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.

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, Room 102. 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.

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CSUSB Payroll Department
Website: payroll.csusb.edu

Rev. 02/2012