

How to read your Herscher CUSD2 Paystub

*Your password: last 4 of your SSN

Section 1 Items:

This box shows your Federal and State exemptions per your W4.

'Marital Status' is NOT your current marital state. It represents your withholding.

If you elected to have extra Federal or State taxes taken out, that will show here.

Available column: amount of sick, personal, or vacation time you have available.

Used column: amount of sick, personal or vacation time used this pay period.

Check Information shows your building and/or dept, the payroll date and your check or direct deposit number.

Payroll Period:			Available	Used	Check Information
Fed. Exmpt:	0	Extra Fed Tax:		0.00	Location:
State Exmpt:	0	Extra State Tax:		0.00	Date:
Local Exmpt:	0	Taxing State: IL		0.50	Number:

Section 2: Pay Summary

Benefits: Lists all the benefits Herscher CUSD2 pays on your behalf each check.

Deductions: Lists all deductions such as insurance and retirement contributions elected.

Totals: Total deductions represent that amount of deductions.

Net Pay: Your wages after taxes and other deductions.

Current column: Amount of each item that was either deducted or paid as a benefit for this payroll.

Calendar To Date column: Total paid or deducted this calendar year. (Jan 1 – Dec 31)

School Year to Date column: Total paid or deducted from the start of your contract.

Pay Summary				
Description	Deduction or Benefit	Current	Calendar to Date	School Year to Date
Gross Earnings		\$	\$	\$
Taxable Gross Earnings		\$	\$	\$
Federal Tax		\$	\$	\$
FICA Tax		\$	\$	\$
State Tax IL		\$	\$	\$
Benefits				
11 - IMRF Reg Tier 1		\$	\$	\$
12 - 24 Life Insurance Benefit		\$	\$	\$
27 - 24 HRA		\$	\$	\$
22 - 24 Non Cert Health Benefit		\$	\$	\$
Matching FICA		\$	\$	\$
Deductions				
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Totals				
TOTAL DEDUCTIONS		\$	\$	\$
Net Pay		\$	\$	\$

Section 3: Gross Pay Detail:

Account Description: Your current job title.

Gross Pay: Amount of pay for this pay period for each job title you have. Some of you may notice that your title is listed twice with 2 different amounts. This is due to your contract being split between multiple accounts on the accounting side. This section will also list any extra duties you were paid for on this payroll.

Regular: Number of hours worked for hourly employees.

Over Time: Number of hours of OT worked this pay period.

Rate of Pay: Your hourly wage. If paid on a contract (i.e. get paid the same amount each pay period) you will see \$0.00. Your amount of money is represented in the Gross Pay area.

Gross Pay Detail							
Date	Account Description	Gross Pay	Adjustments	Units	Regular	Over Time	Rate of Pay
		\$	\$0.00	0.00	0.00	0.00	\$0.00

Section 4: Direct Deposit:

Lists the bank information where your pay is deposited into by the last 4 digits of the routing and account numbers. Lastly, it shows the amount being deposited into your account(s).

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