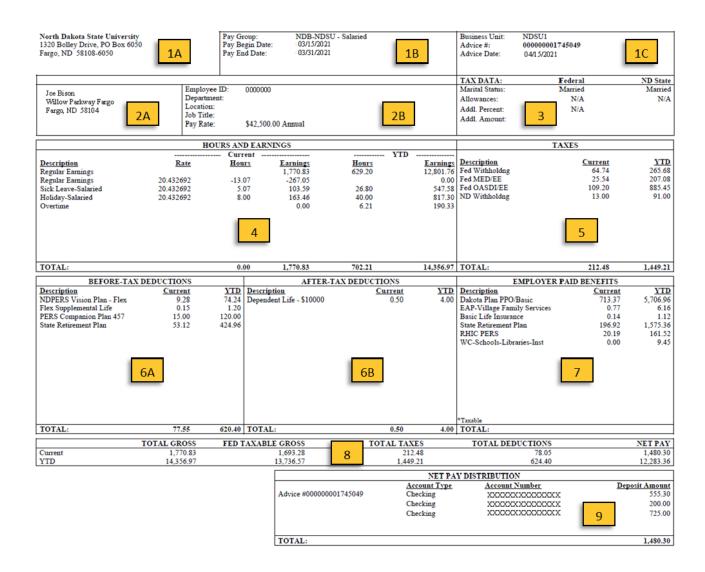
## Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.



## **How to Read Your PeopleSoft Paycheck**

Area	Description	Fields
1	Payroll Information Consists of payroll information.	<ul> <li>Employer name and business address</li> <li>Pay Group: Hourly, Salary or Contract</li> <li>Pay Begin Date and Pay End Date: The pay period for the check</li> <li>Business Unit: The school identifier within the state</li> <li>Advice Number: The number assigned to the employee's pay advice, similar to a check number</li> </ul>
2	Employee Information Displays employee information.	<ul> <li>Advice Date: The date the funds are available</li> <li>2A</li> <li>Employee Name: The name of the employee</li> <li>Employee Address: The address of the employee</li> <li>Employee ID: The employee's issued employee identification number</li> <li>Department: The employee's primary department</li> </ul>
		<ul> <li>Location: The employee's primary location</li> <li>Job Title: Name of the employee's position</li> <li>Pay Rate: Primary job rate (annual or hourly)</li> </ul>
3	Tax Data Shows what the employee has designated for federal and state taxes, which determines how much federal and state taxes are withheld from a paycheck.	<ul> <li>Marital Status: Marital status of the employee for tax withholding purposes</li> <li>Allowances: Withholding allowances selected for Federal and State</li> <li>Addl Percent: Additional withholding by employee</li> <li>Addl Amount: Additional withholdings by employee</li> </ul>
4	Hours and Earnings Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and annual hours and more.	<ul> <li>Regular Earnings: Includes base pay</li> <li>Annual Leave: Time paid for reasons other than being sick</li> <li>Sick Leave: Time paid for reasons of sick</li> <li>Dependent Sick Leave: Time paid for reasons of sick leave for dependent</li> <li>Holiday: Paid Holidays</li> <li>Overtime: Additional time worked over 40-hours</li> <li>Special Projects: Additional pay for various reason(s)</li> <li>Awards - Cash: Wellness program credit</li> <li>There are additional pays that may be individually identified and listed separately</li> </ul>
5	Taxes Shows how much is being withheld for taxes.	<ul> <li>Fed Withholding: Federal income tax withheld</li> <li>Fed MED/EE: Employee's portion of Medicare</li> <li>Fed OASDI/EE: Employee's portion of Social Security</li> <li>State Withholding: Employee's state taxes withheld</li> </ul>
6	Before and After Tax Deductions Shows the before and after-tax deductions.	<ul> <li>Before Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's taxwithholding</li> <li>After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages</li> </ul>
7	Employer Paid Benefits Shows employer paid benefits.	Amounts paid by North Dakota State University at no cost to the employee.
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## **How to Read Your PeopleSoft Paycheck**

8	Paycheck Summary Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.	<ul> <li>The Current row refers to gross pay minus current deductions.</li> <li>The YTD row refers to the total gross received for the calendar year and includes the current amount.</li> <li>Total Gross: The gross pay received</li> <li>Fed Taxable Gross: Gross pay minus any pre-tax deductions</li> <li>Total Taxes: The total of Federal and State withholdings</li> <li>Total Deductions: The total of the before tax and after-tax deductions</li> <li>Net Pay: The gross pay minus deductions and tax withholdings paid to the employee</li> </ul>
9	Net Pay Distribution  Displays a breakdown of the distribution of your pay into accounts.	<ul> <li>Advice: Similar to paycheck number</li> <li>Account Type: Identifies the type of personal account being deposited into</li> <li>Account Number: Shows the last four digits of employee's personal account being deposited into</li> <li>Deposited Amount: The net pay being deposited into the employee's personal account</li> <li>Total: Net pay total being deposited into the account(s)</li> </ul>