Understanding your Paycheck

Numbers below correspond with the sample to define what each box represents to employees.

1.Basic Information
This includes your name and home mailing address.

2.Pay Information
This includes pay group, the pay period begin and end dates, business unit , advice number and the check date.

3.Employee Basic Information
This includes your employee ID number, the department number and name of your department, where your department is located, your job title and your pay rate.

4.Tax Data
Here you will see the status you have designated for your federal and state taxes, which in turn determines how much federal and state taxes are withheld from your paycheck.

5.Hours and Earnings
This box reflects how many hours you worked for the specified pay period. It shows other hours and earnings such as overtime, holiday hours, ETO hours, and holiday premium. It also indicates any dollar amount earnings such as bonuses or on call dollars. (Reference the next page for specific earning categories.)

6.Taxes
Based on the information in box 4, this show how much is being withheld for taxes. You will see federal and state withholding in addition to FED/MED/EE, which is Medicare tax and FED OASDI/EE, which is Social Security tax.

7.Before-Tax Deductions
These are deductions you have elected for Jefferson benefits. Deductions listed in this box are taken from your gross wages before taxes, thereby decreasing your federal taxable gross wages.

8.After-Tax Deductions
These are deductions you have elected for Jefferson benefits. Deductions listed have no effect on your Federal taxable gross wages.

9.Employer Paid Benefits
These are benefits paid by Jefferson.

10.Totals
This box gives you the Total gross, Total Federal Taxable Gross, Total Taxes, Total Deductions and Net Pay for the current pay.

11.Year to Date Leave Balances
This box reflects leave balances broken down by hours carried over from previous year, YTD hours taken, YTD hours earned, YTD hours adjusted and the End Balance.

12.Net Pay Distribution
This is your net earnings for the pay period. If you have more than one account set up for direct deposit, you will see each account and the amount deposited to each here

13.Check Information
Deposit amount, Employee name, home address, and department location.