

INTERPRETING THE PARTS OF A SAMPLE SUPPORT EMPLOYEE PAY STUB

Below is a sample pay stub for a support employee who:

- o works 8 hours per day (two jobs, each 4 hours) and is a Grade S Step 10 (\$12.37 per hour)
- o is contracted for 261 days per school year
- o participates in the district insurance, with a single HealthChoice High option and HealthChoice Dental
- o elected to have American Fidelity insurance coverage deducted after-tax
- o participates in the Teachers' Retirement System
- o belongs to ESPO [please note that dues are deducted for the number of months the individual is employed]

Gross Salary Calculation for Pay Period 06071 (12914.28 / 12) + (12914.28 / 12)									
STS/EXEM S-1	Gross	Fwh	Swh	Fica/Med	RetDed	VolDed	Net	RetFringe	Tax-Wages
Current:	2,152.38	197.02	95.00	165.82	154.13	39.90	1500.51	0.00	2,013.45
Contract YTD:	2,152.38	197.02	95.00	165.82					
Calendar YTD:	14,771.17	1,337.91	649.00	1,138.13					13,819.36
Voluntary Deductions: ***Note: Your Flexible Benefit was used to offset (reduce) Deductions*** Flex Benefit Amount: 310.46									
SHE	INS-S-HC-HIGH EMP ONLY			268.46	T01	TEACHER RETIREMENT CONT			154.13
AFT	AMERICAN FIDELITY			45.10	D06	EDUCATION SUPPORT PERSONNEL			10.00
DEO	DENTAL-HC EMP ONLY			26.80					
District Paid Fringes:									
420	DIST HEALTH/FULL TIME SUPP			42.00	267	UNUM – LONG TERM DISABILITY			4.83
260	METROPOLITAN LIFE			2.60					

HOW TO ARRIVE AT THE "Net" AMOUNT

The amount of the check or direct deposit is the first entry under "Net", which is arrived at by taking Gross (gross salary), subtracting Fwh and Swh (federal and state income tax withholding), subtracting Fica/Med (Social Security and Medicare payroll taxes), subtracting RetDed (retirement deduction) and finally subtracting VolDed (voluntary deductions shown in the lower lines of the stub).

For the sample pay stub:

2,152.38 Gross
 - 197.02 Fwh
 - 95.00 Swh
 - 165.82 Fica/Med
 - 154.13 RetDed
 - 39.90 VolDed*
 1,500.51 Net Pay

* HOW PLAN PARTICIPANTS CAN FIND THEIR STATE FLEXIBLE BENEFIT:

For support employees taking district insurance, the state flexible benefit adjusts the VolDed amount. Adding up all of the non-retirement deductions listed in the lower lines of the stub and then subtracting the flex benefit yields VolDed. For the sample pay stub, non-retirement - deductions add up to: \$268.46 + 45.10 + 10.00 + 26.80 = 350.36. Subtracting the state flexible benefit (310.46) for the sample stub) yields 350.36 – 310.40 = 39.90 and thus boosts the support employee's take-home pay.

HOW TO ARRIVE AT Tax-Wages

Tax-Wages for income tax purposes is the gross salary minus non-taxable items such as retirement and Section 125 deductions, with taxable amounts not in gross salary added back in, such as the state flexible benefit.

For the sample pay stub:

2,152.38 Gross
 -154.13 TRS Contribution
 -268.46 Health Premium
 -26.80 Dental Premium
 +310.46 Flexible Benefit*
 =2,013.45 Tax-Wages

HOW TO GET Gross Salary

The Gross item is calculated by taking the usual amount for a certain Grade and Step on the salary schedule multiplied times the number of hours worked per day multiplied times the number of days worked per year and dividing that by 12. (A full-time support employee not in the insurance plan will see another term of 504 / 12, which is the district health benefit converted into taxable salary for such an employee). Then any additional compensation or payroll requisition items (overtime, etc) will also be added. The state FBA taken as salary will also be added to this amount.

The sample support employee received \$12,914.28 in salary for one job spread out over 12 months plus \$12,914.28 in salary for a second job spread out over 12 months.

DEDUCTIONS AND FRINGES

The lower part of the pay stub shows the various deductions and fringes. For the sample support employee, deductions are \$268.46 for an employee-only HealthChoice HI option health premium, \$26.80 for an employee-only HealthChoice Dental premium, \$154.13 for Teachers' Retirement Contribution, \$45.10 for American Fidelity insurance coverage and then \$10.00 for Education Support Personnel of Oklahoma dues. The sample support employee's fringes are \$42.00 for the district health benefit (those not in the state plan would instead see 504 / 12 added into their gross salary calculation), \$4.83 for the basic long-term disability coverage, and \$2.60 for life insurance. **The life insurance fringe will vary from employee to employee.**