***How to read your paycheck:***



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| **Section** | **Description** | **Fields** |
| **1** | **Payroll Information** | **§** **Pay Group** (The employee's classification) **§** **Pay Period Begin and End Dates****§ Business Unit**: USF **§** **Advice Number**: Check Number for a Direct Deposit Stub **§** **Advice Date**: Check Date |
| **2** | **Employee Information** | **§** **Employee Name**, **Employee Address**, **Employee ID****§** **Department**: The employee’s primary department **§ Location**: The employee’s primary location **§** **Job Title**: The employee’s primary job title**§** **Pay Rate**: The employee’s pay rate, expressed either as a biweekly salary amount for faculty, administration, staff, and exempt temporary employees, or as an hourly rate for hourly temporary employees |
| **3** | **Tax Data** | **§** **W-4 election** exemption claimed for Federal Withholding Tax calculation |
| **4** | **Hours and Earnings** | **§** Displays the employee’s wages by earnings type and job code for the **current period** **§** Displays the employee’s **year-to-date** wages by earnings type  |
| **5** | **Taxes** | **The employee's current period and year-to-date tax withholdings by type:****§** **Fed Withholding**: Federal income tax withheld**§** **Fed MED/EE**: Employee portion of Medicare tax**§** **Fed OASDI/EE**: Employee portion of Social Security tax |
| **6** | **Deductions--Before and After Tax** | **§** **Before Tax Deductions**: are deducted before taxes, which reduces the Federal taxable wages.**§ After Tax Deductions**: are deducted after the before tax, and tax deductions. |
| **7** | **Employer-Paid Benefits** | **§** These are the employer paid portions of elected benefits.**§** If any amounts are included as taxable income, they will be indicated with a \* |
| **8** | **Paycheck Summary** | **§** Displays a breakdown of **current period** and **year-to-date** earnings, taxes, deductions, and net pay. |
| **9** | **Leave Balances** | **Paid Time Off (annual leave) and Sick Leave balances**§ **Start Balance**: the beginning leave balance as of the first pay period of the year§ **+ Earned**: hours accrued year-to-date§ **- Taken**: hours used year-to-date§ **+ Adjustments**: leave balance adjustments year-to-date |
| **10** | **Net Pay Distribution** | § **Advice Number**: The number assigned to the employee’s pay advice, similar to a check number§ **Account Type**: The type of bank account, either Checking or Savings § **Account Number**: The bank account last 4 digits § **Deposit Amount**: The amount sent to that bank account via direct deposit§ If multiple bank accounts are used the each will display in a separate line § **Total**: The total net pay sent via direct deposit |