

Paycheck Advice (Pay Stub) 2021 - 2022

The Paycheck Advice, or pay stub, details your earnings and deductions, and is divided into several sections. Each section is described in detail below.

Header

EMP NO	EMPLOYEE NAME	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO
555555	John Doe	BIWEEKLY	05/28/2021	05/14/2021	2441

The header contains the employee ID, name, date of the advice, the pay period end date, and the advice number.

Earnings

EARNINGS	RATE	DAYS/HSR	CURRENT	YTD
SALARY	\$0.00	67.50	\$2,179.50	\$9,208.48
PERS EXPT	\$0.00	7.50	\$0.00	\$0.00
HOL EXPT	\$0.00	0.00	\$0.00	\$3,793.85

The earning section is broken down by category. Entries you see here may include, but are not limited to the following:

- Salary
- PERS EXPT – Personal days (hours)
- VAC EXPT – Vacation days (hours)
- HOL EXPT – Holidays (hours)
- CL1000 – Career Ladder
- RETRO \$ - Retro pay
- PERS PYOUT – payout for personal days

Deductions

DEDUCTIONS	CURRENT	YTD	EMPLR	EMPLR YTD
Tax				
FICA	\$114.35	\$821.13	\$0.00	\$821.13
MEDI	\$26.74	\$192.03	\$0.00	\$192.03
FEDERAL	\$139.05	\$951.05	\$0.00	\$0.00
Benefit				
CERT LEG EE	\$92.21	\$662.19	\$0.00	\$0.00
Other				
STD CORE	\$0.00	\$0.00	\$0.00	\$47.60

The deductions section shows all items deducted from your paycheck as well as benefits provided by the district. The Current and YTD columns show the amount deducted from the paycheck for each item. The EMPLR and EMPLR YTD columns show the amount that Hamilton County Schools contributes to each item. Please see the document titled “Deduction Codes” for a full list of codes and descriptions. Entries in this section may include, but are not limited to the following:

Tax

- FICA – Social Security Tax
- MEDI -Medicare Tax
- FEDERAL - Federal Income Tax

Benefit

- HEALTH – Health Insurance
- DENTAL – Dental Reimbursement
- CERT LEG EE – Legacy TCRS employee contribution for certified employees
- CERT LEG ER – Legacy TCRS employer contribution for certified employees
- CLASS HYB EE – Hybrid TCRS employee contribution for classified employees
- CLASS HYB ER- Hybrid TCRS employer contribution for classified employees

Other

- FSA MEDICAL – Flexible Spending Account for medical expenses
- STD CORE - Short Term Disability Core
- LTD – Long Term Disability
- BRD PD LIFE – Board Paid Life Insurance. Life insurance provided at no cost to the employee.
- CREDIT UNION – Chattanooga Area Schools Federal Credit Union (CASFCU). You may elect to have a portion of your paycheck deducted and put in your CASFCU account.

Deposits

DEPOSITS	
TENNESSEE VALLEY FCU	\$1,471.94

The deposits section lists the name of the financial institution to which the funds were deposited. Please note that if you have a portion of your paycheck sent to the Chattanooga Area Schools Federal Credit Union, it will show up in the Deductions section, not in the deposits section.

Leave

LEAVE	BEGINNING	EARNED	USED	BALANCE	YTD EARNED	YTD USED
SICK	129.7715	6.9230	0.0000	136.6945	10.3845	0.0000
PERSONAL	0.0000	22.5000	0.0000	22.5000	22.5000	0.0000
VACATION	91.3300	10.4000	0.0000	101.7300	15.6000	0.0000

The leave section shows the prior pay period balance, amounts used and earned for the current pay period, new balance after current pay period and YTD Earned/Used. This information is also available in Executime. You can edit your direct deposit account from **Employee Self Service** by going to the **Pay/Tax Information** section of the menu and selecting **Direct Deposit**.

*Note: On your 08/20/2021 paystub you may see your earned hours for sick and vacation doubled. This is because we had to catch some employees up from the last pay period. The balances are current.

Withholding Allowances

WITHHOLDING ALLOWANCES			
	FILING STATUS	EXEMPTIONS	EXTRA AMOUNT
Federal	M	0	\$0.00
State		0	\$0.00

The withholding section shows the elections that you made on your W-4. You can edit your W-4 from **Employee Self Service** by going to the **Pay/Tax Information** section of the menu and selecting **W-4**.

Advice Totals

ADVICE TOTALS		
TYPE	CURRENT	YTD
Taxable Pay	\$1,752.08	\$1,752.08
Gross Pay	\$2,179.50	\$13,002.33
Deductions	\$372.35	\$2,626.40
Net Pay	\$1,471.94	\$10,375.93

The advice totals section shows a summary for the paystub. Advice totals show your current and year-to-date totals. The Year-to-Date column for Taxable Pay will only show the taxable pay since the transition to Munis. It will not show totals from the first half of 2021 when payroll was being processed in IFAS. Taxable Pay will be correct on your end of year W2.

Explanation on Holdback for Expanded Pay Employees

A percentage of your gross per period pay is being withheld in the background to fund your summer checks when you are not working. This amount is figured into the calculation of your take home pay. This percentage is based on your total scheduled days. Those employees who start working later in the scheduled work year will have percentages based on the remaining work days in their school year.

240 & 230 Day Administrators – 3.85%

221 Day Certified – 7.69%

211 Day Certified – 11.54%

201 Day Certified – 15.38%

221, 216 & 211 Day Classified – 7.69%

201 & 197 Day Classified – 15.38%