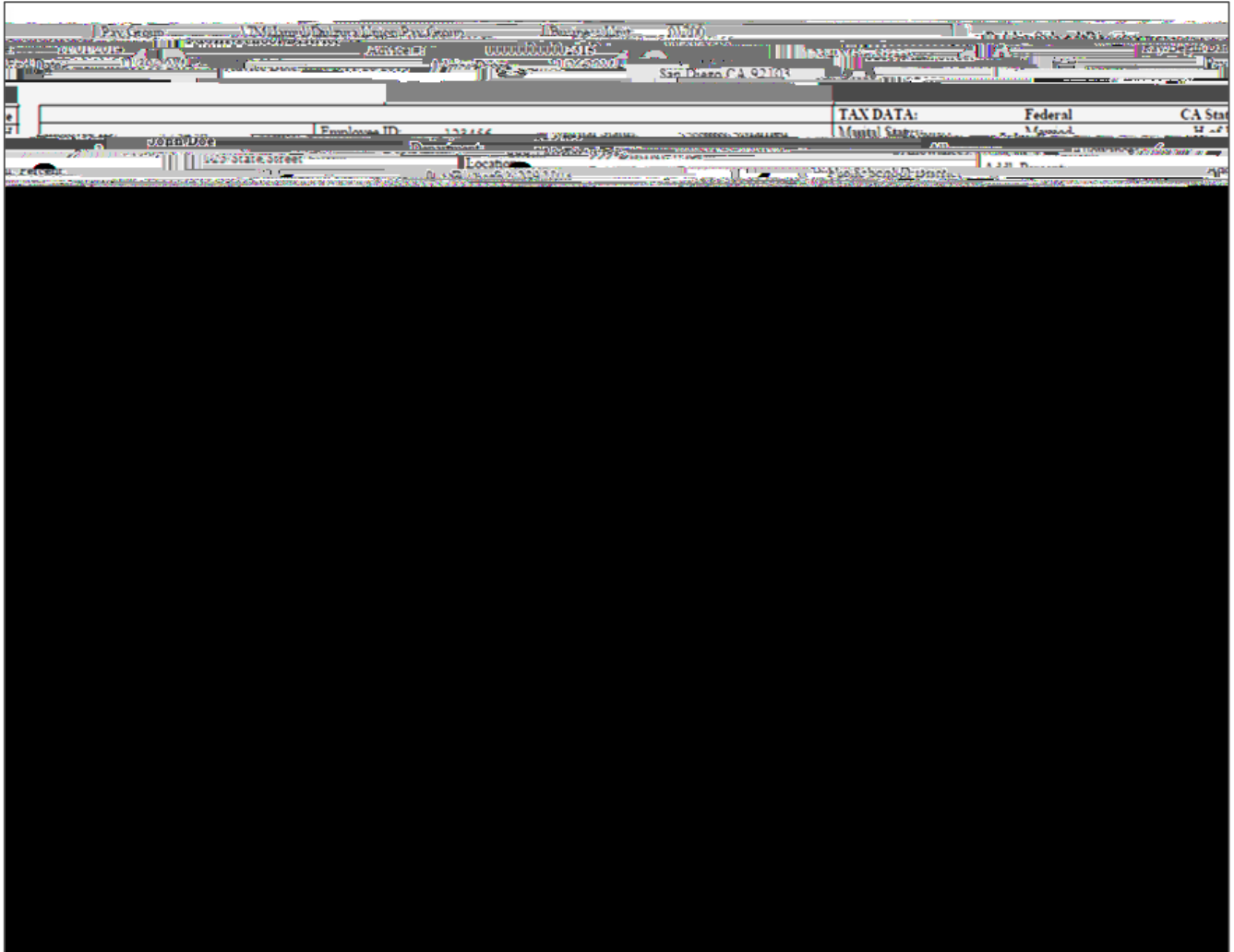# How to Read Your PeopleSoft Paycheck

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Sample Paycheck

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

Area	Description	Fields
1	**Payroll Information** Consists of payroll information.	ƒ Employer name and business address ƒ Pay Group: M (Salaried Employee), P (Hourly Employee) R (Retired Employee) ƒ Pay Begin Date and Pay End Date: The current monthly payroll cycle ƒ Business Unit: The school district's identifier within San Diego County ƒ Advice Number: The number assigned to the employee's pay advice, similar to a check number ƒ Advice Date: The date the funds are available
2	**Employee Information** Displays employee information.	ƒ Employee Name: The name of the employee ƒ Employee Address: The address of the employee ƒ Employee ID: The employee's issued employee identification number ƒ Department: The employee's primary department ƒ Location: The employee's primary location
3	**Tax Data** Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.	ƒ Marital Status : Marital status of the employee for tax withholding purposes ƒ Allowances: Withholding allowances selected for Federal and State ƒ Addl Percent and Addl Amount: Additional withholdings
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 vacation hours.	ƒ Regular monthly base salary: Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. ƒ Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately
5	**Taxes** Shows how much is being withheld for taxes.	ƒ Fed Withholding : Federal income tax withheld ƒ Fed MED/EE: Employee portion of Medicare ƒ Fed OASDI/EE: Employee's portion of Social Security
6	**Before and After Tax Deductions** Shows the before and after tax deductions.	ƒ 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 ƒ 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.	ƒ

Area	Description	Fields
9	Absences Balances Shows your absence balances for vacation, sick, personal necessity, and personal business.	ƒ Balances are displayed in hours.
10	Net Pay Distribution Shows net earnings for the pay period.	ƒ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown