PAYSTUB 101

73502 SANTA MONICA COM COLLEGE

	PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVICE NUMBER
	(1)	(2)	(3)	(4)

EMPLOYEE NAME		EMPLOYEE ID	FEDERAL STATUS/ ALLOWANCES	STATE STATUS/ ALLOWANCES	ADDITIONAL STATE ALLOWANCES	
(5)		(6)	(7)	(8)	(9)	

EARNINGS - COMPENSATION

DEDUCTIONS/TAXES/MISC

BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS	CURRENT AMOUNT	YTD TOTALS
						PRE-TAX REDUCTIONS		
						(16)		
(10)	(11)	(12)	(13)	(14)	(15)	EMPLOYEE DEDUCTIONS	(19)	(20)
						(17)		
						EMPLOYER CONTRIBUTIONS		
						(18)		

********LEAVE BALANCES********	CURRENT TAXABLE BALANCES	YTD TAXABLE BALANCES	CURRENT PAY SUMMARY
VACATION SICK LEAVE AS OF DATE (21)	FEDERAL STATE MEDI GROSS OASDI GROSS CA SDI GROSS GROSS EARN'S (22)	FEDERAL STATE MEDI GROSS OASDI GROSS CA SDI GROSS GROSS EARN'S (23)	GROSS PAY REDUCTIONS TAXES DEDUCTIONS NET PAY (24)

Payroll Department	310-434-4234	Ian Fraser, Payroll Manager	310-434-4327
Alan McCarroll – Permanent Classified	310-434-4824	Jenia Soufian – Temporary Classified & Non-Merit	310-434-4992
Fabby Hernandez – FT Faculty & Administrators	310-434-4233	Alvin Ponce – PT faculty	310-434-4329
Shelley Williams – Student Workers	310-434-4236		

Description

1) **PAY LOCATION** – Utilized for distribution purposes only.
2) **PAY CYCLE** – Utilized internally for payroll processing.
3) **ISSUE DATE** – Reflects the Paycheck release date.
4) **ADVICE NUMBER** – Check number.
5) **EMPLOYEE NAME** – Your name should appear here.
6) **EMPLOYEE ID** – Utilized internally and will NOT match the ID given to you at time of hire.
7) **FEDERAL STATUS/ALLOWANCES** – Reflects the amount provided on form W4
   a. **Exempt Status** – Symbolized by 99
8) **STATE STATUS/ALLOWANCES** – Reflects the amount provided on form DE4
   a. **Exempt Status** – Symbolized by 99
9) **ADDITIONAL STATE ALLOWANCES**
10) **BASIS** – Reflects classification and method for which units are calculated.
11) **DESCRIPTION** – Reflects what earnings are being paid.
12) **END DATE** – Reflects the last day in the accrual period for this paycheck.
13) **RATE** – Reflects the salary placement for these earnings.
14) **UNITS** – Reflects the amount of time being paid in the accrual period.
15) **AMOUNT** – Reflects the gross amount of pay for each pay line.
16) **PRE-TAX REDUCTIONS** – Reflects the amounts deducted from your gross pay that will reduce your taxable earnings (i.e. Tax Sheltered Annuities, Deferred Compensation, 125 plans)
17) **EMPLOYEE DEDUCTIONS** – Reflects the amounts deducted from earnings (i.e. taxes, voluntary taxable deductions, union dues)
18) **EMPLOYER CONTRIBUTIONS** – Reflects the amounts that SMC has paid as part of your employment (i.e. taxes, health plans)
19) **CURRENT AMOUNT** – Reflects the amount associated with this accrual period.
20) **YTD TOTALS** – Reflects the current calendar year total amount including this accrual period.
21) **LEAVE BALANCES** - This area is currently NOT being utilized.
22) **CURRENT TAXABLE BALANCES** – Reflects the amount that will be taxed post PRE-TAX REDUCTIONS.
23) **YTD TAXABLE BALANCES** – Reflects the amount that has been subject to taxes post PRE-TAX REDUCTIONS.
24) **CURRENT PAY SUMMARY** – Reflects the totals resulting in your NET PAY.

Key

		PRE-TAX REDUCTIONS	
		PERS RED	CalPERS Retirement
		STRS RED	CalSTRS Defined Benefit Retirement
		STRS ARP	CalSTRS Cash Balance Retirement
		ESA	Earned Salary Advancement (Classified Employee 25th Pay Check)
	BASIS	PARKRED	Parking Permit Fee
C	Certificated	TRUST RED	MetLife Retirement
N	Non-Certificated		**EMPLOYEE DEDUCTIONS**
M	Monthly Pay Rate	FWT	Federal Withholding Tax
H	Hourly Pay Rate	SWT	State Withholding Tax
D	Daily Pay Rate	OASDI	Social Security Tax
L	Lump Sum	MED	Medicare Tax
		SDI	CA State Disability
		CSEA Dues	Classified Union Representation
		CSEA	Classified Union Voting Privileges
		CCFA	Faculty Union Dues % of Earnings
		FACCC DUES	Faculty Union Dues Flat Rate

Payroll Stub
Field Explanations

(A) This section contains district information and employee name, I.D. number and tax withholding status.

(B) **Earnings and Compensation:** This section contains the code for employee type (certificated, non-certificated) and pay basis (monthly, hourly, etc). This field also displays up to 44 lines of individual earnings detail with the last line used to summarize any overflow data. The field also contains the rate of pay, unit of pay and the extended amount.

(C) **Employee Pre-Tax Reductions:** All pre-tax withholding for the current period and year-to-date totals for those items. If a reduction is not used for the current period, the year-to-date amount will not display. In the case of multiple entries for the same element, the year-to-date will display the final total in each line.

(D) **Employee Deductions:** All employee tax and other miscellaneous deductions are contained in this field. Displays current and year-to-date for each line. Year-to-date will not display if there is no current period entry.

(E) **Employer Contributions:** Contains the current and year-to-date district-paid employer contributions to each tax and benefit category for the individual employee.

(F) **Bottom area contains several detail boxes: Leave Balances** is not currently in use. It will be researched at a later date as a possible future enhancement. Other boxes are the **Current & YTD Taxable Balances** (used to calculate the tax withholding for the period) and the **Current Pay Summary** (display of the summary totals used to arrive at the net payment).

99999 DISTRICT NAME 4 30

		PAY LOCATION	PAY CYCLE	ADVICE DATE	ADVICE NUMBER
A		999	E4W	12-26-2005	9999999

EMPLOYEE NAME	EMPLOYEE ID	FEDERAL STATUS / ALLOWANCES	STATE STATUS / ALLOWANCES	ADDITIONAL STATE ALLOWANCES
EMPLOYEE NAME	XXX-XX-9999	W / 99	W / 99	99

EARNINGS - COMPENSATION / DEDUCTIONS/TAXES/MISC

BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS	CURRENT AMOUNT	YTD TOTALS
						PRE-TAX REDUCTIONS		
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	9,999.999	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-			
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	**EMPLOYEE DEDUCTIONS**		
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-28-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-			
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	**EMPLOYER CONTRIBUTIONS**		
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-	WWWWWWWWWWW	99,999.99-	999,999.99-
WW	WWWWWWWWWW	12-26-2005	99,999.99	9999.99-	999,999.99-			

******* LEAVE BALANCES *******		CURRENT TAXABLE BALANCES		YTD TAXABLE BALANCES		CURRENT PAY SUMMARY	
VACATION	9999.99-	FEDERAL	999,999.99-	FEDERAL	999,999.99-	GROSS PAY	999,999.99-
SICK LEAVE	9999.99-	STATE	999,999.99-	STATE	999,999.99-	REDUCTIONS	999,999.99-
COMP TIME	9999.99-	MEDI GROSS	999,999.99-	MEDI GROSS	999,999.99-	TAXES	999,999.99-
		OASDI GROSS	999,999.99-	OASDI GROSS	999,999.99-	DEDUCTIONS	999,999.99-
		CA SDI GROSS	999,999.99-	CA SDI GROSS	999,999.99-		
		GROSS EARN'S	999,999.99-	GROSS EARN'S	999,999.99-	NET PAY	$$, $$$, $$9.99

DISTRICT NAME	DISTRICT ADDRESS	
DISTRICT NAME 4 30	**DISTRICT STREET ADDRSS**	**DISTRICT CITY ST AND Z**

THIS IS THE DISTRICT NAME 4 30

NO. 9999999

Date Issued 12-26-2005

Amount
$$,$$$,$$9.99

*THIS IS THE FIRST LINE OF AMOUNT IN WORDS FOR 51CR

THIS IS THE REMAINING AMOUNT IN WORDS FOR 50 CHAR

LOCATION 999
ACCRUAL DATE
12-26-2005
ESA

NOT NEGOTIABLE

FORMATTED EMPLOYEE NAME 4 32 CHR
THIS IS THE EE STREET ADDRESSW
THIS IS THE EE CITY ST AND ZIP

NET PAY IN THE AMOUNT OF $$,$$$,$$9.99
HAS BEEN DEPOSITED TO YOUR ACCOUNT.

Payroll Department Staff

Ian Fraser
Payroll Manager
(310) 434-4327

Rhonda Robinson
Payroll Specialist – Classified Monthly
(310) 434-4027

Jenia Soufian
Payroll Specialist – Classified Hourly
(310) 434-4992

Shelley Williams
Payroll Specialist – Student Employment
(310) 434-4236

Alvin Ponce
Payroll Specialist – Adjunct
(310) 434-4329

Berta 'Faby' Hernandez
Payroll Specialist – Academic
(310) 434-4233