

How to Read Your Pay Stub

2022-2023

Marin Schools Payroll System, Payroll Revolving Fund				Statement of Earnings and Deductions		
District Name	MILLER CREEK SCHOOL DISTRICT	District #11	Pay Location		Check Number	
Employee Name	<i>(your Identification goes here)</i>		Check Date		Period Ending	
Employee ID			Vacation Balance	<i>(12 month classified)</i>	Federal Exemptions	<i>(your exemption)</i>
SSN			Sick Leave Balance	<i>(in hours)</i>	State Exemptions	<i>(your exemption)</i>

Employee Earnings Detail						
Pay Type	Unit	# of Units	Rate	Current Earnings	Year to Date	
EXAMPLE: END OF MONTH PAYROLL:				Example		
NORMAL PAY	Monthly	1.00	2,000.00	2,000.00		
LONGEVITY (classified)	Monthly	1.00	35.00	35.00		
SHIFT DIFFERENTIAL (classified)	Monthly	1.00	86.25	86.25		
ADVANCED DEGREE (certificated)	Monthly	1.00	90.91	90.91		
LEADERSHIP STIPEND (certificated)	Monthly	1.00	90.91	90.91		
EXAMPLE: MID MONTH PAYROLL:				Example		
SUPPLEMENTAL PAY (extra hours)	Hourly	16.00	17.50	280.00		
EXTRA SERVICE (sub, detention, etc)	Hourly	4.00	38.28	153.12		
BTSA / PAR (certificated - 2x per year)	Monthly	1.00	625.00	625.00		
Examples of other payroll types that may be listed:						
OT			Employee Gross		Earnings and deductions for this check only	
			Total Non-taxable Deductions			
			Taxable Gross Earnings			
			Total Taxable Deductions			
			TOTAL NET PAY		\$\$ Take Home Pay \$\$	
<i>Total earnings and deductions to date for the Calendar Year</i>						

Employee Deduction Detail	Current	Year to Date	Employer Paid Detail	Current	Year to Date
<u>Non-Taxable Deductions</u>			Retirement (STRS/PERS)	This section shows what the District is paying on your behalf - per check and calendar year to date. Note: the District contributions for your dental, medical, vision and/or other insurances are paid from your Fringe Benefit Allowance.	
RETIREMENT (STRS/PERS)			Social Security		
403(b) Plans			Medicare		
125/Unreimbursed Medical			Worker's Compensation		
Kaiser or Anthem Medical			Unemployment Insurance		
VSP Vision			Delta Dental		
Total Non-Taxable Deductions			Kaiser or WHA Medical	Note: For employees on a 10 or 11 month pay schedule (includes teachers), the Employer paid part of medical, dental, and vision insurance is made on a 12 month basis (so continues through the summer).	
<u>Taxable Deductions</u>			VSP Vision		
Federal Tax			UNUM		
State Tax			Other Employer-paid Insurance		
Social Security			Managed Health Network (MHN)		
Medicare			Retiree Benefit Charges		
Union Dues			Other Post Employment Benefits	Retiree Benefit Charges & Other Post Employment Benefits are reserves set by the District to fund retiree costs.	
Net Pay Deferral				This section shows your Gross pay combined with total District paid benefits to arrive at your total compensation from the District; per check and per year to date (calendar).	
UNUM					
Credit Unions			Total Employer Paid Benefits		
Schools Rule!			Total Employee Gross		
Total Taxable Deductions			TOTAL COMPENSATION		

The bottom section is a check-like version of your net pay for the pay period.
 It includes check number (even direct deposits have check numbers) date of issue, amount in words and numbers,
 It also shows the address we have on file for you.
 Address on file is where the check (or check stub) will be mailed if not picked up at your school -
 AND where annual W-2 forms are sent.

Questions? Contact Payroll
Carol Friesen
Phone: 415-492-3712
email: cfriesen@millercreeksd.org