HOW TO READ YOUR PAY STUB IN THE BEST ADVANTAGE SYSTEM – HCM APPLICATION

1 **Employee Information.** Displays your employee name and ID. This is used to identify you in the HCM System.

2 **Tax Info.** Displays Income tax withholding information, your allowances, marital status and exempt status when applicable.

3 **Hours & Earnings.** Displays all types of earnings that count as income, such as regular pay/hours, shift differentials, overtime, incentives, etc.

4 **Rate.** Displays your full time equivalent (1fte) monthly or hourly rate.

5 **Hours.** Displays the number of hours worked or hours using sick or vacation leave. *Disregard hours for regular monthly position REGULAR PAY line.*

6 **Employer Paid Benefits.** Displays Benefits and total amounts paid for by your employer

7 **Before Tax Deductions.** Displays the deductions/reductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include pre-tax deductions such as:
- Medical, dental, and vision premiums
- Flexible Spending Accounts (Health & Dependent Care Plans)
- Deferred Compensation/Tax Sheltered Annuities
- The Earned Salary Advance (ESA) reduction
- CalPERS/CalSTRS Employee contributions

8 **Taxes.** Displays statutory taxes taken after income taxes are calculated and withheld may include:
- Social Security (OASDI) tax
- Medicare (MEDICARE) tax
- Federal Withheld tax (FW)
- State Withheld tax (SWT)

9 **After-Tax Deductions.** Displays additional or voluntary deductions taken after taxes which may include:
- Credit Union Deductions
- Supplemental Life Insurance
- Union and/or Association Dues
- State Disability Insurance Premium (SDI), if applicable
- Medical, dental, and vision premiums
- Flexible Spending Accounts (Health & Dependent Care Plans)

10 **Leave Balances.** Reflects sick and vacation balances based on your eligibility for the leave type.

11 **Subject Gross YTD.** Displays taxable gross dollar amount which forms the basis to calculate taxes. *Please note this information is temporarily unavailable.*

12 **Direct Deposit.** List your checking account deposit(s).

13 **Net Pay.** Reflects the total net amount of your paycheck.

Sample Pay Stub

DISTRICT: 64931 – ROSEMEAD SD
PAY LOCATION ID: ROS123
PAYROLL NUMBER: ROS123
CHECK DATE: MM-DD-YYYY
WARRANT NUMBER: 12345678

EMPLOYEE INFORMATION (1)

EMPLOYEE NAME:
EMPLOYEE ID: 000000XXXX

DISTRICT: DISTRICT/AGENCY NAME
STREEET ADDRESS
CITY, STATE, ZIP

TAX INFO (2)

	FEDERAL	CA STATE
MARITAL STATUS:	MARRIED FILING JOINTLY	MARRIED FILING JOINTLY
ALLOWANCE:	2	2
EXEMPT STATUS:		

PAY FREQUENCY: SEMI-MONTHLY
PAY BEGIN DATE: 09-16-2023 **PAY END DATE:** 09-30-2023

HOURS AND EARNINGS (3)

DESCRIPTION	BEGIN DATE	END DATE	RATE (4)	HOURS (5)	EARNINGS
REGULAR PAY	09-16-2023	09-30-2023	$5,433.74	63:35	$5,433.74
LONG6 AMT EPP	09-16-2023	09-30-2023			$175.00

TOTAL EARNINGS: $5,608.74
GROSS EARNINGS YTD: $5,608.74

EMPLOYER PAID BENEFITS (6)

DESCRIPTION	CURRENT	YTD
MEDICARE ER CON	$81.33	$81.33
CA UNEMPLOYMENT	$2.80	$2.80
STRS CLASS DIST	$1,071.27	$1,071.27
KAISER ER CON	$484.80	$484.80
DELTA DENTAL ER	$61.02	$61.02
VSP EMPLOYER	$15.34	$15.34
UNUM LIFE	$1.69	$1.69
OPEB ER CON	$11.78	$11.78
OPEB ER CON	$23.79	$23.79
MISC - Fringe	$295.21	$295.21
TOTAL:	**$2,049.03**	**$2,049.03**

BEFORE-TAX DEDUCTIONS (7)

DESCRIPTION	CURRENT	YTD
STRS CLASS MEM	$574.90	$574.90
457 REGULAR	$500.00	$500.00
TOTAL:	**$1,074.90**	**$1,074.90**

TAXES (8)

DESCRIPTION	CURRENT	YTD
FED INCOME TAX	$457.09	$457.09
STATE INCOME TAX	$166.78	$166.78
MEDICARE EE TAX	$81.33	$81.33
TOTAL:	**$625.41**	**$625.41**

AFTER-TAX DEDUCTIONS (9)

DESCRIPTION	CURRENT	YTD
UNUM LTD	$11.69	$11.69
CTA DUES	$66.81	$66.81
LIFE IN NTH AMR	$9.15	$9.15
TOTAL:	**$87.65**	**$87.65**

LEAVE BALANCES (10)

DESCRIPTION	ACCRUED	USED	ENDING BAL
SICK	00:00	00:00	80:00
VACATION	00:00	00:00	100:00

DIRECT DEPOSIT (12)

DIRECT DEPOSIT	ACCT#	AMOUNT
CHECKING	0703	$3,820.78

NET PAY: (13) $3,820.78

(11) Subject Gross YTD

Business Enhancement System Transformation (BEST) Project