

# PeopleSoft

## Paycheck – Working Backwards

*Version 1.0 | Updated February 25, 2016*

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For additional information about this publication please contact Peyri Herrera, Customer Resource Center Director.  
Contact information: [pherrera@sdcoe.net](mailto:pherrera@sdcoe.net), (858) 569-5463.

# Sample PeopleSoft Paycheck

This is a sample PeopleSoft paycheck. See p.2 for details about how to read the paycheck. Refer to p.7 for information about the color coding (for district office staff who handle data entry).

		Human Resources	Payroll																																																											
		Benefits	Absence Mgmt																																																											
<b>Public School District</b> 555 Main St San Diego, CA 92101		<b>Pay Group:</b> 20M-La Mesa-Spring Pay Group <b>Pay Begin Date:</b> 05/01/2015 <b>Pay End Date:</b> 05/31/2015	<b>Business Unit:</b> 02000 <b>Advice #:</b> 000000000023611 <b>Advice Date:</b> 05/29/2015																																																											
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<b>Pat Mae Benatar</b> 1234 Love Is A Battlefield Ln San Diego, CA 92111	<b>Employee ID:</b> 123456 <b>Department:</b> 523-Extended School Services <b>Location:</b> La Mesa-Spring Valley SD	<b>TAX DATA:</b> <b>Marital Status:</b> Married <b>Allowances:</b> 4 <b>Addl. Percent:</b> <b>Addl. Amount:</b>	<b>Federal</b> <b>CA State</b> <b>Married</b> <b>4</b> <b>4</b> <b>3</b>																																																											
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MESSAGE:

# How to Read the Paycheck

Box	Description	Fields
1	Payroll Information <i>Consists of payroll information.</i>	<ul style="list-style-type: none"> <li>▪ <b>Employer name and business address</b></li> </ul>
		<ul style="list-style-type: none"> <li>▪ <b>Pay Group:</b> M (Salaried Employee), P (Hourly Employee), R (Retired Employee), E (Exception Hourly)</li> <li>▪ <b>Pay Begin Date and Pay End Date:</b> The current monthly payroll cycle</li> </ul>
		<ul style="list-style-type: none"> <li>▪ <b>Business Unit:</b> The school district's identifier within San Diego County</li> <li>▪ <b>Advice Number:</b> The number assigned to the employee's pay advice, similar to a check number</li> <li>▪ <b>Advice Date:</b> The payroll issue date</li> </ul>
2	Employee Information <i>Displays employee information.</i>	<ul style="list-style-type: none"> <li>▪ <b>Employee Name:</b> The name of the employee</li> <li>▪ <b>Employee Address:</b> The address of the employee</li> </ul>
		<ul style="list-style-type: none"> <li>▪ <b>Employee ID:</b> The employee's issued employee identification number</li> <li>▪ <b>Department:</b> The employee's primary department</li> <li>▪ <b>Location:</b> The employee's primary location</li> </ul>
3	Tax Data <i>Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.</i>	<ul style="list-style-type: none"> <li>▪ <b>Marital Status:</b> Marital status of the employee for tax withholding purposes</li> <li>▪ <b>Allowances:</b> Withholding allowances selected for Federal and State</li> <li>▪ <b>Addl Percent and Addl Amount:</b> Additional withholdings</li> </ul>
4	Hours and Earnings <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.</i>	<ul style="list-style-type: none"> <li>▪ <b>Regular monthly base salary:</b> Includes base pay and any extra pay (Multiple Components of Pay) for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc.</li> <li>▪ <b>Additional Pays:</b> Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately</li> </ul>
5	Taxes <i>Shows how much is being withheld for taxes.</i>	<ul style="list-style-type: none"> <li>▪ <b>Fed Withholding:</b> Federal income tax withheld</li> <li>▪ <b>Fed MED/EE:</b> Employee portion of Medicare</li> <li>▪ <b>Fed OASDI/EE:</b> Employee's portion of Social Security</li> <li>▪ <b>State Withholding:</b> State income tax withheld</li> </ul>
6	Before and After Tax Deductions <i>Shows the before and after tax deductions.</i>	<ul style="list-style-type: none"> <li>▪ <b>Before-Tax Deductions:</b> Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding</li> </ul>
		<ul style="list-style-type: none"> <li>▪ <b>After-Tax Deductions:</b> Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages</li> </ul>

Box	Description	Fields
7	Employer Paid Benefits <i>Shows employer paid deductions.</i>	<ul style="list-style-type: none"> <li>▪ <b>Employer Paid Deductions:</b> Items listed in this box are District paid deductions. PeopleSoft refers to these deductions as Nontaxable Deductions.</li> <li>▪ If any amounts are included as taxable income they will be indicated with an asterisk.</li> </ul>
8	Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i>	<p>See <i>Calculating the Pay</i> on p.4 for sample calculations.</p> <ul style="list-style-type: none"> <li>▪ The <b>Current</b> row refers to gross pay less current deductions. The <b>YTD</b> row refers to the total gross received for the calendar year and includes the current amount.</li> <li>▪ <b>Total Gross:</b> The gross pay received</li> <li>▪ <b>Fed Taxable Gross:</b> Gross pay minus any pre-tax deductions plus any employer paid taxable benefits</li> <li>▪ <b>Total Taxes:</b> The total of Federal and State withholdings</li> <li>▪ <b>Total Deductions:</b> The total of the before tax and after tax deductions</li> <li>▪ <b>Net Pay:</b> The gross pay less deductions and tax withholdings paid to the employee</li> </ul>
9	Absences Balances <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i>	<ul style="list-style-type: none"> <li>▪ Balances are displayed in hours.</li> </ul>
10	Net Pay Distribution <i>Shows net earnings for the pay period.</i>	<ul style="list-style-type: none"> <li>▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown</li> </ul>

## Calculating the Pay



**Pat Benatar** is an employee at District 20. Her net pay in May 2015 was \$8961.89. How was it calculated?

### Summary (Box 8)

This summary appears toward the bottom of the paycheck stub.

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	13,741.25	11,674.15	2,519.46	2,259.90	8,961.89

**Total Gross = \$13,741.25**

### Salary + MCOPs + Additional Pays = Total Gross (Box 4)

Pat's base pay is **\$12,941.25**, which is a combination of her salary of **\$12,325.00** + **\$616.25 Longevity pay** (called a "Multiple Component of Pay", included in her base pay and not called out explicitly on her paycheck stub). She also receives a **\$400 auto allowance** and a **\$400 expense allowance** (both called "Additional Pays"). Her total gross is \$13,741.25.

Salary	\$12,325.00
Longevity Pay (MCOP – <i>part of base pay</i> )	+ \$616.25
<b>Base Pay</b>	<b>\$12,941.25</b>
Auto Allowance (Additional Pay)	+ \$400.00
Expense Allowance (Additional Pay)	+ \$400.00
<b>Total Gross (Box 4)</b>	<b>\$13,741.25</b>

**Fed Taxable Gross = \$11,674.15**

Total Gross (Box 4) – Before-Tax Deductions (Box 6A) + Taxable Employer Paid Benefits (starred items in Box 7) = Fed Taxable Gross

Total Gross (Box 4)	\$13,741.25
Before-Tax Deductions (Box 6A)	- \$2,110.10
Taxable Employer Paid Benefits (Box 7 starred)	+ \$43.00
<b>Fed Taxable Gross</b>	<b>\$11,674.15</b>

**Total Taxes = \$2,519.46**

Box 5 = Total Taxes

Add all taxes that appear in Box 5.

Fed Withholding	\$1,705.00
Fed MED/EE	+ \$184.56
CA Withholding	+ \$629.90
<b>Total Taxes (Box 5)</b>	<b>\$2,519.46</b>

**Total Deductions = \$2,259.90**

Box 6A + 6B = Total Deductions

Before-Tax Deductions (Box 6A)	\$2,110.10
After-Tax Deductions (Box 6B)	+ \$149.80
<b>Total Deductions</b>	<b>\$2,259.90</b>

**Net Pay = \$8,961.89**

Total Gross – (Total Taxes + Total Deductions) = Net Pay

Total Gross	\$13,741.25
Total Taxes (\$2519.46) + Total Deductions (\$2259.90)	- \$4,779.36
<b>Net Pay</b>	<b>\$8,961.89</b>

## Screens Used

From HR Classes	<ul style="list-style-type: none"> <li>• <b>Job Data:</b> Main Menu &gt; Workforce Administration &gt; Job Information &gt; Job Data</li> <li>• <b>Personal Information:</b> Main Menu &gt; Workforce Administration &gt; Personal Information &gt; Personal Information</li> <li>• <b>Add/Update Position Info:</b> Main Menu &gt; Organizational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</li> </ul>
From Payroll Class	<ul style="list-style-type: none"> <li>• <b>Update Employee Tax Data:</b> Main Menu &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Tax Information &gt; Update Employee Tax Data</li> <li>• <b>Additional Pay:</b> Main Menu &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Create Additional Pay</li> <li>• <b>Request Direct Deposit:</b> Main Menu &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Request Direct Deposit</li> <li>• <b>Create General Deductions:</b> Main Menu &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Deductions &gt; Create General Deductions</li> </ul>
From Benefits Class	<ul style="list-style-type: none"> <li>• <b>Current Benefits Summary:</b> Main Menu &gt; Benefits &gt; Review Employee Benefits &gt; Current Benefits Summary</li> <li>• <b>Create General Deductions</b> – ALREADY LISTED</li> </ul>
From Absence Management Classes	<ul style="list-style-type: none"> <li>• <b>Results by Calendar:</b> Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Review Absence/Payroll Info &gt; Results by Calendar</li> </ul>



## Finding the Information in PeopleSoft HCM

Use this table to map the PeopleSoft paycheck fields and information to the screens where the data were entered (or can be found). The boxes (1B, 2A, 2B, for example) and color coding correspond to the sample paycheck on p.1. The last column shows the name of the PeopleSoft HCM screen and the navigation to that screen.

HR = Human Resources      BN = Benefits  
PR = Payroll      AM = Absence Mgmt

Box	Information	HR	PR	BN	AM	PeopleSoft Screen
1B	Pay Group	●				<b>Job Data (Payroll Tab)</b> Main Menu > Workforce Administration > Job Information > Job Data
2A	Name, Address	●				<b>Personal Information</b> Main Menu > Workforce Administration > Personal Information > Personal Information
2B	Employee ID, Dept, Location	●				<b>Add/Update Position Info (Description Tab)</b> Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info  <b>Job Data (Work Location Tab)</b> Main Menu > Workforce Administration > Job Information > Job Data
3	Tax Data (Federal, State)	●	●			<b>Update Employee Tax Data</b> Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data  <b>Job Data (Payroll Tab)</b> Main Menu > Workforce Administration > Job Information > Job Data <i>To establish FICA status</i>
4	Hours and Earnings	●	●			<b>Job Data (Compensation Tab)</b> Main Menu > Workforce Administration > Job Information > Job Data <i>The Compensation tab includes all pay, including MCOP (masters stipend, bilingual stipend); MCOPs are included in the base pay and do not show on the paycheck as a separate line item.</i>  <b>Job Data (SDCOE Job Data Tab)</b> <i>The checkboxes determine the months an employee doesn't get paid.</i>  <b>Additional Pay</b> Main Menu > Payroll for North America > Employee Pay Data USA > Create Additional Pay

Box	Information	HR	PR	BN	AM	PeopleSoft Screen
5	Taxes		●			<b>Request Direct Deposit</b> Main Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit
6A	Before-Tax Deductions			●		<b>Current Benefits Summary (Benefit Deduction Summary Tab)</b> Main Menu > Benefits > Review Employee Benefits > Current Benefits Summary <i>These are standard benefits enrollments.</i> <b>NOTE:</b> STRS/PERS deductions are not managed by the district. No data entry necessary.
6B	After-Tax Deductions		●	●		<b>Create General Deductions</b> Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions <i>General Deductions can be managed by Payroll or could be voluntary benefits.</i>
7	Employer Paid Benefits		●	●		<b>Current Benefits Summary (Benefit Deduction Summary Tab)</b> Main Menu > Benefits > Review Employee Benefits > Current Benefits Summary <b>NOTE:</b> STRS/PERS deductions are not managed by the district. No data entry necessary.  <b>Create General Deductions</b> Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions <b>NOTE:</b> You must manually enter Workers Comp for every employee
8	Totals					<b>See p.4 for sample calculations.</b>
9	Absence Balances	●			●	<b>Job Data (Payroll Tab)</b> Main Menu > Workforce Administration > Job Information > Job Data  <b>Results by Calendar (Accumulator Tab)</b> Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Results by Calendar
10	Net Pay Distribution		●			<b>Request Direct Deposit</b> Main Menu > Payroll for North America > Employee Pay Data USA > Request Direct Deposit