

Sample Paycheck

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

North Dakota State University
1320 Bolley Drive, PO Box 6050
Fargo, ND 58108-6050

1A

Pay Group: NDB-NDSU - Salaried
Pay Begin Date: 03/15/2021
Pay End Date: 03/31/2021

1B

Business Unit: NDSU1
Advice #: 000000001745049
Advice Date: 04/15/2021

1C

Joe Bison
Willow Parkway Fargo
Fargo, ND 58104

2A

Employee ID: 0000000
Department:
Location:
Job Title:
Pay Rate: \$42,500.00 Annual

2B

TAX DATA:
Marital Status: Married
Allowances: N/A
Addl. Percent: N/A
Addl. Amount:

Federal
Married
N/A
N/A

ND State
Married
N/A

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HOURS AND EARNINGS

Description	Rate	Current		YTD	
		Hours	Earnings	Hours	Earnings
Regular Earnings			1,770.83	629.20	12,801.76
Regular Earnings	20.432692	-13.07	-267.05		0.00
Sick Leave-Salaried	20.432692	5.07	103.59	26.80	547.58
Holiday-Salaried	20.432692	8.00	163.46	40.00	817.30
Overtime			0.00	6.21	190.33
TOTAL:		0.00	1,770.83	702.21	14,356.97

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TAXES

Description	Current		YTD
	Current	YTD	
Fed Withholding	64.74	265.68	
Fed MED/EE	25.54	207.08	
Fed OASDI/EE	109.20	885.45	
ND Withholding	13.00	91.00	
TOTAL:		212.48	1,449.21

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BEFORE-TAX DEDUCTIONS

Description	Current	YTD
NDPERS Vision Plan - Flex	9.28	74.24
Flex Supplemental Life	0.15	1.20
PERS Companion Plan 457	15.00	120.00
State Retirement Plan	53.12	424.96
TOTAL:		77.55 620.40

6A

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Dependent Life - \$10000	0.50	4.00
TOTAL:		0.50 4.00

6B

EMPLOYER PAID BENEFITS

Description	Current	YTD
Dakota Plan PPO/Basic	713.37	5,706.96
EAP-Village Family Services	0.77	6.16
Basic Life Insurance	0.14	1.12
State Retirement Plan	196.92	1,575.36
RHIC PERS	20.19	161.52
WC-Schools-Libraries-Inst	0.00	9.45
TOTAL:		

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TOTAL GROSS

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	1,770.83	1,693.28	212.48	78.05	1,480.30
YTD	14,356.97	13,736.57	1,449.21	624.40	12,283.36

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NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000000001745049	Checking	XXXXXXXXXXXXXXXXXX	555.30
	Checking	XXXXXXXXXXXXXXXXXX	200.00
	Checking	XXXXXXXXXXXXXXXXXX	725.00
TOTAL:			1,480.30

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Area	Description	Fields
1	Payroll Information <i>Consists of payroll information.</i>	1A <ul style="list-style-type: none"> Employer name and business address 1B <ul style="list-style-type: none"> Pay Group: Hourly, Salary or Contract Pay Begin Date and Pay End Date: The pay period for the check 1C <ul style="list-style-type: none"> 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 <i>Displays employee information.</i>	2A <ul style="list-style-type: none"> Employee Name: The name of the employee Employee Address: The address of the employee 2B <ul style="list-style-type: none"> 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 <i>Shows what the employee has designated for federal and state taxes, which determines how much federal and state taxes are withheld from a paycheck.</i>	<ul style="list-style-type: none"> 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 <i>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.</i>	<ul style="list-style-type: none"> 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 <i>Shows how much is being withheld for taxes.</i>	<ul style="list-style-type: none"> 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 <i>Shows the before and after-tax deductions.</i>	<ul style="list-style-type: none"> 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 <i>Shows employer paid benefits.</i>	<ul style="list-style-type: none"> Amounts paid by North Dakota State University at no cost to the employee.

<p>8</p>	<p>Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i></p>	<ul style="list-style-type: none"> ▪ The Current row refers to gross pay minus current deductions. ▪ The 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
<p>9</p>	<p>Net Pay Distribution <i>Displays a breakdown of the distribution of your pay into accounts.</i></p>	<ul style="list-style-type: none"> ▪ 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)