



**LACKLAND**  
Independent School District

Everything YOU Need to Know...  
About Your Paystub



# Understanding Your Paystub

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- Your paystub is titled Employee Wage and Earnings Statement.
- There are seven (7) major sections in your Wage and Earnings Statement you should understand
  - Pay date and Pay Period
  - Name and Address – Next pay date
  - Earnings and Deductions
  - Supplemental Pay
  - Deductions
  - Bank deposit information
  - Leave Information





# Pay Date & Pay Period

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- The pay date should reflect the date you receive your paycheck
- The period begin and end dates reflect the period of time covered by the paycheck

ate Run: 03-31-2015 8:33 AM

Employee Wage and Earnings Statement

Program: HRS2500

nty Dist: 015-913

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Page: 1 of 1

Emp Nbr: [REDACTED]

Frequency: 6

Primary Campus: 101 - LACKLAND ELEMENTARY SCHOOL

Employee Name: [REDACTED]

Pay Campus: 101 - LACKLAND ELEMENTARY SCHOOL

Check Nbr: 048762

Withhold Stat: M

Exempt: 0

Pay Date: 03-25-2015

Period Begin: 03-01-2015

Period End: 03-31-2015





# Name & Address & Next Pay Date

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- Verify that the name is your correct, full name (no nicknames)
- Verify your mailing address
  - Keep it current at all times
  - Submit changes to the HR Department
- Make note of the next pay date
  - At times, the dates are earlier than normal due to work holidays
  - Refer to the Pay Date Schedule in the Compensation Handbook





# Earnings & Deductions

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- The column titled This Period is for the paycheck
- The column titled Calendar YTD is for the time period from January 1<sup>st</sup> through December 31<sup>st</sup> of each tax year
- Net Pay is the amount that should be deposited to the bank of your choice via direct deposit on the pay date.





# Earnings & Deductions

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- Earnings may include:
  - Standard Gross – this is your base pay
  - Supplemental Pay
  - Overtime Pay
  - Absence Refund
  - Taxed Fringe Benefits (such as prizes)
  - Earned Income Credit
  - Non-TRS Compensation





# Earnings & Deductions

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- Deductions may include:
  - Absence Deductions – if you exhaust your paid leave
  - Withholding Tax (IRS Taxes)
  - FICA & Medicare Tax (Social Security)
  - TRS Salary Reduction (TRS Deposit)
  - Total Other Deductions – listed under This Period to the right of the statement





# Earnings & Deductions

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Earnings & Deductions	This Period	Calendar YTD 2015	Job Code	Units	Pay Rate	This Period
			1100-TEACHER, BACHELOR		4,162.50	4,162.50
Standard Gross:	4,162.50	12,467.50	<b>Total Standard Gross:</b>			<b>4,162.50</b>
Supplemental Pay:	125.00	125.00	*****			
Overtime Pay:	.00		<b>Supplemental Type</b>		<b>This Period</b>	
Absence Refund:	.00		MN - MATH TUTOR NR			125.00
Taxed Fringe Benefits:	.00	.00	<b>Total Supplemental Pay:</b>			<b>125.00</b>
Earned Income Credit:	.00	.00	*****			
Non-TRS Taxable:	.00	.00				
Non-TRS Non-Taxable:	.00	.00				
TRS Supplemental:	.00	.00				
<b>---Total Earnings:</b>	<b>4,287.50</b>	<b>12,612.50</b>				
Absence Deductions:	.00					
Withholding Tax:	415.64	1,211.92				
FICA Tax:	265.83	781.99				
Medicare Tax:	62.17	182.89				
TRS Salary Red:	287.26	845.04				
TRS Insurance:	.00	.00				
Total Other Deductions:	94.64	311.92				
<b>---Total Deductions:</b>	<b>1,125.54</b>	<b>3,335.76</b>				
<b>---Net Pay:</b>	<b>3,161.96</b>					
Non-TRS Non-pay Taxable:	.00	.00				
Non-TRS Non-pay Non-Taxable:	.00	.00				
*****						
			<b>Other Deductions</b>	<b>Cafe</b>	<b>This Period</b>	<b>Emplr Contrib YTD 2015</b>
			025 - ACTIVECARE I-HD		.00	325.00
			018 - FIRST FINANCIAL	Y	.00	135.00
			027 - GROUP TERM LIFE		.00	6.00
			085 - INCOME REPL #85		94.64	.00
			028 - MET-LIFE DENTAL	Y	.00	33.18
			032 - TX CLASSROOM		.00	28.00
			<b>Total Other Deductions:</b>		<b>94.64</b>	<b>499.18</b>
			*****			





# Supplemental Pay

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- All supplemental pay shall be paid through the normal payroll process subject to the established pay dates and payroll deadlines on the employee's regular paycheck.
- Monthly-paid staff
  - **Supplemental Pay Forms are due to Payroll within 5 days of the duty being performed**
- Semi-monthly paid staff
  - **Supplemental pay shall be based on the employee's timekeeping records based on the pay periods for each pay date**





# Deductions

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- Some deductions are mandatory
  - Withholding tax
  - FICA & Medicare tax
  - TRS Deposit (excludes substitute staff)
- Some deductions are voluntary
  - Other Deductions may include
    - Group Health Insurance (TRS ActiveCare)
    - First Financial (FSA Account)
    - Group Term Life
    - Met-Life Insurance
    - Other voluntary deductions





# Bank Deposit Information

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- Bank Name
  - You can deposit your paycheck to any US bank
- Account Type
  - You can deposit your paycheck to a checking or savings account
- Account Number
  - Is not printed on your pay stub for security reasons, but if your account number changes, please notify Payroll immediately to avoid a delay in payment
- Amount
  - The amount of the deposit to your account(s) - The total should match your Net Pay





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# Leave Information

- Leave Type
  - Refer to the Leaves & Absences presentation for information regarding the different leave types
- Units Used This Period
  - Leave used during the pay period (refer to the pay periods in the Compensation Handbook)
- Balance
  - The amount of leave remaining (recent leave used will not be reflected until the next paycheck)
- Units Used Year to Date
  - Amount of leave you have used during the current school year



# Leave Information

Leave Type	Units Used This Period	Balance	Units Used Year To Date
03 - LOCAL SICK	1.000	3.000	2.000
05 - STAFF DEV/WORKSHOP	1.000	.000	4.500
08 - ST. PERSONAL	.000	3.500	1.500
09 - SCHOOL BUSINESS	.000	.000	.000
55 - EXTENDED LEAVE	.000	.000	.000

**NOTE: Your pay stub may not include all leave types on this illustration.**



# Things to Do....

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- Review YOUR paystub when you receive it
  - Paystubs for employees are emailed at least 1 day prior to payday
  - Paystubs for substitute employees are mailed to their address at least 1 day prior to payday
- Keep a copy of your paystub for future reference
  - File by school year on your computer, jump drive or in a paper file





# And, the Most Important Thing.....

- Visit your Payroll Department if you have any questions about your paystub



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# Questions

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Submit your questions via email to:  
[estrada.r@lacklandisd.net](mailto:estrada.r@lacklandisd.net)