NEWHALL SCHOOL DISTRICT
HOW TO READ YOUR PAY STUB IN THE BEST ADVANTAGE SYSTEM – HCM APPLICATION

Sample pay stub:

DISTRICT: XXXXX – DISTRICT/AGENCY NAME	PAY LOCATION ID: ABC123	PAYROLL NUMBER: ABC123	CHECK DATE: MM-DD-YYYY	WARRANT NUMBER: 12345678

EMPLOYEE INFORMATION (1)

EMPLOYEE NAME:
EMPLOYEE ID: 000000XXXX

DISTRICT: DISTRICT/AGENCY STREET ADDRESS CITY, STATE, ZIP

TAX INFO (2)

	FEDERAL	CA STATE
MARITAL STATUS:	SINGLE	SINGLE
ALLOWANCE:	0	0
EXEMPT STATUS:		

PAY FREQUENCY: SEMI-MONTHLY
PAY BEGIN DATE: 08-01-2020   PAY END DATE: 08-15-2020

HOURS AND EARNINGS (3) (4) (5)

DESCRIPTION	BEGIN DATE	END DATE	RATE	HOURS	EARNINGS
REGULAR PAY	08-01-2020	08-15-2020	$9,224.10	86:41	$9,224.10
DRPER	08-01-2020	08-15-2020			$135.37
AUTO ALLOWANCE	08-01-2020	08-15-2020			$270.74

TOTAL EARNINGS: $9,630.
GROSS EARNINGS YTD: $68,398.03

EMPLOYER PAID BENEFITS (6)

DESCRIPTION	CURRENT	YTD
MEDICARE ER CON	$139.64	$991.77
OASDI ER TAX	$597.08	$4,240.68
CA UNEMPLOYMENT	$0.00	$29.40
PERS C DIST CON	$1,909.32	$13,004.04
PERS SCH C DSC	$28.02	$190.86
PERS CHOICE ER	$856.61	$2,569.83
DELTA DENTAL ER	$91.18	$273.54
VSP EMPLOYER	$11.12	$33.36
GROUP TERM LIFE	$4.48	$13.44
TOTAL:	$3,637.45	$22,228.42

BEFORE-TAX DEDUCTIONS (7)

DESCRIPTION	CURRENT	YTD
PERS SCH C SCP	$9.48	$66.36
PERS C MEM CON	$645.66	$4,519.62
TOTAL:	$655.14	$4,585.98

TAXES (8)

DESCRIPTION	CURRENT	YTD
FED INCOME TAX	$2,003.26	$14,356.86
STATE INCOME TX	$759.19	$5,415.25
MEDICARE EE TAX	$139.64	$991.77
OASDI EE TAX	$597.08	$4,240.68
TOTAL:	$3,499.17	$25,004.56

AFTER-TAX DEDUCTIONS (9)

DESCRIPTION	CURRENT	YTD
TOTAL:	$0.00	$0.00

LEAVE BALANCES (10)

DESCRIPTION	ACCRUED	USED	ENDING BAL
SICK	00:00	00:00	1232:48
VACATION	00:00	00:00	80:38

SUBJECT GROSS YTD (11)

FED TAXABLE GROSS	$63,812.05
STATE TAXABLE GROSS	$63,812.05
MEDI TAXABLE GROSS	$68,398.03
OASDI TAXABLE GROSS	$68,398.03
CA SDI TAXABLE GROSS	$0.00

DIRECT DEPOSIT (12)

DIRECT DEPOSIT	ACCT#	AMOUNT
CHECKING	0703	$5,475.90

NET PAY: $5,475.90 (13)

---

1. **Employee Information.** Displays your employee name and ID. This is used to identify you in the HCM System.

2. **Tax Info.** Displays Income tax withholding information, your allowances, marital status and exempt status when applicable.

3. **Hours & Earnings.** Displays all types of earnings that count as income, such as regular pay/hours, shift differentials, overtime, incentives, etc.

4. **Rate.** Displays your hourly rate depending on how you are paid.

5. **Hours.** Displays the number of hours you worked.

6. **Employer Paid Benefits.** Displays Benefits and total amounts paid for by your employer

7. **Before Tax Deductions.** Displays the deductions/reductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include pre-tax deductions such as:
   - Medical, dental, and vision premiums
   - Flexible Spending Accounts (Health & Dependent Care Plans)
   - Deferred Compensation/Tax Sheltered Annuities
   - The Earned Salary Advance (ESA) reduction
   - CalPERS/CalSTRS Employee contributions

8. **Taxes.** Displays statutory taxes taken after income taxes are calculated and withheld may include:
   - Social Security (OASDI) tax
   - Medicare (MEDICARE) tax
   - Federal Withheld tax (FW State Withheld tax (SWT)

9. **After-Tax Deductions.** Displays additional or voluntary deductions taken after taxes which may include:
   - Credit Union Deductions
   - Supplemental Life Insurance
   - Union and/or Association Dues
   - State Disability Insurance Premium (SDI), if applicable
   - Medical, dental, and vision premiums
   - Flexible Spending Accounts (Health & Dependent Care Plans)

10. **Leave Balances.** Reflects sick and vacation balances based on your eligibility for the leave type.

11. **Subject Gross YTD.** Displays taxable gross dollar amount which forms the basis to calculate taxes.

12. **Direct Deposit.** Can be distributed to multiple accounts.

13. **Net Pay.** Reflects the total net amount of your paycheck.