

Pay Stub 101

- Payroll year runs Sept. 15 through Aug. 31
- Pay occurs on the 15th and last day of each month
 - If the 15th or last day of the month falls on a weekend or bank holiday, the deposit occurs prior
- Payroll is on a one pay period delay (Sept. 15 pay is for Aug. 16-31, etc.)
- SY2324 refers to School Year 2023-2024
- \$200 stipend for teachers at steps 21-24, 26-29, and 31+ is paid by the 2nd pay of June
- Accrued Wages - Although you only work 9 months, your pay is spread over 12 months. This is done by accruing a portion of your wages every pay period. Sometimes it is a negative number when accrued wages are being used to pay you (over breaks, holidays, & summer) when you are not actively working.
- Regular Gross pay will equal your annual salary (found on the salary schedule in the contract) divided by 24 pay periods
- Current Deductions
 - JAEA membership dues are withheld Oct. 15 through July 31
 - Insurance premiums are paid one month ahead of coverage
 - If there is an asterisk beside a deduction description, that deduction is being paid by the board. It is not being taken out of your gross pay.
 - Board contribution for your life insurance is shown on the 1st pay of each month
- 1.25 sick days are credited on the 2nd pay of each month, totalling 15 each year
- Unused personal days at the end of a school year are added to your accumulated sick leave at the start of the next school year
- Federal / State Deductions
 - You will see this information at the bottom of your deposit notice. For example, EX FED M 1 means you are claiming married with one deduction on your federal withholding. EX ST 1 means you are claiming one on your state withholding.