



Understanding Your Paycheck

Company Information: Arizona State University

Pay Begin Date: MM/DD/YYYY

Pay End Date: MM/DD/YYYY

- **Paycheck Number** - is displayed for Employee Self Serve statements as well as a check that you must cash. To locate your Paycheck Number look at the bottom of the Self Serve statement under **Net Pay Distribution**.
- **Check Date** - Date you are paid.

One of the following titles describing your “payroll paygroup” will appear in the **General Information** section of your paycheck statement

| | |
|------------|---------------------------|
| <i>STH</i> | <i>Student Hourly</i> |
| <i>HRY</i> | <i>Hourly</i> |
| <i>GRD</i> | <i>Graduate</i> |
| <i>ACD</i> | <i>Academic</i> |
| <i>A12</i> | <i>Academic 12 Months</i> |
| <i>SAL</i> | <i>Salaried</i> |

General Information - Displays information about your pay rate, work location and your home department.

- Name: First Middle Last
- Current Mailing Address:
- Employee or ID Number:
- Pay Rate:
- Job Title:
- Work Location:
- Department:

Tax Data Information - This information was used to calculate your paycheck.

- Federal Marital Status from your W-4 Form
- Federal Allowances from your W-4 Form
- Additional Percent if requested on your W-4 Form
- Additional Amount if requested on you W-4 Form
- AZ Percent Federal Withholding – example 10% will appear as 10.000
- AZ Additional Amount will appear as \$\$.\$\$

Paycheck Summary

- **Gross Earnings** - The summary displays your current and Year-to-Date total Gross Earnings before non-taxable items are subtracted to adjust the wages down to the ***Total Federal Taxable Wage*** amount. The Federal Taxable Wage amount is the amount of wages that the system calculates your tax withholding for federal and state taxes.
- **Federal Taxable Gross** - The summary displays your current and Year-to-Date taxable wages. Wages that you pay taxes on.
- **Total Taxes** - The summary displays the total of all federal and state taxes withheld for the current paycheck and year-to-date.
- **Total Deductions**: The summary displays the total of all deductions excluding tax withholdings.
- **Net Pay**: The summary displays the total Net Pay/cash paid to you. **Net Pay** amount represents the total money due you. Note that if you have elected to Direct Deposit amounts to your checking or savings, you will find these amounts are located under **Net Pay Distribution** at the bottom of your paycheck statement.

Special Note: When you select ***View A Different Paycheck*** the prior year-to-date totals do not appear.

Earnings: Earnings represent the total gross amount of all Salary, Hourly, Student Hourly regular, overtime, other additional (Supplemental) payments. **Note that description Comensation Earned will not add to the Total Gross Hours, and Amounts at the bottom of your Earnings box. These balances are informational and are not reflected in the totals.**

Listed here are just a few of the most commonly seen earning types with an explanation of how they are paid.

- **Hourly** – Hours, rate and amount are displayed for Hourly paid employees.
- **STH** – Student Hourly. Hours, rate and amount are displayed for student employees.
- **Holiday H** – Hours, rate and amount are displayed for hourly employees who are eligible and have been paid for the holiday.
- **Overtime** – Hours, rate (1.5 x base rate) and amount are displayed for hourly paid employees.
- **Overtime Straight** - Hours worked are paid at your base straight time rate.
- **Compensation Earnings** – Hours, rate and amount earned for working overtime.
- **Compensation 1.5 (1-and-1/2-times)** – Hours, rate and amount earned for working overtime.
- **Compensation Adjustment** – Amounts deducted from the compensation earned balance and paid to the hourly employee. You can expect to see a compensation adjustment (-) on the same paycheck that you see Overtime for the same number of hours and dollars.
- **Regular** – This year-to-date Amount has been loaded to your pay record when ASU made the payroll conversion on July 1, 2007. This information is needed for your W2. The old payroll system tracked hourly paid wages as Regular. The current system is paying your earnings as *Hourly or STH*.

Taxes

Federal and Arizona state taxes are displayed here that have been deducted from your paycheck. Federal Income tax, (FICA EE), Old Age Survivors Disability Insurance (OASDI tax), and Medicare tax (MED EE) are displayed. The EE means withheld from you the employee. The system stores the ER (employer) tax contributions as well.

Paycheck Deductions

Paycheck Deductions will display all before tax and after tax amounts being deducted from your paycheck. Also displayed here are the amounts ASU has contributed for you as Non Taxable, or as a Pre Tax Benefit (PTaxBen).

Before Tax Deductions

Listed here are just a few of the most commonly seen before tax benefit deduction types.

- **403-06** – TIAA CREF – Retirement – 403B Supplemental Retirement
- **457** –Deferred Compensation
- **ASRSP1** – ASRS Service Purchase Plan - 1
- **EPO3** – United HealthCare - Medical
- **DP02** – MetLife – Dental
- **FSA DEPEND** - Flexible Spending – Child/Adult
- **FSA HEALTH** – Flex Spending - Healthcare
- **PARKTB** – Parking Tempe Pre-Tax
- **VISI** - Avesis -Vision

After Tax Deductions

Listed here are just a few of the most commonly seen after tax deduction types.

- **DLIFE1** – Standard Dependent Life1
- **GARN** - Wage Garnishment
- **STD1** – Short Term Disability, UNUM/Provident Std 750
- **LTD1** – Standard Long Term Disability
- **PARKDA** – Parking Downtown after tax
- **SRC** - Student Recreation Center
- **MH&A** - MetLife Home and Auto

Employer Paid Benefits The descriptions and amounts you see listed in this section display ASU's contribution towards your benefits. These are for informational purposes. They do not impact your annual taxable wages. However, the university does contribute these funds on your behalf.

Listed here are just a few of the most commonly seen after tax deduction types.

- **ASRS PLAN** - Arizona State Retirement System Plan
- **BLIFE** - Basic Life
- **DP02** - METLIF - Dental
- **EP03** – United Health Care - Medical
- **LTD1** - Long Term Disability
- **RASL** - Retiree Accumulated Sick Leave
- **WORK COMP** - Workers Compensation

Net Pay Distribution

The Paycheck or Advice Number is displayed with the following information:

Account Type - is identified as a Checking, Saving or both if you have elected to have your net pay deposited in multiple account types.

Bank Id - identifies the Bank Routing Number where the funds have been sent.

Account Number - identifies where the funds have been deposited.

Amount Deposited - is the amount that has been deducted from your Net Pay

Leave Balances

Sick, Vacation and Comp Time YTD Amounts are reflected.