

**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		Pay Group: NDB-NDSU - Salaried Pay Begin Date: 03/15/2021 Pay End Date: 03/31/2021	Business Unit: NDSU1 Advice #: 00000001745049 Advice Date: 04/15/2021																																																																																	
Joe Bison Willow Parkway Fargo Fargo, ND 58104	Employee ID: 0000000 Department: Location: Job Title: Pay Rate: \$42,500.00 Annual	TAX DATA: Federal ND State Marital Status: Married Married Allowances: N/A N/A Addl. Percent: N/A Addl. Amount:																																																																																		
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1	<p><b>Payroll Information</b>  <i>Consists of payroll information.</i></p>	<p><b>1A</b></p> <ul style="list-style-type: none"> <li>• <b>Employer name and business address</b></li> </ul> <p><b>1B</b></p> <ul style="list-style-type: none"> <li>• <b>Pay Group:</b> Hourly, Salary or Contract</li> <li>• <b>Pay Begin Date and Pay End Date:</b> The pay period for the check</li> </ul> <p><b>1C</b></p> <ul style="list-style-type: none"> <li>• <b>Business Unit:</b> The school identifier within the state</li> <li>• <b>Advice Number:</b> The number assigned to the employee's pay advice, similar to a check number</li> <li>• <b>Advice Date:</b> The date the funds are available</li> </ul>
2	<p><b>Employee Information</b>  <i>Displays employee information.</i></p>	<p><b>2A</b></p> <ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> The name of the employee</li> <li>▪ <b>Employee Address:</b> The address of the employee</li> </ul> <p><b>2B</b></p> <ul style="list-style-type: none"> <li>▪ <b>Employee ID:</b> The employee's issued employee identification number</li> <li>▪ <b>Department:</b> The employee's primary department</li> <li>▪ <b>Location:</b> The employee's primary location</li> <li>▪ <b>Job Title:</b> Name of the employee's position</li> <li>▪ <b>Pay Rate:</b> Primary job rate (annual or hourly)</li> </ul>
3	<p><b>Tax Data</b>  <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></p>	<ul style="list-style-type: none"> <li>▪ <b>Marital Status:</b> Marital status of the employee for tax withholding purposes</li> <li>▪ <b>Allowances:</b> Withholding allowances selected for Federal and State</li> <li>▪ <b>Addl Percent:</b> Additional withholding by employee</li> <li>▪ <b>Addl Amount:</b> Additional withholdings by employee</li> </ul>
4	<p><b>Hours and Earnings</b>  <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></p>	<ul style="list-style-type: none"> <li>▪ <b>Regular Earnings:</b> Includes base pay</li> <li>▪ <b>Annual Leave:</b> Time paid for reasons other than being sick</li> <li>▪ <b>Sick Leave:</b> Time paid for reasons of sick</li> <li>▪ <b>Dependent Sick Leave:</b> Time paid for reasons of sick leave for dependent</li> <li>▪ <b>Holiday:</b> Paid Holidays</li> <li>▪ <b>Overtime:</b> Additional time worked over 40-hours</li> <li>▪ <b>Special Projects:</b> Additional pay for various reason(s)</li> <li>▪ <b>Awards – Cash:</b> Wellness program credit</li> <li>▪ There are additional pays that may be individually identified and listed separately</li> </ul>
5	<p><b>Taxes</b>  <i>Shows how much is being withheld for taxes.</i></p>	<ul style="list-style-type: none"> <li>▪ <b>Fed Withholding:</b> Federal income tax withheld</li> <li>▪ <b>Fed MED/EE:</b> Employee's portion of Medicare</li> <li>▪ <b>Fed OASDI/EE:</b> Employee's portion of Social Security</li> <li>▪ <b>State Withholding:</b> Employee's state taxes withheld</li> </ul>
6	<p><b>Before and After Tax Deductions</b>  <i>Shows the before and after-tax deductions.</i></p>	<ul style="list-style-type: none"> <li>▪ <b>Before Tax Deductions:</b> 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</li> <li>▪ <b>After Tax Deductions:</b> Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages</li> </ul>
7	<p><b>Employer Paid Benefits</b>  <i>Shows employer paid benefits.</i></p>	<ul style="list-style-type: none"> <li>▪ Amounts paid by North Dakota State University at no cost to the employee.</li> </ul>

<p style="text-align: center;"><b>8</b></p>	<p><b>Paycheck Summary</b>  <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i></p>	<ul style="list-style-type: none"> <li>▪ The <b>Current</b> row refers to gross pay minus current deductions.</li> <li>▪ The <b>YTD</b> row refers to the total gross received for the calendar year and includes the current amount.</li> <li>▪ <b>Total Gross:</b> The gross pay received</li> <li>▪ <b>Fed Taxable Gross:</b> Gross pay minus any pre-tax deductions</li> <li>▪ <b>Total Taxes:</b> The total of Federal and State withholdings</li> <li>▪ <b>Total Deductions:</b> The total of the before tax and after-tax deductions</li> <li>▪ <b>Net Pay:</b> The gross pay minus deductions and tax withholdings paid to the employee</li> </ul>
<p style="text-align: center;"><b>9</b></p>	<p><b>Net Pay Distribution</b>  <i>Displays a breakdown of the distribution of your pay into accounts.</i></p>	<ul style="list-style-type: none"> <li>▪ <b>Advice:</b> Similar to paycheck number</li> <li>▪ <b>Account Type:</b> Identifies the type of personal account being deposited into</li> <li>▪ <b>Account Number:</b> Shows the last four digits of employee's personal account being deposited into</li> <li>▪ <b>Deposited Amount:</b> The net pay being deposited into the employee's personal account</li> <li>▪ <b>Total:</b> Net pay total being deposited into the account(s)</li> </ul>