

Understanding Your Pay Statement

You can expect to receive a pay statement with every payment of wages. Direct Deposit pay statements are delivered via work email and paper pay statements are with the paycheck.

The following information is provided to ensure you understand the information on your pay statement. Please reach out to **Karen Daniels** at **x4109** or **via email** with any questions.

Monthly Pay Period	Runs from the 16 th of the previous month through the 15 th of the current month. Each pay period typically has two pay runs – <i>Regular Pay</i> for contract amounts and <i>Extra Duty</i> for any additional pay.
Timesheets	Submitted on the 15 th of the pay month. Absences entered into Frontline will carry over to timesheets so appropriate leave is taken.
Paydays	25 th of each month. If the 25 th falls on a weekend or a recognized holiday, payday will usually occur on the preceding business day. Scheduled paydays are also noted on the official work calendars.
Annualized Pay/ Monthly Annualized Amount	Equal paychecks create predictable income. Employees receive equal paychecks each month — even if they don't work during breaks (e.g., July and August) or have short months (e.g., December, March). Calculated by dividing the total contract amount by number of paychecks
Hours on a Regular Pay Statement - Monthly Annualized Hours	Your pay statement will show a standardized value for hours — this is not necessarily your actual hours worked in a pay period . It allows for consistent paycheck generation based on the annualized model. Calculated by dividing the total contract hours by number of paychecks Ex: 1,520 hours ÷ 12 paychecks = 126.67 annualized monthly hours
Number of Checks	Full-time employees who work 12 months receive 12 paychecks (July - June) Full-time employees who work 10 months receive 12 paychecks (Sep - Aug) Part-time employees who work 10 months receive 10 paychecks (Sep - Jun) Employees who start mid-year may have the option to choose the number of paychecks
Direct Deposit	First regular paycheck will be a paper check to verify banking information. Paycheck vouchers are sent to district email.

Pay Statement Codes - The following is a key to the types of pay and pay codes that may be included on a pay statement.

Regular Pay	Annualized monthly wages SALARY REG HOURLY DIFFERNTAL
Stipends	Fixed amount for additional pay, typically paid in equal monthly amounts LONGEVITY MILEAGE MENTOR CELL PHONE CLOTHING
Extra Duty Codes	Additional monthly amounts, may vary based on timesheet entries of extra time worked during the pay period or a fixed monthly amount based on an extra duty contract. CLAS COVER CHAPERONE OUTDOOR EXTRA HRS ENRICHMENT SPED ENDRS COACHING MEETING KNDR CAMP TRAINING SUMMER
Docking	Used for non-pay situations such as when an employee has insufficient leave or has been approved for leave without pay.

Benefits and Deductions - Benefits are employer paid and deductions are employee paid.

DEDUCTION/BENEFIT TYPE	CHECK TITLE	EMPLOYEE PAID DEDUCTION	EMPLOYER PAID BENEFIT
Social Security	FICA	X	X
Federal Tax Withholding	FEDERAL	X	
Medicare	MEDICARE	X	X
Oregon State Tax Withholding	STATE	X	
Workers' Compensation/Benefit Fund	WORK COMP	X	X
Transit Tax	TRANSIT TA	X	
Paid Leave Oregon	PD LV OR	X	X
PERS 6% - Employer Pickup	PERS		X
PERS - Tier 1/Tier 2	PERS		X
PERS - OPSRP	PERS		X
OEBB Employee Assistance Program	OEBB EAP		X
OEBB Medical Premiums	MEDICAL	X	X
Health Savings Account (HSA)	HSA		X
Health Reimbursement Account (HRA)	HRA		X
Health Savings Account (HSA) - Employee	HSA EMPEE	X	
PERS IAP Voluntary Contribution	PERS VOL	X	
Aflac Pre-Tax	AFLAC	X	
American Fidelity Policies After-Tax	AMER FIDEL	X	
American Fidelity Policies Pre-Tax	AMER PREM	X	
American Fidelity Flex/Dependent Care	AMER DEPEN	X	
OEBB Premiums	AFTERTAX	X	
Texas Life Insurance	LIFE INS	X	
American Fidelity - 457 Plan	DEF COMP	X	X
American Fidelity - 403(B) Plan	TSA	X	X
AXA Tax Sheltered Annuity	TSA	X	
American Fidelity - Roth Plan	ROTH IRA	X	
OEA Union Dues	OEA DUES	X	
OSEA Union Dues	OSEA DUES	X	
OSEA Additional Union Dues	OSEA ADD'L	X	
Sheridan Teacher Association Dues	STA DUES	X	
Garnishment	*VARIOUS*	X	

*Lists are not inclusive and subject to change.

Employers must provide an itemized pay statement with every payment of wages, commissions, or salary. ORS 652.610.