

PAYCHECK STUB

This page is provided to explain the information contained on the paycheck earnings statement. Individual statements will differ depending on the type of pay and deductions individual employees receive. It is important to review the information on your paycheck statement, especially when changes have been made affecting your pay.

The following information is found in the first (top) section:

EMPLOYEE ID – your six-digit employee identification number in the Payroll Personnel System (PPS) will appear under your name.

MAIL CD – UCSD internal mail code indicating the department your statement is mailed to.

DATE – the end date for the pay period for which you are being paid.

DISP – 3 indicates a paper check, 1 indicates your direct deposit request has been initialized, and 0 indicates your direct deposit setup is in a pre-note process and will become valid on your next regular paycheck.

FED EX – indicates your federal tax filing status, S = single and M = married, and your number of personal allowances as indicated on your UC W-4/DE 4 form or as updated on the UC For Yourself online service.

STA EX - indicates your state tax filing status, S = single, M = married, and H = Head of Household, and your number of personal allowances and additional state itemized withholdings as indicated on your UC W-4/DE 4 form or as updated on the UC For Yourself online service.

The following table displays special withholding allowance conditions:

999:	The employee is (1) a non-resident of the U.S. living outside the country and exempt from income tax AND income tax reporting OR (2) the employee is on a tax treaty. <i>For Payroll Use Only.</i>
998:	The employee is exempt from income tax withholding because the employee claimed exempt on the W-4. This condition must be renewed by February 15 th of every year.
997:	The employee is living AND working outside the state of California and is therefore claiming exempt from California income taxes. If the employee is a resident of another state for tax purposes, the employee may be subject to Out of State Withholding. Employees subject to Out of State withholding will have taxes reported and withheld for the state of residence. For more information contact the Payroll Office, (858) 534-3247.

CHK # - Check Number.

Your statement includes the following two rows, 1) **CURRENT** and 2) **YEAR-TO-DATE** that is utilized to summarize the following information:

GROSS EARNINGS – 1) current summary of pay period gross earnings and 2) year to date total gross earnings for the calendar year.

TAXABLE EARNINGS - 1) This is the portion of your gross pay that is taxable for federal and state withholding purposes. To calculate, take your gross earnings and subtract all tax deferred and pretax deductions such as 403(b), Defined Contribution Plan (retirement), Dependent Care, Health Care Reimbursement Account, Parking, Vanpool, and out of pocket health premiums. 2) Year to date total taxable earnings for calendar year.

TAXES – 1) summarizes the following taxes withheld on your current paycheck; Federal tax, State tax, OASDI tax, and Medicare tax. 2) Year to date summary of all taxes withheld for the current year.

RETIREMENT – will display the total amount of your Defined Contribution Plan and 403(b) plan withholdings.

OTHER DEDUCTIONS – current pay period total of employee paid deductions.

NET PAY - your net pay for the current pay period. Gross Earnings minus Taxes, Retirement, and Other Deductions equals Net Pay.

Pay Section:

TYPE OF PAY - a Description of Service (DOS code) listing of each type of pay included in this pay check, such as Regular, Overtime Premium, Shift Differential, etc. For a listing of all local DOS Codes please see the Related Link on the Paycheck Overview page.

HRS/% - the hours (HRS) or percent (%) you are being paid for each type of pay.

RATE – your rate of pay for each pay type.

AMOUNT - the gross amount paid for each pay type.

Note: * **Remaining** –this message will be encountered when a line or lines of information will not be displayed due to a limit of lines available in your statement. This may occur in the following sections, Type of Pay and Deductions. You will be directed to following instructions printed near the bottom of your statement:

* Earnings / Deduction exceeds max # lines. See URL <https://atyourserviceonline.ucop.edu/ayso/>

This website will allow you to login and see your complete pay advice (earnings statement).

DEDUCTION – lists the name and amount of each deduction from your pay.

UC CONTRIBUTIONS – lists the amount of each contribution the University made on your behalf to your Medical, Dental, Vision insurance coverage's.

YEAR TO DATE - a summary of your deductions withheld for the current calendar year.

** Try Direct Deposit and save time each payday! See our How to Sign up for Payroll Direct Deposit link or call (858) 534-0665 for more information. Also check out our Direct Deposit Earnings Statement and see the additional pay check information that can be available to you.