

# Pittsburgh Public Schools


Paystub Sample  
Full-Time Substitute

CHECK STUB							Advice Amount: \$1,606.07				
EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO					
A 12345	SMITH, JANE	B GREENFIELD K-8 (137)	SM	C 03/31/2022	03/31/2022	54321					
EARNINGS		RATE	DAYS/HS	G CURRENT	H YTD	DEDUCTIONS		CURRENT	I YTD	J EMPLR	EMPLR YTD
D -	REGULAR	\$0.00	76.80	\$2,296.50	\$13,471.40	OASDI EE	\$144.85	\$857.81	\$0.00	\$0.00	
	SICK FTS - E	\$0.00	1.00	\$0.00	\$0.00	OASDI ER	\$0.00	\$0.00	\$144.85	\$857.81	
	SETTLEMENT	\$0.00	0.00	\$98.00	\$98.00	MEDICARE EE	\$33.88	\$200.64	\$0.00	\$0.00	
F -	RETRO BASE	\$0.00	0.00	\$0.00	\$615.20	MEDICARE ER	\$0.00	\$0.00	\$33.88	\$200.64	
	TOTAL		77.80	\$2,394.50	\$14,184.60	UPMC PPO	\$58.18	\$349.08	\$335.99	\$2,015.94	
						L DENTAL PDP	\$0.00	\$0.00	\$42.18	\$253.08	
						M VBA	\$0.00	\$0.00	\$2.50	\$15.00	
						M - FEDERAL TAX	\$221.94	\$1,338.23	\$0.00	\$0.00	
						PA STATE TAX	\$71.73	\$424.75	\$0.00	\$0.00	
						PITTSBURGH	\$70.09	\$415.08	\$0.00	\$0.00	
						PSERS TE EE	\$183.72	\$1,126.94	\$0.00	\$0.00	
						PSERS TE ER	\$0.00	\$0.00	\$802.40	\$4,921.87	
						AD&D 200	\$0.00	\$0.00	\$2.64	\$15.84	
						Q - PGH LST	\$2.60	\$15.60	\$0.00	\$0.00	
						R UNEMPLOYEE	\$1.44	\$8.53	\$0.00	\$0.00	
						R UNEMPLOYER	\$0.00	\$0.00	\$4.79	\$28.37	
						S WRKSCOMP	\$0.00	\$0.00	\$20.35	\$120.56	
						TOTAL	\$788.43	\$4,736.66	\$1,389.58	\$8,429.11	
DEPOSITS											
						T KEYBANK NATIONAL ASSOCIATION				\$1,606.07	

U LEAVE	BEGINNING	EARNED	USED	BALANCE	YTD EARNED	YTD USED	V WITHHOLDING ALLOWANCES					
SICK FTS	0.0000	0.0000	1.0000	3.5000	12.0000	8.5000	FILING STATUS		EXEMPTIONS	EXTRA AMOUNT		
							Federal	S	0	\$0.00		
							State		0	\$0.00		
							ADVICE TOTALS					
TYPE		CURRENT		YTD								
W -	Taxable Pay	\$2,152.60	\$12,708.58									
	Gross Pay - X	\$2,394.50	\$14,184.60									
	Deductions	\$788.43	\$4,736.66									
Y -	Net Pay - Z	\$1,606.07	\$9,447.94									

 School District of Pittsburgh 341 South Bellefield Avenue Pittsburgh, PA 15213-3552	Advice Date 03/31/2022	Advice Number 54321
	*** One Thousand Six Hundred And Six Dollars And Seven Cent	

Pay To The Order Of	JANE SMITH 123 MAIN STREET PITTSBURGH, PA 15213	<b>AA</b>	<b>DIRECT DEPOSIT NON-NEGOTIABLE</b>
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## General

- A- This is your employee ID number.
- B- This is the location where you serve as a Full-Time Substitute.
- C- This is the pay date/check date.

## Earnings

- D- The regular line shows your salary as a full-time substitute.
- E- As a Full-Time Substitute, you would receive pay for your sick days under the line, "SICK FTS." The number of days will show in the days/hours column. You may see 1.00 for a full day or 0.50 for a half day.
- F- When you are promoted to a Full-Time Substitute position, RETRO BASE will show the difference between the days that you were paid as Day-to-Day Substitute and the Full-Time Substitute Salary you should have received for those days.
- G- The Current column shows your gross pay for the current pay period, totaled at the bottom.
- H- The YTD (Year to Date) column shows your total gross pay for the calendar year so far.

## Deductions

- I- The first two columns in the deduction section show the amount deducted for the employee in the current paycheck and total for the calendar year (YTD) so far. All deductions are totaled at the bottom.
- J- The third and fourth columns in the deduction section show the amount contributed by the employer for the current paycheck and total for the calendar year (YTD) so far. All deductions are totaled at the bottom.
- K- The first four items are deductions for the Federal Insurance Contributions Act (FICA). Items with EE indicate the employee amount. Items with ER indicate the employer amount.
- L- There are three lines for your health, dental, and vision benefits.
- M- The federal tax amount is determined based on how you fill out your W-4. This is reported to the IRS.
- N- These are state and local taxes. The locality will vary based on where you live.
- O- The Public School Employee Retirement System (PSERS) lines show your retirement savings deductions. Items with EE indicate the employee amount. Items with ER indicate the employer amount.
- P- Accidental Death and Dismemberment (AD&D) is another benefits deduction.
- Q- This is the Pittsburgh Local Services Tax. This is deducted because you are employed in the city of Pittsburgh.
- R- This is unemployment tax. Items with EE indicate the employee amount. Items with ER indicate the employer amount.
- S- This is an employer only deduction for Worker's Compensation.
- T- This will show where your paycheck is direct deposited. You may have multiple bank accounts listed here.

## Other

- U- This shows your sick day bank. Your balance shows your available sick days after the current pay period.
- V- This is a summary of your W-4 information.
- W- Taxable pay is your federal, taxable, gross pay, current and calendar YTD. (This excludes retirement, healthcare, reimbursements and third-party deductions).
- X- Gross Pay is your total earnings, current and calendar YTD.
- Y- Deductions is your total employee deductions, current and YTD.
- Z- Net Pay is your Gross Earnings minus your employee deductions, current and calendar YTD.
- AA- This is the address PPS has recorded for you. Visit Personnel Info Change on the district website to make changes.

**NOTE:** Your W-2 will reflect taxable, gross income. This will not match your total gross pay year to date at the end of the calendar year.