



Your Paycheck/Direct Deposit Advice

Employee ID

The number listed is your Employee ID in the HR System. Your Site's number and name is also listed here. Your location represents the location where your check will be delivered.

Employee Information

This block contains your name and mailing address.

Hours and Earnings

This block displays current and year to date earnings. All earnings are listed here. Days you do not report to work will be displayed as negative numbers. These will generally be offset by a positive number from your accruals listed in the bottom portion.

Pay Period

Regular monthly salary payments are for the work period from the beginning to the end of the month. Hourly assignment pay periods are from the 11th of one month through the 10th of the current month. At times this result in two listings for the same Job Title, one listing for each part of the month being paid.

Before Tax Deductions

The items here are deducted from your gross pay before any deductions or withholding.

Totals

This row lists your current and year-to-date Total Gross (total earnings before any deductions or withholdings), Federal Taxable Gross (total earnings minus before-tax deductions), Total Taxes (total taxes withheld), Total Deductions (total deductions taken), and Net Pay (your earnings after deductions and withholdings).

Employer Paid Benefits

These items are Benefits paid by your Employer.

Pay Period

These are the beginning and end dates of the current Pay Period.

Paycheck/Direct Deposit Advice

This number is the reference number for your pay advice. If you receive a check, it will list the check number. If you are utilizing direct deposit, the advice number will be listed. The check date is the pay date.

Tax Data

The Federal and California tax withholding status is listed here. If you withhold any additional amount that amount will also be listed. If you need to change your tax data, please contact Human Resources.

Taxes

Your current and year to date withholdings for Federal and California taxes are listed here.

After-Tax-Deductions

Any additional deductions withheld from your pay are listed here. These include union dues and additional insurance.

Leave Accrual

Vacation and sick time accruals and balances are listed here. Most teachers will have their sick time credited in a lump sum at the start of the school year.

Payment Distribution

This block lists the account(s) that were credited with your net earnings. Your account type, masked account number and the total deposit are reflected.

Kern High School District 5801 Sundale Avenue Bakersfield, CA 93309-2924 (661) 827-3100			Pay Group: CER-Certificated Pay Begin Date: 01/01/2017 Pay End Date: 01/31/2017			ADVICE #: ADVICE Date: 01/31/2017					
BAKERSFIELD, CA 93306-2239			Employee ID: Department: Location:			TAX DATA: Federal CA State Marital Status: Married Married Allowances: 0 0 Addl. Pct.: Addl. Amt.:					
HOURS AND EARNINGS											
Job Title	Description	Period Pay	Rate	Current Hours	Earnings	YTD Hours	YTD Earnings				
Teacher- 10 Month	Reg earns	01/01/2017 01/31/2017	70.4174		9,423.13		9,525.56				
BTSA SUPPORT PROVIDER-3	Btst 3	01/01/2017 01/31/2017			600.00		600.00				
Department Chair 3%	De 3%	01/01/2017 01/31/2017			282.69		282.69				
JOINT COMMITTEE MEMEBER	Joint comm	01/01/2017 01/31/2017			272.73		272.73				
Subject Area Facilitator	Saf	01/01/2017 01/31/2017			94.23		94.23				
DIRECTOR OF ASSEMBLIES.015	Reg earns	01/01/2017 01/31/2017	0.5417		102.43		0.00				
Other Services Hourly	Other serv	12/01/2016 12/31/2016	100.0000	1.00	100.00	1.00	100.00				
Total:					425.00	10,875.21	425.00	10,875.21			
BEFORE-TAX DEDUCTIONS			TAXES			AFTER-TAX DEDUCTIONS					
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD			
STRS	1,114.71	1,114.71	Fed Withholding	1,549.71	1,549.71	SLIFE	10.80	10.80			
			CA Withholding	490.94	490.94	Mestmaker Cancer - CER	5.20	5.20			
						CA ASSOC OF HLTH P E & REC	7.50	7.50			
						INC. PROTECTION/DISABILITY	56.29	56.29			
						KERN HI TEACHERS ASSC DUES	130.30	130.30			
						LONG TERM CARE 1	186.60	186.60			
						PRUDENTIAL AD & D LIFE INS	5.40	5.40			
						SHAFTER HIGH FUN FUND	20.00	20.00			
Total:			Total:			Total:					
1,114.71 1,114.71			2,040.65 2,040.65			422.09 422.09					
TOTAL GROSS			FED TAXABLE GROSS			TOTAL TAXES			TOTAL DEDUCTIONS		
Current: 10,875.21			9,760.50			2,040.65			1,536.80		
YTD: 10,875.21			9,760.50			2,040.65			1,536.80		
EMPLOYER PAID BENEFITS			ACCRUALS			DIRECT DEPOSIT DISTRIBUTION					
Description	Current	YTD	VACATION		SICK	Account Type	Account Number	Deposit Amount			
Medical	1,515.60	1,515.60	Start Balance:	0.00	3,020.87	Savings	*****0863	1,400.00			
Dental	132.96	132.96	Earned:	0.00	0.00	Checking	*****0147	5,897.76			
Vision	25.08	25.08	Taken:	0.00	0.00						
Life	10.10	10.10	Adjustments:	0.00	0.00						
STRS	1,368.10	1,368.10									
End Balance:				0.00	3,020.87	Total:			7,297.76		

MESSAGE:

Paycheck Advice FAQ

Why is the rate different on my contract (Teacher- 10 Month) payline from month to month?

For teachers, the District has agreed to pay the annual salary in 11 equal, monthly, installments throughout the year. Since the number of workdays in a month varies, we have to change the rate on this line every month so the end result is the same for each paycheck. By doing this, you receive the same amount of money for your teaching assignment in August, October, and June, even though the workdays in each of those months is very different. (August has 13, October has 21, and June only has 2 workdays during the 2016-2017 school year.)

Job Title	Description	Begin Date	End Date	Rate	Hours	Earnings
Extended Day	Extended d	01/01/2017	01/31/2017	57.8655	2.00	115.73
Teacher- 10 Month	Reg earns	01/01/2017	01/31/2017	48.5584		6,498.00
Department Chair 5%	De 5%	01/01/2017	01/31/2017			324.90
Extended Day	Extended d	12/01/2016	12/30/2016	57.8655	10.00	578.66

Why do I see multiple instances of my hourly assignments?

Hourly assignments, such as Extended Day or Home Instruction, will often be displayed twice (or more) on your paycheck. This is because these types of assignments are paid from the 11th of one month through the 10th of the next month. Your paycheck covers a pay period from the first day for the month through the last day of the month. In the example below, the Teacher- 10 Month assignment is being paid for the entire month of January. In the first line, 2 hours of Extended Day is being paid for the January pay period (the 1st through the 10th) and 10 hours are being paid for the December pay period (the 11th through the 31st).

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Department Chair 5%	De 5%	01/01/2017	01/31/2017			324.90
Extended Day	Extended d	12/01/2016	12/30/2016	57.8655	10.00	578.66

Why do I not see rates for some of my earnings?

Several stipend positions are based on percentages of salary and not tied to a specific amount or rate of pay. In the example below the individual has a job titled “Department Chair 5%.” The compensation for this job, over the course of the year, will equate to 5% of the salary. Since this is based on a percentage of earnings the paycheck will not display a rate or hours for this assignment.

Job Title	Description	Begin Date	End Date	Rate	Hours	Earnings
Extended Day	Extended d	01/01/2017	01/31/2017	57.8655	2.00	115.73
Teacher- 10 Month	Reg earns	01/01/2017	01/31/2017	48.5584		6,498.00
Department Chair 5%	De 5%	01/01/2017	01/31/2017			324.90
Extended Day	Extended d	12/01/2016	12/30/2016	57.8655	10.00	578.66

What is Leave Time and how is it displayed on the paycheck?

In order to receive a full paycheck you have to account for all of the hours during the pay period. On most days you are at work, but if you miss work, this is commonly referred to as Leave Time. For most employees this usually means Sick Time or Personal Necessity. (For a complete list of leaves consult your collective bargaining agreement.) The “Hours and Earnings” section of the paycheck displays the Leave Time being accounted for in this pay period. You will see in the example below the employee was sick for one day resulting in a deduction on the first highlighted line. That same amount of time (and money) is then credited back to the employee in the next line titled Sick leave. At times the Leave Time calculations will be delayed because it is reported like other hourly assignments, from the 11th of one month through the 10th of another. So, just like with hourly assignments, Leave Time could be listed more than once on your monthly check.

Job Title	Description	Begin Date	End Date	Rate	Hours	Earnings
Teacher- 10 Month	Reg earns	01/01/2017	01/31/2017	53.1291		7,109.64
Teacher- 10 Month	Reg earns	12/01/2016	12/31/2016	53.1291	- 8.00	- 425.03
Sick Leave	Sick leave	12/01/2016	12/31/2016	53.1291	8.00	425.03

Why are my Year to Date (YTD) earnings in the current month less than my monthly earnings?

The YTD earnings are an accumulation of the money you have been paid for each individual Job Title assigned to you. When totaling hours and payments, the Job Title includes includes leave time such as “Sick Leave.” In the example below, the individual was paid a total of \$7,109.64 for the month. Of those earnings, \$6,684.61 were for the hours the employee actually worked. The other \$425.03 is paid through the use of Sick Leave and is credited to that Job Title. The subtraction and addition of earnings balances out, but the earnings are more accurately accounted for with this process.

Job Title	Description	--- Period Pay ---		----- Current -----			----- YTD -----	
		Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
Teacher- 10 Month	Reg earns	01/01/2017	01/31/2017	53.1291		7,109.64		6,684.61
Teacher- 10 Month	Reg earns	12/01/2016	12/31/2016	53.1291	- 8.00	- 425.03		0.00
Sick Leave	Sick leave	12/01/2016	12/31/2016	53.1291	8.00	425.03	8.00	- 425.03
Total:						7,109.64	248.00	7,109.64