



GETTING STARTED WITH

Reading Your Pay Stub

Hourly Rate Section

Job Code	Standard Hours	Pay Rate	Amount	OT Hours	Pay Rate OT	Total OT Amount	Net Amt
S5126	80.00	\$13.60	\$1,088.00	13.34	\$6.80	\$90.66	\$1,141.20
S5150	16.00	\$13.60	\$217.60	2.66	\$6.80	\$18.14	\$1,141.20
Totals:	96.00		\$1,305.60	16.00		\$108.80	\$1,141.20

Job Code: job codes will differ based on services provided and will determine your regular hourly pay rate.

Standard Hours: the total amount of hours worked in the pay period at your regular pay rate.

Pay Rate: the regular pay rate per hour for that job code.

Amount: the total amount earned for the standard hours in the pay period at the regular pay rate before deductions.

OT Hours: Stands for Overtime and is the amount of hours worked at the overtime pay rate.*

Total OT Amount: total amount earned for overtime hours in the pay period at the overtime pay rate before deductions.

Net Amount: total amount of pay earned in pay period after deductions. This is the amount deposited in your bank account.

*Overtime Hours Calculator

Overtime is paid at 1.5 times your regular pay rate. On the pay stub example above, the attendant earned 16 hours of overtime. 16 hours was paid at the regular pay rate of \$13.60 and 16 hours (13.34 + 2.66) was paid at the OT pay rate of \$6.80. The attendant was also paid for 80 hours at the regular pay rate.

$$16 \text{ OT Hours} \times \$6.80 = \$108.80$$

$$16 \text{ OT Hours} \times \$13.60 = \$217.60$$

$$80 \text{ Reg Hours} \times \$13.60 = \$1088.00$$

$$= \$1414.40 \text{ (this matches check earnings before deductions)}$$

Earnings Section

Earnings		
Description	Check Amount	YTD Amount
OT	\$108.80	\$1,088.83
REG	\$1,305.60	\$14,599.52

Description: describes the different pay rates included on your paycheck before deductions.

OT: hours paid at the overtime pay rate.

REG: hours paid at the regular pay rate.

Check Amount: outlines the amount in your check at each pay rate.

YTD Amount: Stands for Year to Date and outlines the amount at each pay rate you've earned since January 1 before deductions.

Deductions Section

Deductions		
Description	Check Amount	YTD Amount
FED INC TAX	\$100.00	\$1,154.00
FICA/EMPLOYEE	\$87.69	\$1,065.71
FICAMED/EMPLOYEE	\$20.51	\$249.21
VIRGINIA INC TX	\$65.00	\$705.00

Description: describes the different deductions on your paycheck.

FED INC TAX: Federal Income Tax withheld based on W-4 designations.

FICA/EMPLOYEE: Social Security.

FICAMED/EMPLOYEE: Medicare.

VIRGINIA INC TAX: State Income Tax withheld based on VA-4 designations.

Check Amount: outlines the amount deducted from your check this pay period.

YTD Amount: Stands for Year to Date and outlines the amount deducted from your check since January 1.

Check Summary

Check Earnings	Check Deductions	Check Net Pay	YTD Earnings	YTD Deductions	YTD Net Pay
\$1,414.40	\$273.20	\$1,141.20	\$17,188.35	\$3,173.92	\$14,014.43

Check Earnings: the amount you earned for this pay period before deductions.

Check Deductions: the amount deducted from your paycheck for this pay period.

Check Net Pay: Check Earnings minus Check Deductions. This is the amount deposited in your bank account for this pay period.

YTD Earnings: the amount you earned since January 1.

YTD Deductions: the amount that has been deducted from your paycheck since January 1.

YTD Amount: the amount that has been deposited in your bank account since January 1.