# **Pay Stub Tutorial**

River Delta Employees can access their paystub through the <u>Employee Self Service (ESS)</u> website. Make sure that "91" is selected under District.

RIVER DELTA	Employee Self Service					
Home »		Register »	Help	District: 91		
You have logged out. Login for ESS				Kiver Deita Onnieu (51)		
All users must be registered prior to accessing the system.						
User type: Staff V  User name:  Password:  User name? User name?						
[new staff user] register as staff (district employee) ③						

When an employee enters the <u>ESS website</u> 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.

Personnel Info	Pay History	Leave	W2/ACA	
	-			

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. <u>Top Portion</u>
- 2. Employee Earnings Detail
- 3. Deductions
- 4. Employer Paid Detail

WILL DEPOS	District						Depositi \$****	ed to Checking **4,691.27	
WILL DEPOS		50				NO	TICE		POSIT
ORDER OF	COS INDUSTRIAL A	A 00000		1	L	NC	DN-NE	GOTIA	BLE
Exampl	le County Office	e of Educ	ation Revo	lving Fund	Sta	itement	of Earn	ings and D	eductions
District Name: Employee Nam Vacation or NC Sick Leave Ball	EXAMPLE DIST e: C Balance: ance:	TRICT	B Expires:		District # Employee ID # Federal Exemptions: State Exemptions:		Pay Loc Check M Check E Period E	ation: lumber: late: Inding:	
				Employee B	Earnings Detail				
Pay Type	Unit	# Units	Rate	Earnings	Pay Type	Unit	# Units	Rate	Earnings
NORMAL	Monthi	ly 1.00	7,619.73	7,619.73					
FRINGE	Month	ly 1.00	768.00	768.00					
				2				Tatal	0 207 73
Deductions			Currant	Year In Date	Employer Paid Detail			Current	Vear to flate
Non-Taxable D	leductions		Contracts	THE IS CARE	Retirement (STRS)			1.230.59	5.750.06
Retirement (	STRS)		781.02	3,649.40	Unemployment Insurance			4.19	19.33
Lincoln Fina	incial Grp-Life	In	5.65	22.60	Worker's Compensation			115.13	537.97
D.f D. 14-	<ul> <li>PERS Health</li> </ul>		813.64	3,254.56	Medicare			106.20	499.12
River Delta		snf	87.97	351.88	US Bank PARS Acct#			76.20	304.80
River Delta	Summer Health E		120.113	029.12					
River Delta- SIA/Dental	Summer Health E		300.00	1 200 00					
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax	Summer Health E		300.00	1,200.00			_		
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc	Summer Health B up 403b able Deductions	5	300.00 2,144.31	1,200.00 9,102.56					
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax	Summer Health B up 403b able Deductions tions	5	300.00 2,144.31 579.94	1,200.00 9,102.56 3,097.08					
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax	Summer Health E ap 403b able Deductions tions		300.00 2,144.31 579.94 296.38	1,200.00 9,102.56 3,097.08 1,656.06		4			
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare	Summer Health E up 403b wable Deductions tions	3	300.00 2,144.31 579.94 296.38 106.20	1,200.00 9,102.56 3,097.08 1,656.06 499.11		4	ļ		
River Delta River Delta- SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pax	Summer Health B up 403b table Deductions tions ers Assoc.	3	300.00 2,144.31 579.94 296.38 106.20 93.70 476.48	1,200.00 9,102.56 3,097.08 1,656.06 499.11 374.80	Total Emoloyer Paid B		ļ	1.572 31	7 111 28
River Delta River Delta SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pay Lincoln Fina	Summer Health B up 403b table Deductions ttions trs Assoc. // incial Grp-Dep L	3	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60	1,200.00 9,102.56 3,097.08 1,656.06 499.11 374.80 1,705.52 6,40	Total Employer Paid Br	enefits	ļ	1,532.31	7,111.28
River Delta SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pay Lincoln Fina River Delta	Summer Health E up 403b table Deductions tions trs Assoc. ( incial Grp-Dep L Teachers Assoc.	<b>3</b>	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60 6.00	1,200.00 9,102.56 3,097.08 1,656.06 499.11 374.80 1,705.52 6,40 24,00	Total Employer Paid B Total Employee Gross Total Compensation	enefits		1,532.31 8,387.73 9,920.04	7,111.28 38,675.92 45,787.20
River Delta SIA/Dental The TDS Grou Total Non-Tax State Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pay Lincoln Fina River Delta The Standard	Summer Health E up 403b table Deductions tions ers Assoc. / / mcial Grp-Dep L Teachers Assoc.	3 r	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60 6.00 41.85	1,200.00 9,102.56 3,097.08 1,656.06 499.11 374.80 1,705.52 6,40 24.00 167.40	Total Employer Paid Br Total Employee Gross Total Compensation	enefits	Ŀ	1,532.31 8,387.73 9,920.04	7,111.28 38,675.92 45,787.20
River Delta SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Vedicare Calif Teache Deferred Pay Lincoln Fina River Delta River Delta The Standard Total Taxable	Summer Health E up 403b table Deductions titions trs Assoc. // mctal Grp-Dep L Teachers Assoc. E Deductions	3 r	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60 6.00 41.85 1,552.15	1,200.00 9,102.56 3,097.08 1,656.06 499.11 374.80 1,705.52 6,40 24.00 167.40 7,530.37	Total Employer Paid Br Total Employee Gross Total Compensation Employee Gross Earning	enefits		1,532.31 8,387.73 9,920.04 8,387.73	7,111.28 38,675.92 45,787.20 38,675.92
River Delta River Delta SIA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pay Lincoln Fina River Delta The Standard Total Taxable	Summer Health B pp 403b table Deductions trions rrs Assoc. // / norial Grp-Dep L Teachers Assoc. // E Deductions	3 .11	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60 6.00 41.85 1,552.15	1,200.00 9,102.56 1,656.06 499.11 374.80 1,705.52 6.40 24.00 167.40 7,530.37	Total Employer Paid Br Total Employee Gross Total Corpensation Employee Gross Earning Total Non-Taxable Ded Totable Core Eventor	enefits gs uctions		1,532.31 8,387.73 9,920.04 8,387.73 2,144.31 6,243.42	7,111.28 38,675.92 45,787.20 38,675.92 9,102.56 9,102.56
River Delta River Delta SLA/Dental The TDS Grou Total Non-Tax Taxable Deduc Federal Tax State Tax Medicare Calif Teache Deferred Pay Lincoln Fina River Delta The Standard Total Taxable	Summer Health B up 403b Lable Deductions titons ers Assoc. / / / / / / / / / / / / / / / / / / /	3 .11	300.00 2,144.31 579.94 296.38 106.20 93.70 426.48 1.60 6.00 41.85 1,552.15	1,200.00 9,102.56 1,656.06 499.11 374.80 1,705.52 6.40 24.00 24.00 167.40 7,530.37	Total Employer Paid B Total Employee Gross Total Compensation Employee Gross Earning Total Non-Taxable Ded Taxable Gross Earning Deduction	enefits gs uctions		1,532.31 8,387.73 9,920.04 8,387.73 2,144.31 6,243.42 1,552.15	7,111,28 38,675,92 45,787,20 38,675,92 9,102,56 29,573,32 7,530,32

Example County Schools City, California 03000

## **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	
0000 Example District 2 WILL DEPOSIT	4 Deposited to Checking \$*****4,691.27
TO THE EXAMPLE TEACHER 3	NOTICE OF DEPOSIT
LOS ANGELES, CA 00000	NON-NEGOTIABLE

## 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					
1	2	3	4	5					
			_						6
Total					8,387.73				

## **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
	Deductions	Current	Year to Date
1	Non-Taxable Deductions		
1	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
າ	Example District - Summer Health Bnf	87.97	351.88
2	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		
3	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
4	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
Employer Paid Detail	Current	Year to Date
Retirement (STRS)	1,230.59	5,750.06
Unemployment Insurance	4.19	19.33
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
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 <u>Melinda Barkman</u> or <u>Kellee Sisneros</u>