

## How to Read Your Electronic Pay Stub

AREA	DESCRIPTION	FIELDS
1	Payroll Information	<ul style="list-style-type: none"> <li>▪ <b>Employer name and business address</b></li> <li>▪ <b>Pay Group:</b></li> <li>▪ <b>Pay Begin Date and Pay End Date:</b> The current biweekly payroll cycle</li> <li>▪ <b>Business Unit:</b></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	Employee Information	<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> <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>Pay Rate:</b> The employee's current hourly rate or annual base salary</li> </ul>
3	Tax Data  <i>Displays what the employee has designated for federal and state taxes on Federal &amp; State W-4's. City tax information is not displayed.</i>	<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>Additional Percent and Additional Amount:</b> Additional withholdings</li> </ul>
4	Hours and Earnings  <i>Displays both the employee's current pay check earnings and hours and Year-to-date (YTD) amounts for all earning paid in current calendar year. If there are more than 13 rows of data, information will appear on a second page.</i>	<ul style="list-style-type: none"> <li>▪ <b>Description:</b> The type of earnings paid</li> <li>▪ <b>Rate (Current):</b> The rate of pay for hourly employees</li> <li>▪ <b>Hours (Current):</b> The number of hours associated with the earnings type. Negative hours reflect hours not paid</li> <li>▪ <b>Earnings (Current):</b> The amount of wages associated with the earnings type</li> <li>▪ <b>Hours (YTD) –</b> The number of hours associated with the earnings</li> <li>▪ <b>Earnings (YTD):</b> The amount of wages associated with the earnings type</li> </ul>
5	Taxes  <i>Displays both the employee's current pay check taxes deduction and Year-to-date (YTD)</i>	<ul style="list-style-type: none"> <li>▪ <b>Fed Withholding:</b> Federal income tax withheld</li> <li>▪ <b>Fed MED/EE:</b> Employee portion of Medicare</li> <li>▪ <b>Fed OASDI/EE:</b> Employee portion of Social Security</li> <li>▪ <b>MI Withholding:</b> State income tax withheld</li> <li>▪ <b>MI GRAND RPDS Withholding:</b> Grand Rapids City income tax withheld</li> </ul>

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	<i>tax deductions for current calendar year</i>	<ul style="list-style-type: none"> <li>▪ <b>MI WALKER Withholding:</b> Walker City income tax withheld</li> </ul>
6	<p><b>Before &amp; After Tax Deductions</b></p> <p><i>Displays both the employee's current pay check deductions and Year-to-date (YTD) deductions for current calendar year</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></p> <p><i>Displays employer paid benefits</i></p>	<ul style="list-style-type: none"> <li>▪ If any amounts are included as taxable income they will be indicated with an asterisk.</li> </ul>
8	<p><b>Paycheck Summary</b></p> <p><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 less current deductions. 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 before tax deduction, and plus employer paid benefit amount for taxable life insurance.</li> <li>▪ <b>Total Taxes:</b> The total of Federal, State and City tax 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 less deductions and tax withholdings paid to the employee</li> </ul>
9	<p><b>Leave Bank Summary</b></p> <p><i>Displays a breakdown of current fiscal year leave accrual hours balances</i></p>	<ul style="list-style-type: none"> <li>▪ <b>Start Balance:</b> Hours carried over from previous fiscal year</li> <li>▪ <b>Earned:</b> Hours awarded as of July 1st</li> <li>▪ <b>Bought:</b> Not applicable</li> <li>▪ <b>Taken:</b> Hours used during current fiscal year</li> <li>▪ <b>Sold:</b> Not applicable</li> <li>▪ <b>Adjustments:</b> Hours added or subtracted for part time employees, unpaid leaves of absence, late absences reported</li> <li>▪ <b>End Balance:</b> Total available hours as of pay period end date (section 1)</li> </ul>
10	<p><b>Net Pay Distribution</b></p> <p><i>Displays direct deposit account and dollar amount</i></p>	<ul style="list-style-type: none"> <li>▪ <b>Advice Number:</b> The number assigned to the employee's pay advice, similar to a check number</li> <li>▪ <b>Account Type:</b> Checking or savings</li> <li>▪ <b>Account Number:</b> last four digits of account number</li> <li>▪ <b>Deposit Amount:</b> Net pay amount deposited into account</li> </ul>

Grand Rapids Community College  
 143 Bostwick NE  
 Grand Rapids, MI 49503

Pay Group: FA1-Faculty - Classroom  
 Pay Begin Date: 08/27/2018  
 Pay End Date: 09/09/2018

Business Unit: GRCC1  
 Advice #: 00000000593465  
 Advice Date: 09/21/2018

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Awesome Tester 123 Main St Grand Rapids, MI 49503	Employee ID: 9000286	TAX DATA: Federal MI State
	Department: DPT-BEH-Psychology	Tax Status: Single N/A
	Location: White Hall	Allowances: 0 0
	Job Title: Faculty/Behavioral Sciences	Addl. Percent: 3
	Pay Rate: \$55,691.00 Annual	Addl. Amount:

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HOURS AND EARNINGS						TAXES		
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
CONTRACT REGULAR EARNINGS			1,927.76	142.50	4,069.72	Fed Withholdng	283.75	567.50
SICK-SELF	28.559487	7.50	214.20	7.50	214.20	Fed MED/EE	31.06	62.12
						Fed OASDI/EE	132.80	265.60
						MI Withholdng	91.03	182.06
						MI GRAND RPDS Withholdng	32.13	64.26
<b>TOTAL:</b>		<b>7.50</b>	<b>2,141.96</b>	<b>150.00</b>	<b>4,283.92</b>		<b>570.77</b>	<b>1,141.54</b>

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BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
	0.00	0.00		0.00	0.00			

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	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,141.96	2,141.96	570.77	0.00	1,571.19
YTD	4,283.92	4,283.92	1,141.54	0.00	3,142.38

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YEAR-TO-DATE	VACATION	SICK LEAVE	PERSONAL BUSINESS	BEREAVEMENT	VTO	COMP TIME
Start Balance	0.0	0.0	0.0	0.0	0.0	0.0
+ Earned	0.0	0.0	0.0	0.0	0.0	0.0
+ Bought	0.0	0.0	0.0	0.0	0.0	0.0
- Taken	0.0	0.0	0.0	0.0	0.0	0.0
- Sold	0.0	0.0	0.0	0.0	0.0	0.0
+ Adjustments	0.0	0.0	0.0	0.0	0.0	0.0
<b>End Balance</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

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NET PAY DISTRIBUTION			
	Account Type	Account Number	Deposit Amount
Advice #00000000593465	Checking	XXXXXX7890	1,571.19
<b>TOTAL:</b>			<b>1,571.19</b>

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MESSAGE: