

# Pay Stub Tutorial

River Delta Employees can access their paystub through the [Employee Self Service \(ESS\) website](#). Make sure that "91" is selected under District.

When an employee enters the [ESS website](#) he/she will see the different choices that can be chosen from. Personal Info, Pay History, Leave, W2/ACA are the four tabs you can choose from access your financial information.



If an employee would like to view his/her pay stub, click on **Pay History**, and choose the preferred month.

A breakdown of what is found on a pay stub:

1. [Top Portion](#)
2. [Employee Earnings Detail](#)
3. [Deductions](#)
4. [Employer Paid Detail](#)

Employee Earnings Detail				Employer Paid Detail			
Pay Type	Unit	# Units	Rate	Pay Type	Unit	# Units	Rate
MONTHLY	Monthly	1.00	7,619.73				
FRINGE	Monthly	1.00	768.00				
			<b>2</b>				
<b>Deductions</b>				<b>Employer Paid Detail</b>			
Non-Taxable Deductions				Retirement (STRS)			
Retirement (STRS)		281.02	3,649.40	Employment Insurance			
Lincoln Financial Grp-Life In		5.65	22.40	Worker's Compensation			
River Delta - PERK Health		833.64	3,294.56	Medicare			
River Delta-Summer Health Benf		87.97	361.88	US Bank PARS Acct#			
SIA/Dental		156.03	624.12				
The TIS Group 403b		300.00	1,200.00				
Total Non-Taxable Deductions		2,144.31	9,102.56				
Taxable Deductions							
Federal Tax		679.94	3,097.08				
State Tax		296.38	1,456.06				
Medicare		106.20	499.11				
Calif Teachers Assoc.		93.70	374.80				
Deferred Pay		426.48	1,705.52	Total Employer Paid Benefits			
Lincoln Financial Grp-Dep Lif		1.40	6.40	Total Employee Gross			
River Delta Teachers Assoc.		6.00	24.00	Total Compensation			
The Standards		41.86	167.40				
Total Taxable Deductions		1,562.15	7,330.37	Employee Gross Earnings			
				Total Non-Taxable Deductions			
				Taxable Gross Earnings			
				Total Taxable Deductions			
				Net Pay			

## Pay Stub: Top Portion

1. In the top portion of is the county associated with your district.
2. The school district number and school district.
3. Teacher name and address
4. Total check amount

Example County Schools City, California 00000	1	
0000 Example District	2	
WILL DEPOSIT		
TO THE ORDER OF	EXAMPLE TEACHER 000 INDUSTRIAL AVE. LOS ANGELES, CA 00000	3
		4
		Deposited to Checking \$*****4,691.27
		<b>NOTICE OF DEPOSIT</b>
		<b>NON-NEGOTIABLE</b>

## Pay Stub: Employee Earnings Detail

1. Pay Type:

- NORMAL – The employee’s regular pay
- FRINGE – Additional to normal pay type. In River Delta’s case this is the contribution towards health benefits.

2. Unit: Time of pay

3. #Units: Number of units per pay period

4. Rate: Amount per unit of pay

5. Earnings: Total of Rate x #Units

6. Total: Total Earnings

Employee Earnings Detail									
Pay Type	Unit	# Units	Rate	Earnings	Pay Type	Unit	# Units	Rate	Earnings
NORMAL	Monthly	1.00	7,619.73	7,619.73					
FRINGE	Monthly	1.00	768.00	768.00					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>					
									<b>6</b>
								<b>Total</b>	<b>8,387.73</b>

## Pay Stub: Deductions

1. Non-Taxable Deductions: Deduction that are not taxed.
  - Summer Health (2): This is deducted monthly to cover health benefits during the summer when a paycheck is not earned.
3. Taxable Deductions: Deductions that are taxed
  - Deferred Pay (4): This is the monthly deduction that will be paid in July if the employee elects the twelve months pay. Late hires default to the eleven months pay.
5. Current: Taxes from the current pay stub.
6. Year to Date: Taxes from the beginning of the calendar to date.

	5	6
	Current	Year to Date
<b>1</b> Non-Taxable Deductions		
Retirement (STRS)	781.02	3,649.40
Lincoln Financial Grp-Life In	5.65	22.60
Example District - PERS Health	813.64	3,254.56
<b>2</b> Example District - Summer Health Bnf	87.97	351.88
SIA/Dental	156.03	624.12
The TDS Group 403b	300.00	1,200.00
Total Non-Taxable Deductions	2,144.31	9,102.56
Taxable Deductions		
<b>3</b> Federal Tax	579.94	3,097.08
State Tax	296.38	1,656.06
Medicare	106.20	499.11
Calif Teachers Assoc.	93.70	374.80
Deferred Pay	426.48	1,705.52
<b>4</b> Lincoln Financial Grp-Dep Lif	1.60	6.40
River Delta Teachers Assoc.	6.00	24.00
The Standard	41.85	167.40
Total Taxable Deductions	1,552.15	7,530.37

## Pay Stub: Employer Paid Detail

1. The Employer Paid Detail contains the required District contributions/paid benefits to Retirements, Unemployment Insurance, Worker's Compensation, Medicare, and US Bank PARS.

2. The Current column shows the District's contribution for this pay period.

3. Year to Data show the District's contribution from the beginning of the calendar year to date.

4. The Total shows total compensation as well as Total Gross Earnings, Taxable Deductions, and finally your Net Pay.

	2	3
<b>Employer Paid Detail</b>	<b>Current</b>	<b>Year to Date</b>
Retirement (STRS)	1,230.59	5,750.06
Unemployment Insurance	4.19	19.33
1 Worker's Compensation	115.13	537.97
Medicare	106.20	499.12
US Bank PARS Acct#	76.20	304.80
Total Employer Paid Benefits	1,532.31	7,111.28
Total Employee Gross	8,387.73	38,675.92
Total Compensation	9,920.04	45,787.20
Employee Gross Earnings	8,387.73	38,675.92
4 Total Non-Taxable Deductions	2,144.31	9,102.56
Taxable Gross Earnings	6,243.42	29,573.36
Total Taxable Deductions	1,552.15	7,530.37
Net Pay	4,691.27	22,042.99

If you have any unanswered questions pertaining to the employee paystub, please contact [Melinda Barkman](#) or [Kellee Sisneros](#)