



Your Paycheck/Direct Deposit Advice

Your paycheck is printed on a fold and seal mailer. This ensures that your personal information remains confidential. If you have questions regarding your paycheck information, please contact your Payroll Technician.

Employee ID

The number listed is your Employee ID in the Human Resources system. Your site's number and name are listed here. Your Location represents the payroll distribution area where your check and/or advice will be delivered. Your Job Title is listed here, as well as your Salary Plan, Grade and Step.

Employee Information

This block contains your name and mailing address.

Hours and Earnings

This shows current and year-to-date earnings. All earnings are listed here, e.g., Regular, Overtime, etc.

Before-Tax Deductions

The items listed here are deducted from your gross pay, before taxes are calculated.

Totals

This row lists your current and year-to-date Total Gross (total earnings before any deductions or withholdings), Federal Taxable Gross (total earnings minus before-tax deductions), Total Taxes (total taxes withheld), Total Deductions (total deductions taken), and Net Pay (your earnings after deductions and withholdings).

Leave Banks

This area lists your leave balances.

Non-Negotiable

This will only be printed on Direct Deposit advices.

Pay Period

These are the pay period begin and end dates.

Paycheck/Direct Deposit Advice # and Check Date

This number is a reference number for your paycheck/direct deposit advice. The check date is the pay date.

Tax Data

Your Federal and California tax withholding status are listed here. If you withhold an additional percentage or amount, that status will be listed here. Any additional amounts are also listed here.

Taxes

Your current and year-to-date withholdings for Federal and California taxes are reflected here, as well as FICA and Medicare.

Message

Check this area for any important messages from San Diego City Schools.

After-Tax Deductions

Any additional items withheld from your pay, such as union dues and additional insurance are listed here. These items are deducted after your tax withholdings are calculated.

Net Pay Distribution

For Direct Deposit, this area shows how much was credited to your bank or credit union account(s). If you do not participate in Direct Deposit, this is the amount of your actual paycheck.

Direct Deposit Distribution

This block lists the account(s) that was credited with your earnings. Your account type (checking or savings), your account number and the total deposit amount are reflected.

San Diego Unified School District
4100 Normal Street
San Diego, CA 92103

Pay Group: C10-Certificated 10 Pays
Pay Begin Date: 10/01/2003
Pay End Date: 10/31/03
Advice #: 0000000046
Business Unit: SDUSD
Check Date: 10/31/2003

Joe M Carlos
1234 W Woodward Avenue
San Diego, CA 92101
SSN: 123-46-7890
Employee ID: 123456
Department: 0903-Challenger Middle School
Location: Challenger Middle School
Job Title: Regular Teacher
Salary Plan: 0101 Grade: 014 Step: 19
TAX DATA: Federal CA State
Marital Status: Married Married
Allowances: 2 2
Addl. Amt.:

HOURS AND EARNINGS				TAXES				
Description	Rate	Current		YTD		Description	Current	YTD
		Hours	Earnings	Hours	Earnings			
Regular Time			6,841.61		6,841.61	Fed Withholding	700.78	700.78
District Business	32.00		0.00		0.00	Fed MED/EE	99.26	99.26
Personal Business	16.00		0.00		0.00	Fed OASDI/EE	424.41	424.41
PIER Necessity	64.00		0.00		0.00	CA Withholding	206.36	206.36
Sick Leave Full	8.00		0.00		0.00			
Total:		120.00	6,841.61		6,841.61	Total:	1,430.81	1,430.81

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			***EMPLOYEE MESSAGE***		
Description	Current	YTD	Description	Current	YTD			
Certificated PERS	478.91	478.91	Certificated UNUM/EE	9.80	9.80			
Tax Sheltered Annuity	250.00	250.00	Cert Trans/America ADD + Fam	3.20	3.20			
			Certificated UNUM Spouse	4.20	4.20			
			Community Service Association	5.00	5.00			
			SDEA Member 1	81.73	81.73			
			SDEA President Life/Unum	33.54	33.54			
Total:	728.91	728.91	Total:	137.47	137.47			

TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY	
Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
6,841.61	6,841.61	6,116.46	6,116.46	1,430.81	1,430.81	866.38	866.38	4,544.42	4,544.42

Leave Banks		Taken		Current		FVD		TYD		Balance			
Leave Banks	Current	YTD	Balance	Leave Banks	Current	FVD	TYD	Balance	Leave Banks	Current	FVD	TYD	Balance
Sick Leave	88.0	88.0	145.00										
Vacation	0.0	0.0	0.0										
Half Sick Leave	0.0	0.0	800.0										

NET PAY DISTRIBUTION		
Advice #	Amount	
#00000000011495	4,544.42	
Total:	4,544.42	

Notify Payroll in writing 30 days in advance if there is a change in your financial institution or checking/savings account. Send a letter or a new completed 'Employee Authorization for Automatic Payroll Deposits' form to:

4100 Normal St.
Room 1150
San Diego, CA 92103-2682

Remember that a blue form is your pay stub information only. If you receive a brown form, it is a check. The check is negotiable and your pay was not directly deposited to your bank.

For Electronic Deposit questions, call (619) 725-7675.
For payroll questions, call (619) 725-7725.

DIRECT DEPOSIT DISTRIBUTION		
Account Type	Account Number	Deposit Amount
Savings	71967401	150.00
Checking	719674-07	4,394.42
Total:		4,544.42

NON-NEGOTIABLE

PRESORTED
FIRST CLASS MAIL
US POSTAGE PAID
SAN DIEGO, CA
PERMIT NO. 207

0303A/11495/10-31-03S
JOSE M CARLOS
1234 W WOODWARD AVE
San Diego CA 12345

Your mailing address

Your location code representing the payroll distribution area where your check will be delivered, followed by your advice number, followed by your Pay Run ID, which is your pay date followed by an S for Salaried or an H for Hourly.