

Understanding Your Payroll Stub

- **Paid once a month**

We encourage you to review your check or nonnegotiable payroll stub to ensure you are correctly paid.

- **There is only one payroll cycle**

Employees that work various assignments will see multiple lines on their payroll check/stub, for example:

- Contract
- Overload/part-time pay
- non-classroom assignments
- substitute time

- **Other salary schedules**

- Contract classified
- Student work-study
- Technical and professional (adult ed - not for credit or non-credit assignments), etc.

Time worked for those assignments are reported on an hourly basis, for example:

- substitute hours
- non-classroom hours
- Special projects (must be broken down to hours for reporting purposes – divided by non-classroom rate).

BASE – Contract salary amount paid per month. Depending on your length of contract, 10 month employees are paid over 11 months. Eleven month employees are paid over 12 months.

LONGEVITY – applies to classified employees, confidential/supervisory, administrators.

GPADJ – gross pay adjustment. This will be used when an adjustment is necessary on your payroll check. For example, mid-year faculty hire or correcting overload pay.

OVERLOAD – CC – Overload assignment pay – above the contract requirements

RETRO – Pay owed employees due to change in salary schedule or step placement.

MASTRE TE-#STDNT – Additional compensation paid as result of large class bonus.

OFFSKD PY – STRS – This designation is used for off schedule payments negotiated by UF and the District, example growth retro.

TIME WORKED (Month) – For substitute work, non-classroom hours, and part-time instructors.

Check Layout

Earnings display on the left side and deductions show on the right side with the exception of Tax Sheltered annuities.

STRS deduction is tax-deferred. In addition, eligible employees may be contributing to Section 125 plan which may or may not be tax deferred. (childcare and medical)

Additional Federal and State Withholding may be deducted on a flat amount basis in addition to withholding status and number of exemptions. It cannot be done on a percentage basis. When signing up for additional withholding, please be aware that it will be deducted everytime the payroll is processed and as long as there is sufficient funds to be deducted.

ACH – automatic deposit of funds – note your specific banking institution cannot be viewed. May have multiple electronic deposits.

While you may see Sick Leave and Vacation fields on the payroll stub, our district does not use the San Diego County Office of Education Leave System. What has been negotiated for our bargaining units will not work. For sick leave balances, the District has updated the Classified leave system and is currently working on updating faculty sick leave.

The year to date figures will display on your payroll stub with some exceptions:

Additional federal and state amounts do not total correctly on the stub and therefore that total is not displayed.

Faculty Dues – mandatory. For parttime faculty 8 deductions (09-12 and 02-05). May be voting or non-voting member.