

UNDERSTANDING YOUR PAYCHECK

Below is a sample of a faculty/staff paycheck. This form will explain each section of the pay warrant and direct deposit advice.

STATE OF CALIFORNIA STATEMENT OF EARNINGS AND DEDUCTIONS OFFICE OF STATE CONTROLLER

2 J. JANE
 AGY/UNIT 222-131 PAY PERIOD 02/11 HARRANT NO 01-121296
 TAX YEAR 11 ISSUE DATE 03/07/11
 TAX STATUS FED S-00 STATE S-00

YEAR-TO-DATE ¹	GROSS PAY	TAXABLE GROSS	DEDUCTIONS	NET PAY
3 Regular	2270.00			
4 DEDUCTIONS				
			FEDERAL TAX	
			STATE TAX	
			*RETIREMENT	
			SOC SEC	
			MEDICARE	
			*PARKING	
			CSUEU	
			401K	
5 EMPLOYER CONTRIBUTIONS (current and adjustments)				
RETIREMENT	SOC SEC	HLTH/FLEX		
MEDICARE	DENTAL	VISION		
LIFE INS				

6 ENROLL MARCH 1-31ST IN NEW CSU VOLUNTARY PLANS. YOU CAN ALSO ENROLL/INCREASE VOLUNTARY LIFE UP TO \$100K, (RESTRICTIONS APPLY). VISIT THE BENEFITS OFFICE OR CSU BENEFITS PORTAL AT: WWW.CALSTATE.EDU/HR/BENEFITSPORTAL.

CELL PHONE AND NO TEXTING TICKETS COST A MINIMUM OF \$145. IT'S NOT WHERE YOUR HANDS ARE, IT'S WHERE YOUR HEAD IS. HANG UP AND DRIVE.

CD 39 (Rev 08/00) ¹ Year-to-date gross on final earnings statement may not agree with W-2. ² Amounts which affect taxable gross

1. Warrant or Direct Deposit Advice

The warrant number is the check number issued by the State Controller's Office in Sacramento (i.e. 01-121296). Warrant release and direct deposit posting dates are listed in the payday calendars for the student assistants/hourlies and faculty/staff. The amount of the warrant or deposit is also listed.

2. Statement of Earnings & Deductions

This section includes the agency/unit number (i.e. 222-131), which identifies the campus and department. It also displays the pay period, the warrant number, direct deposit routing number (if applicable), the tax year, warrant issue date, and the federal and state withholding allowance information.

- 'FED' is the federal tax allowance
- 'STATE' is the California tax allowance

The 'Current' row indicates the current gross amount, taxable gross, total amount of deductions, and net pay. The 'Year-to-Date' is the total amount of earnings for the current tax year.

3. Earnings Statement

This section includes the payment type (Regular, STU/TR - Student Assistant, etc.), the hours worked and the current gross amount.

4. Deductions

This section includes payroll deductions. Deductions that are not subject to federal and state income taxes are identified with an asterisk(*). Payroll deductions may include federal and state income taxes, retirement, Medicare and Social Security. Other common deductions may include voluntary insurances, union membership dues, and parking fees.

NOTE: Cancellation of Miscellaneous deductions, Parking fees & Direct Deposit

Miscellaneous (Misc.) deductions, parking fees and direct deposits **do not** cancel automatically. To cancel a misc. deduction such as Arrowhead Credit Union, MetLife, etc., the employee must send a written request to the State Controller's Office. Parking deductions must be cancelled at the Bursar's Office in Sierra Hall, Room102. Employees must cancel or change the direct deposit authorization with the Payroll Department in Sierra Hall, Room 103 before closing or changing their bank account.

5. Employer-Paid Benefit Contributions

This section includes employer paid contributions that are paid by CSU San Bernardino. The contributions may include retirement, Medicare, Social Security, health insurance, etc.

6. State Controller's Office Message

This section includes messages from the State Controller's Office to employees.

CSUSB Payroll Department
 Website: payroll.csusb.edu