

HOW TO READ YOUR PAY STUB



FOOTHILL-DE ANZA
Community College District

DIRECT DEPOSIT ADVICE

ISSUE DATE	4
NET PAY	5

Name: 1				District Paid Benefits: 2				Federal: 3			State: 3			Voucher Number: 5
ID:				S/M		Exempt		Addt'l	S/M		Exempt		Addt'l	Number
Gross Pay				Tax Withheld		Current			Year To Day			Issue Date		
Description	Hours	Current Amt	YTD Amount	MQFE	Gross	Taxes		Gross	Taxes		Gross	Taxes	Period End	
OFFICE HR PAY														
COLA RETRO														
P/T FACULTY	6												8	
SICK LV PT FAC													Vac Limit	
SUMMER PAY														
FACULTY PAY ADJUST														
OPENING DAY PAY														
				Total Current Tax				0.00						
				Leaves	Beg Bal	Earned	Used	End Bal	Description	Current	Year To Day			
				PRSNL					STRS					
				PT SL	9				FA DUES PT				10	
				SU SL				JC DELTA						
								403 (B) TSA						
				P-T/Overload		Hours		Current Amount						
				Total P/T Overload										
Gross Earnings								Total Deductions				12		
								NET PAY						

Message:
EMPLOYEES MAY SELECT UP TO 2 CHECKING AND 2 SAVINGS ON DIRECT DEPOSIT. CONTACT PAYROLL 650-949-5115 13

- Name and Employee ID#:** Be sure to use this ID# on all correspondence. Social Security numbers are no longer used.
- District Paid Benefits:** This total includes retirement, FICA, MQFE, and Medical.
- Federal and State Withholding:** Shows marital status, exemptions, and additional withholdings.
- Issue Date/ Net Pay:** Date warrant or voucher was issued and net pay advice.
- Voucher Number:** Indicates warrant or direct deposit number assigned to your pay stub.
- Gross Pay:** Listed by pay code description, this area shows hours earned for each pay code and both current and year to date earnings.
- Tax Withheld:** Taxable gross earnings and tax withholding for current month and calendar year to date.
- Period End:** Payroll period ending date.
- Leaves:** Beginning balances of all leaves equals the ending balances of the previous month. Summer sick leave and personal leave do not accrue.
PRSNL = Personal Necessity Leave (accrues quarter to quarter, but not year to year)
PT SL = Part-Time Sick Leave (accrues from quarter to quarter and year to year)
SU SL = Summer Sick Leave (does not accrue)
- Deductions:** Includes all mandatory (e.g., STRS, FA Dues) and voluntary deductions (e.g., TSA, Delta Dental) for current period and year to date.
- P-T & Overload:** An itemized breakdown showing part-time and overload pay by hours and amount.
- Net Pay:** Should be equal to Gross Pay less Taxes and Deductions
- Message:** Provides useful information on a variety of matters.

HOW TO CALCULATE PAY FOR A COURSE: Load Factor x Step and Column (Appendix C). Paid out in three monthly installments.

Example: If the course you are teaching has a load factor of .125 and you are on Step 5 / Column 3

$$.125 \times 52160.56 = 6,520.07 \text{ total for the course}$$

$$6,520.07 \div 3 = 2,173.36 \text{ total per month}$$