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

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

- **Current** row refers to gross pay minus current deductions.
- **YTD** row refers to the total gross received for the calendar year and includes the current amount.
- **Total Gross**: The gross pay received
- **Fed Taxable Gross**: Gross pay minus any pre-tax deductions
- **Total Taxes**: The total of Federal and State withholdings
- **Total Deductions**: The total of the before tax and after-tax deductions
- **Net Pay**: The gross pay minus deductions and tax withholdings paid to the employee

### Net Pay Distribution
Displays a breakdown of the distribution of your pay into accounts.

- **Advice**: Similar to paycheck number
- **Account Type**: Identifies the type of personal account being deposited into
- **Account Number**: Shows the last four digits of employee’s personal account being deposited into
- **Deposited Amount**: The net pay being deposited into the employee’s personal account
- **Total**: Net pay total being deposited into the account(s)