

County of Humboldt

Direct Deposit Receipt

1. Period 0301022

2. L1234 Lastname, Firstname

3. Issue Date: 10/31/2003

Federal		State		Payroll Period	
4. Status	Exemptions	5. Status	Exemptions	Begin	End
M	03	M	03	10/12/2003	10/25/2003

7. Salary	8. Range	9. Step
2,080.00	999	A

PAY & DIRECT CONTRIBUTIONS

DEDUCTIONS

10. <u>Description</u>	11.	12. <u>Hours</u>	13.	14. <u>Rate</u>	15.	16.	17. <u>Amount</u>
Department 888 PM (18188)		1100888/0111A88803/		A/1100/200/		/	

19. <u>Description</u>	<u>Amount</u>
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SALARY	18. 40.00000	25.99999	1,040.00
SICK ACCRUAL		3.69200	
VACATION ACCRUAL		3.69200	
VACATION TAKEN	40.00000	25.99999	1,040.00

[PERS MISCELLANEOUS	141.33
[ITT HARTFORD	75.00
[COAST CENTRAL CRED U	100.00
[DIRECT ACH DEPOSIT	1,422.60
[FEDERAL INCOME TAX	125.74
[CA STATE INCOME TAX	37.49
[FICA	128.96
[MEDICARE	30.16
[STATE DISABILTY INS	18.72

Total Hours	Gross Pay
80.00000	2,080.00

Total Deductions
2,080.00

Description	20. YTD Amount	Balance
PERS MISCELLANEOUS	3,109.26	
ITT HARTFORD	2,200.00	
DIRECT ACH DEPOSIT	31,297.20	
FEDERAL INCOME TAX	2,766.28	
CA STATE INCOME TAX	824.78	
FICA	2,837.12	
MEDICARE	663.52	
STATE DISABILITY INS	411.84	
SALARY	45,760.00	
21. Vacation		41.22
Sick Leave		81.22
Holiday		8.00
Family Death Leave		40.00
Comp Time		12.75
Use / Lose Holiday		8.00
Family Sick Leave		40.00

HOW TO READ YOUR DIRECT DEPOSIT RECEIPT

1. The period is a seven digit number that consists of a two digit year, the third and fourth digit will always be 01, and the last three digits are which pay period number we are on in the calendar year – 0301022 is the 22nd pay period in 2003.
2. Your employee number, which is usually the first letter of your last name and the last four numbers of your social security number.
3. Payday – the date your deposit will be credited to your account.
4. Your Federal tax filing status (M=Married, S=Single, or married withholding at the higher rate.)
5. Your State tax filing status.
6. The dates the check covers.
7. Your bi-weekly payrate.
8. The salary range for your job class.
9. Your step within your job class.
10. Your department number.
11. Usually PM (which simply means this is your primary paystring.)
12. This is your record number within that specific pay period, and is not used for anything.

Number 13 – 17 are what is called your paystring. This determines the rate at which you will be paid. Most employees will only have one, but if you are regular and extra-help, have multiple extra-help jobs, or are paid by more than one department, you will have multiple paystrings.

13. The first four digits are your fund, and the last three are your department number.
14. The first five digits in this section are your job class. This consists of four numeric digits, and if appropriate for your job class either A, B, or C. This is followed by a three digit department number, then a two digit position number.
15. Your step.
16. The General Ledger account for this charge (1100 for regular employees, 1400 for extra help.)
17. Your pay class (100 for bargaining units 8 – 11, 300 for extra-help, 200 for all others.)
18. Pay & Direct Contributions: This section will show the number of regular hours worked and the hourly rate, the number of hours paid for benefit time used, any paid overtime, any payroll corrections, and your regular accrual for vacation and sick leave. Total hours will be affected by correction time, so it may not always reflect your regular work schedule.
19. Deductions: This section will show all payroll deductions. The amount deposited in your direct deposit account will be shown as “DIRECT ACH DEPOSIT.” The Total Deductions should be the same as Gross Pay.
20. Year-to-date totals for your deductions – does not include health insurance or survivor’s benefit.
21. Leave balances available as of the pay period end date.