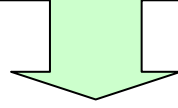


# UNDERSTANDING YOUR PAYCHECK



Whether you have elected to receive a check or use direct deposit the basics of understanding your pay document is almost the same.

When being paid by direct deposit you will receive a direct deposit advice on payday. This advice appears very much like a check with a check stub attached. The check/direct deposit(s) amount is total net. A direct deposit summary is located towards the bottom of your statement. The summary shows what type of account (checking &/or savings) and how much went into each account. Bank names are not listed. **Please review you pay information each month as it is received and notify Human Resources immediately if there appear to be any discrepancies.**

There are many different pay types and deductions. A list of these and a brief description are attached (please keep them for further reference). Annual (aka – vacation), personal, and sick leave reflect in the “Pay Type” section of your paycheck/direct deposit advice.

Your filing status may be found at the bottom right hand corner of your pay document. Is this correct? Do you wish to change? If you need to change your filing status, a new W-4 form (for Federal withholding) or K-4 form (for Kansas withholding) will need to be completed and returned to Human Resources.

Pay periods for hourly (non-exempt) and salary (exempt) differ. Hourly employees are paid from the 11<sup>th</sup> of the month through the 10<sup>th</sup> of the following month. Salary employees are paid from the 1<sup>st</sup> through the last day of the month. Pay is received on the 22<sup>nd</sup> of the month. If the 22<sup>nd</sup> is on a weekend or a day that campus is closed, then payday will be the Friday before the weekend or the last business day before campus is closed.

Your paid leave (vacation, sick, comp & personal) balances will appear at the bottom left-hand corner of your check/direct deposit advice. It will be your balance (in hours) you have remaining as of the last day of your pay period (including what you’ve ***used AND earned*** up to that point).

Please check the spelling of your name and your address, are they correct? If not please contact the Human Resources office at ext. 1120. We ask that any time you have an address change that you complete an Address Change Form, which is located on our website ([www.sccc.edu](http://www.sccc.edu)) under Human Resources Forms.

Not only will you need to update your address with the college, but also possibly with BC/BS, Principal Financial, TIAA-CREF & AFLAC.

## Pay Types

|          |                        |          |                          |
|----------|------------------------|----------|--------------------------|
| Ambassdo | Ambassador Pay         | Personal | Personal Leave Pay       |
| Aug Pay  | August Lump Sum        | PartTime | Part Time                |
| Comp 93  | Comp Time Pay Off 1993 | PartTime | Part Time 2              |
| Coord    | Coordinator Pay        | PartTime | Part Time 3              |
| Comp Ern | Comp Time Earned       | P Time   | Part Time One Time       |
| CoPayOff | Comp Pay Off           | Regular  | Regular Pay 1            |
| Comp Tak | Comp Time Taken        | Retire   | Retirement Pay           |
| Wrk Stdy | College Work Study     | Reg 2    | Regular Pay 2            |
| Dock Pay | Docked Pay             | Reg 3    | Regular Pay 3            |
| Edu Kan  | Edu Kan                | Severnce | Severance 1993           |
| E Sick   | Encumbered Sick Leave  | Sab Full | Sabbatical ½ Yr Full Pay |
| FMLA NP  | FMLA No Pay            | Sab Half | Sabbatical Full YR ½ Pay |
| FMLA Sic | FMLA Sick Leave        | Severnce | Severance Pay            |
| FMLA Vac | FMLA Vacation Leave    | Sick Pay | Sick Pay                 |
| Holiday  | Holiday Pay            | Supp Pay | Supplemental Pay         |
| July Pay | July Lump Sum          | VPO 93   | Vacation Pay Off 1993    |
| June Pay | June Lump Sum          | Vacation | Vacation Pay             |
| Ret Max  | KPERS Retirement Max   | Vac PO   | Vacation Pay Off         |
| Mileage  | Mileage                | Well Pay | Well Pay Off 1993        |
| Misc     | Miscellaneous          | Well Pay | Well Pay                 |
| Mov Alow | Moving Allowance       | CWS K/F  | CWS KPERS/FICA           |
| Overload | Overload               | CWS KPER | CWS with KPERS           |
| Overtime | Overtime               | WkStFica | CWS KPERS/FICA           |

## Deduction Codes

|          |                                    |          |                                     |
|----------|------------------------------------|----------|-------------------------------------|
| A KPERS  | Additional KPERS                   | OASDI    | FICA Old Age, etc.                  |
| KPERS    | KPERS                              | OK Tax   | OK Stat Tax                         |
| P Dental | Pre Tax Dental Insurance           | TX Tax   | TX State Tax                        |
| A Dental | After Tax Dental Plan              | Booster  | Booster Club                        |
| D Care   | Flex Dependent Care Spending       | Devlp Fu | Development Foundation              |
| Med Acct | Flex Medical Reimbursement         | Misc     | Miscellaneous                       |
| Ch Supp  | Child Support                      | PEA      | Professional Employees Association  |
| Garnish  | Garnishment                        | Resv Sea | Reserve Seats                       |
| SDefault | Student Loan Default               | U Way    | United Way                          |
| Tax Levy | Tax Levy                           | FarmBure | Farm Bureau TSA-Employee            |
| LDamages | Liquidated Damages                 | AmFid    | American Fidelity TSA-Employee      |
| P Health | Pre Tax Blue Cross/Blue Shield     | Fortis   | Fortis TSA-Employee                 |
| A Med    | After Tax Blue Cross/Blue Shield   | AmFunds  | American Funds TSA-Employee         |
| A AFLAC  | AFLAC After-Tax Optional Insurance | M Wood   | Modern Woodman TSA-Employee         |
| Conseco  | Conseco Optional Insurance         | Oppen    | Oppenheimer TSA-Employee            |
| CA Tax   | CA State Tax                       | Sun Am   | Sun America TSA-Employee            |
| CO Tax   | CO State Tax                       | Sec Ben  | Security Benefit TSA-Employee       |
| Fed Tax  | Federal Income Tax                 | AmSkandi | American Skandia TSA-Employee       |
| KS Tax   | KS State Tax                       | TIAA Sup | TIAA-CREF Supplemental TSA-Employee |
| Medicare | FICA Medicare                      | TIAA     | TIAA-CREF TSA-Employee              |