken as of Oct 30, 2007	Available Balance as of Oct 30, 2007
Personal Leave	Hours	.00	8 00	00	8 00
Sick Leave	Hours	15.50	80 00	1 78	93.72
Sick Leave - Part Time Faculty	Hours	.00	.00	.00	.00
Sick Leave Summer Faculty	Hours	00	.00	00	.00

RELEASE: 7.0

Chabot Las-Positas Community College District / 5020 Franklin Drive / Pleasanton, CA 94588 / 925-485-5236
www.clpccd.org 925-485-5228