



## Understanding your Paycheck Stub

Who's FICA? And why does he get all my money?" - Rachel Green, *Friends*

In order to be a better advocate for your time and earnings, we highly encourage all employees to review their paycheck stubs on or soon after the pay day. By reviewing and understanding your paycheck stub when it is released, you can help yourself and Payroll avoid erroneous situations months or even years down the road.

You can view this information on the stub that is attached to your paper paycheck or, if you are setup with Direct Deposit, you can go online to the [Employee Portal System](#) to view your digital paycheck stub.

Your paycheck stub is a record of wages you received and the taxes you paid during a particular pay period. Your paycheck stub tells you your "gross pay" is and your "net pay". It shows you exactly how much money was subtracted from your paycheck to pay for applicable taxes, retirement, and deductions (ie. FRS, voluntary health benefit premiums, etc.). A Sample Paycheck Stub has been provided by the Osceola County School District to help understand exactly how your earnings go from gross to net.

Federal Income Tax or FIT are partial payments of your annual income taxes that get sent directly to the government. The amount of money withheld depends on the amount of money that you earn and the information that you provided on your Form W-4.

Other taxes that are withheld from your paycheck include Social Security or OASDI and Medicare. Social Security is a system of supplemental retirement programs established by the federal government. Medicare is a government insurance plan that provides hospital, medical and surgical benefits for Americans ages 62 and older, and for people with certain disabilities. Finally, the Federal Insurance Contributions Act or FICA is just the combination of OASDI and Medicare. They are unique in that there is a required withholding from an employee's wages for them as well as an employer's contribution of the taxes that must be paid.

The amount of your mandatory retirement employee and employer contribution depends upon the pension plan you enroll into through the Florida Retirement System. Most employees pay a 3% contribution of all retirement eligible gross wages earned each payroll run. Please contact the District's Retirement Specialist in our Human Resources Department for more information about your type of membership and/or contribution rate, etc.

We hope providing this information gives you more insight about how we turn your time worked into money in your pocket.

# Understanding your Paycheck Stub



THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA 817 BILL BECK BOULEVARD KISSIMMEE, FLORIDA 34744-4495			
EMPLOYEE NAME: ██████████	SSN: XXX-XX-XXXX	STUB NUMBER: ██████████	CHECK DATE: 04/28/2023
CENTER: 0821	W4 STATUS: M 004	RAY TYPE: 13-00 CHECKS	STANDARD HOURS PER DAY: 7.50
SUMMARY OF EARNINGS AND DEDUCTIONS		MISCELLANEOUS DEDUCTIONS	
THIS CHECK		THIS CHECK	
Regular Wages	2,437.50	HA-REG. PENSION EMP	73.13
Adjustments		HE WELL 1/2FAH BT	20.00
Extra Pay		HLTH CARE REIMB ACCT	37.50
Other Compensation		DHMO - EMP - FAMILY	20.64
Supplements		VISION EMP - FAM - BT	8.10
Straight Overtime		LFG DISABILITY-AT	9.12
Time and 1/2		OCEA - F/T INST UNIT	32.28
Double Overtime			
Dockage			
	<b>GROSS PAY</b> 2,437.50		
Less: FICA	145.78		
Medicare	34.09		
W/H Tax	95.10		
Misc. Ded.	200.77		
Plus: E.I.C.			
	<b>NET PAY</b> 1,961.76		
Taxable Gross	2,278.13		
Perks/Fringe Benefit			
LEAVE	Used Hours	Balance Hours	Balance Days
Sick Leave	4.50	59.750	7.966
Peris Chg Sick	4.50	1.500	.200
Vacation			
Sick Bank			
EARNINGS INFORMATION		EMPLOYER CONTRIBUTIONS	
Annual Salary	48,750.00	FICA - EMPLOYER	145.78
Contract Salary	48,750.00	MEDICARE-EMPLOYER	34.09
Period Pay	2,437.50	HA-REGULAR CLASS PEN	290.31
Daily Pay	246.72	HE WELL 1/2FAH PR BD	341.30
Hourly Pay	33.1633	LIFE INSURANCE-80SH	4.14
Regular Pay Hours	73.50		
Straight O/T Hours			
Time and 1/2 Hours			
Double O/T Hours			
Hours Deducted			
Extra Pay Hours			
Payroll Run Number 020 - Payment was deposited in Account ██████████	Employee ID ██████████	TOTAL Misc. Ded.	200.77
		FICA - EMPLOYER	145.78
		MEDICARE-EMPLOYER	34.09
		HA-REGULAR CLASS PEN	290.31
		HE WELL 1/2FAH PR BD	341.30
		LIFE INSURANCE-80SH	4.14
		TOTAL Contributions	815.62
			6,524.96

**PERSONAL INFORMATION:** fields highlighted in yellow show your personal information. You can use these to verify the information in the District's ERP is accurate.

1. Center – This is your facility number/work location number.
2. Your W4 information – you can verify this annually and adjust to pay your taxes as needed.
  - a. If you fill out a Form W-4 prior to 2020:
    - i. S - taxed at the Single Rate
    - ii. M-taxed at the Married Rate
    - iii. The next numbers are the number of dependents you are claiming.
  - b. If you filled out a Form W-4 2020 forward
    - i. You no longer can claim “Single or Married” nor a number for dependents.
    - ii. 1 - Married (Jointly), no Box 2c
    - iii. 2 - Married (Jointly), Box 2c
    - iv. 3 - Single/Married filing separately, no Box 2c
    - v. 4 - Single/Married filing separately, Box 2c
    - vi. 5 - Head of Household, no Box 2c
    - vii. 6 - Head of Household, Box 2c
    - viii. Below is a link for educational purposes only as a guide on how to fill out your 2023 Form W-4. <https://www.youtube.com/watch?v=PH6Bo5LFZ8w>  
By providing this link, in no way shape or form does this implicate the District nor the video creator for the information. We always recommend you speak to **YOUR** own financial planner for guidance.



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3. Your pay type: this shows the pay type that you are assigned at the District. Your pay type determines your pay dates, your pay periods, and the maximum number of checks you've elected to receive during the fiscal year. The Payroll Calendars by pay type can be found [here](#). The calendar also tells you what your "period pay" value is, most employees annual contract is pro-rated and not paid by hours or days worked.

Period Pay Value: 10.50 days ←

4. Standard Hours per day: this tells you how many hours you are assigned to work per day, per your contract. This is also the maximum allowed number of hours you can take leave in a day (exception: employees who work their regular contract during the summer).
5. Payment was deposited in account xxxx: this shows you your last four (4) digits to the direct deposit account we have on file.
6. Employee ID: this is your ID number with the School District. Should also match the number on your ID.

**LEAVE:** the fields highlighted in Pink shows your leave balances. The "Used Hours" tell you how many hours you've used for that specific pay period; the "Balance Hours" show you how many hours you still have available; and the Balance Days tell you the number days you have available. **Be aware that if you are a 12-month employee and take a day off in the summer (9.5 hours), your Balance Days will be slightly lower, because you will be using more than one day (one day plus two hours).**

1. Sick Leave: Most employees earn 4 advanced sick leave days with in the first month you start working for the District, then 1 day for every month worked there after. You will not accrue days the last 4 months of your contract (because they were advanced at the beginning). If you deplete your sick leave balance, the advanced days will need to be paid back if you leave the District before you've earned them. To be eligible for the month's sick leave you must work at minimum 75% of the workdays in the month. If you are charged more than 25% of unpaid time in any month you will no longer be entitled to that month's leave time. To receive your full accrued value of your sick leave balance upon termination, you must have worked at least thirteen (13) years at The District. Before thirteen (13) years, you receive a percentage of the value of your accrued sick leave balance upon termination according to your years of service. Please refer to School Board Rule 6.912 Please refer to School Board Rules 6.549 (Sick Leave) and 6.912 (Terminal Sick Leave Pay).
2. Pers Chg Sick (Personal Charged to Sick): You can use a maximum of six (6) sick leave days for personal reasons. This leave is not earned in addition to your sick leave. If you take a personal day, it will be deducted from your sick balance. Please refer to School Board Rule 6.546
3. Vacation: Instructional employees don't earn any vacation time. 12-month employees earn one day per month. To be eligible for the months' vacation leave you must work at minimum 75% of the workdays in the month. If you are charged more than 25% of unpaid time in any month you will no longer be entitled to that month's leave time. If you leave the district, you cannot be paid for more than 450 hours of vacation time. Please refer to School Board Rule 6.541 (Vacation Leave) and 6.916 (Terminal Vacation Leave Pay).
4. Sick Bank: you must meet the qualifications to be enrolled at the District's Sick Bank. Please refer to School Board Rule 6.911.

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**EMPLOYER CONTRIBUTIONS:** this shows how much the District contributes to your FRS account, FICA, MEDICARE, and benefits.

**EARNINGS INFORMATION:** This field shows you your contract information.

1. **Annual Salary:** Is your contract salary for one year. It will normally be the same as #2 if you begin working on the first day of the fiscal year for your position.
2. **Contract Salary:** Is your contracted salary for the current fiscal year. If you are hired at the beginning of a school/fiscal year, it will be the same as #1. If not, it will be your daily rate times the maximum number of workdays for your first day. This will be the maximum amount you will earn for the current fiscal year.
3. **Period Pay:** this is your base gross salary per paycheck.
4. **Daily Pay:** this is your daily pay. If you have one unpaid day charged, you may expect your paycheck to be lower by this amount.

**Hours Docked:** If you have any hours docked (deducted) from your paycheck, they will show here.

**MISCELLANEOUS DEDUCTIONS:** This shows the deductions for the benefits that you elect to have. Health Insurance, Vision, Pension, and retirement contributions are examples of these deductions.

**Social Security, Taxes and Medicare deductions:** These deductions are not optional. They are mandated by federal law.

### GROSS PAY:

1. This shows a breakdown of your gross regular wages, any supplement, and overtime you have earned.
2. Payment of OPS contracts is processed on its own paystub. Please note for tax purposes all wages paid from an OPS contract for the same payroll period are systematically totaled and taxes are taken from all wages earned. Meaning your regular payroll check stub might show a higher tax deduction when OPS contract wages are paid.

**NET PAY:** The actual amount you have deposited to your account. It is calculated as follows:

	Gross Pay
-	Taxes, social security and medicare
-	Miscellaneous deductions
	Net Pay

Below is a list detailing all the potential deduction and the department you will need to contact for further information.

<https://www.osceolaschools.net/cms/lib/FL50000609/Centricity/Domain/128/DEDUCTIONS%20PROCESSED%20THROUGH%20PAYROLL.pdf>