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HOW TO READ YOUR PAYCHECK / DIRECT DEPOSIT STUB

Employees who do not participate in direct deposit will have their paycheck (also called pay warrants) mailed to their home address on file. Employees with direct deposit will receive an e-mail notifying them when a new a new paystub is available in [Employee Self Service \(ESS\)](#).

To help you understand the layout of the paycheck/direct deposit you will find a description of each section and a sample on the following page.

- **Top Section** – You will find district, fund, site location, warrant number, pay period, date of issue, employee identification number, employee name and tax status.
- **Middle Section** – Earnings & Statutory Deductions (Mandatory Employer Deductions). Please see [earning pay types](#) on the Payroll website for a full listing of earning abbreviations. Some common abbreviations:
 - NML = Normal pay
 - LNGV = Longevity
 - ARR = Arrears pay
 - SUPH = Supplemental hourly pay
 - SUPD = Supplemental daily pay
 - SUPM = Supplemental pay (submitted on a memo rather than timesheet)
 - OVLD = Elementary class size overload pay
 - OT1 = Overtime (time and a half)
 - OT1S = Overtime subject to retirement (time and a half)
 - RET = Retro pay
 - INS = Insurance pay line
 - STPD = Stipend
 - VAC = Vacation
 - N125 = Imputed Tax
 - DWC = Dock workers compensation
 - DOSL = Dock out of sick leave
 - DOP = Dock of overpayment
 - DOP = Dock of overpayment

- **Bottom Section** – Voluntary Deductions (EE) = Employee Deductions (ER) = Employer Contributions

The deductions under the column VDEE are amounts being withheld from your pay which will affect your Net Pay.

The amounts listed under the column VDER are Employer Contributions and do NOT affect your Gross/or Net Pay.

Please see [voluntary deductions code list](#) on the Payroll website for a full listing of voluntary deduction abbreviations.

Some common abbreviations:

- | | |
|--------------------------|---|
| • 9605/9606 CalPERS | 457 |
| • 9856 CalSTRS403bcomply | 403 (B) (TCG) |
| • 7900 EGBERT 1% | Additional Employer contribution to health insurance cost |
| • 7910 EE CONTR | Employee current year contribution to health insurance cost |
| • 7911 EGBERT | Employer contribution to health insurance cost |
| • 7915 EGEA 1% | Employer contribution to health insurance cost |
| • 7916 1.00% H/W | Employee current year contribution to health insurance cost |
| • 2957 GRPTRMLF | Group term life insurance |

- **Calendar YTD Balances** Lists calendar year to date balances for earnings, non-taxable, taxable gross, Federal/State withholding, Medicare, Social Security, SDI and PERS/STRS
- **Administrative Notices** for credential expiration, vacation and sick leave accruals.

If you have questions, contact the Payroll department at (916) 686-7778 or email egusdpay@egusd.net.

SAMPLE

Employee Statement of Earnings and Deductions
ELK GROVE USD, ELK GROVE, CA 95624

| | | | | | | | | | | | | | | | | | | | | | | |
|--|-----|-------------------------------|---------------|---------------|------|--------------|--|-----------|--------------------------|-----------------|------|--|--|------------|---|-------------|--------------------|--------|--------------|--|--------------------|--|
| DISTRICT 95 | | | FUND 01 | | | LOCATION | | | WARRANT NUMBER 123456 | | | Pay Period End Month Day Year 09 30 25 | | | Date of Issue Month Day Year 09 30 25 | | | | | | | |
| Employee Identification Number 654321 | | | | | | | | | Employee Name | | | | | | Federal M/0 | | Additional 0.00 | | State S/0 | | Additional 0.00 | |
| EARNINGS | | | | | | | | | STATUORY DEDUCTIONS | | | | | | | | | | | | | |
| PAY NO | | PAY TYPE | | RATE | | HOURS / DAYS | | GROSS | | DEDUCTION | | | | AMOUNT | | | | | | | | |
| 01 | | NML | | 4496.17 | | 1.00 | | 4496.17 | | FEDERAL WH TAX | | | | 507.25 | | | | | | | | |
| 02 | | ARR | | 641.52 | | 1.00 | | 641.62 | | STATE WH TAX | | | | 230.19 | | | | | | | | |
| 03 | | DOSL | | -213.84 | | 1.00 | | -213.84 | | SOCIAL SECURITY | | | | 0 | | | | | | | | |
| | | | | | | | | | | MEDICARE | | | | 76.80 | | | | | | | | |
| | | | | | | | | | | SDI | | | | 0 | | | | | | | | |
| | | | | | | | | | | RETIREMENT | | | | 448.38 | | | | | | | | |
| VOLUNTARY DEDUCTIONS | | | | | | | | | | | | | | | | | | | | | | |
| VOL DED# | | VOL DED ABBRV. | | | | VD EE | | VD ER | | VOL DED# | | VOL DED ABBRV. | | | | VD EE | | VD ER | | | | |
| 39xx | | DUES | | | | 84.30 | | | | 7933 | | CA DENTAL COALITION | | | | | | 175.24 | | | | |
| 39xx | | DUES | | | | 24.50 | | | | 7934 | | VISION SERVICE PLAN STND | | | | | | 19.87 | | | | |
| 39xx | | DUES | | | | 2.00 | | | | 7910 | | EGUSD HEALTH BENEFITS | | | | 90.00 | | -90.00 | | | | |
| 9856 | | TCG | | | | 400.00 | | | | 2957 | | EGUSD - GROUP TERM | | | | | | 5.10 | | | | |
| 4961 | | SCHLS CU | | | | 800.00 | | | | 7911 | | EGUSD EGBERT CONTRIBUTION | | | | 53.52 | | 130.00 | | | | |
| 7831 | | KAISER 20% EE CONTRIBUTION | | | | 307.83 | | -307.83 | | 7916 | | 1.0 H/W | | | | | | | | | | |
| 7531 | | KAISER BUY UP EE CONTRIBUTION | | | | 49.32 | | -49.32 | | | | | | | | | | | | | | |
| 7931 | | KAISER HEALTH PLAN | | | | | | 1588.45 | | | | | | | | | | | | | | |
| 7900 | | 1% EGBERT EMPLOYER PAID | | | | | | 53.52 | | | | | | | | | | | | | | |
| TOTAL ADJUSTED GROSS | | | | | | | | | | LESS DEDUCTIONS | | | | | NET PAY | | | | | | | |
| CURRENT MONTH | | | 4923 15 | | | | | | | 3074 09 | | | | | 1849 06 | | | | | | | |
| CALENDAR YEAR TO DATE BALANCES | | | | | | | | | | | | | | | | | | | | | | |
| GROSS EARNINGS | | NON-TAXABLE | | TAXABLE GROSS | | FED WH TX | | ST WH TAX | | MEDICARE | | SOCIAL SECURITY | | SDI | | PERS / STRS | | | | | | |
| 4924 15 | | 900 67 | | 4023 48 | | 507 25 | | 230 19 | | 76 80 | | | | | | 448 38 | | | | | | |
| ADMINISTRATIVE NOTICES | | | | | | | | | | | | | | | | | | | | | | |
| CREDENTIAL EXPERIATION | | | TB EXPIRATION | | | | | | CLOSING DATE | | | HOURS ACCRUED | | | | | | | | | | |
| MONTH | DAY | YEAR | MONTH | DAY | YEAR | | | | MONTH | DAY | YEAR | VACATION | | SICK LEAVE | | | | | | | | |
| 3 | | 29 | 4 | 17 | 28 | | | | 08 | 31 | 25 | 40.00 | | 202.50 | | | | | | | | |