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A GUIDE TO UNDERSTANDING YOUR PAY STUB



CUSTOMER SERVICE

The Payroll Department strives to ensure that we deliver the best experience to all

UNDERSTANDING YOUR PAY STUB

There are 7 important sections on your pay stub:

Employer Information
Name, address and phone number of the business responsible for your payment.

Identification
This section includes your Banner ID, often referred to as your "L" number, the last four digits of your social security number, and your name and mailing address.

Pay Date and Pay Period

This is where you can view your current and year to date gross earnings, total personal deductions and employer contributions, and net pay.

This sections includes your job, the type of earnings you are receiving and year to date amounts, work shift, total hours paid, pay rate if paid hourly, and the gross amount of current pay and year to date totals.

Deductions
This section includes both voluntary and involuntary deductions. This is where you verify your current benefits, child support payments, garnishments, and taxes.

Direct Deposit
This sections provides the check number and document type along with the name of your elected financial institution(s) and the total amount deposited to each.

UNDERSTANDING YOUR PAY STUB

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Name, address and phone number of the

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Section 3

3 Pay Date:	Jan 02, 2020
	Pay Period:
are made available	
Pay Period.	Pay Date: The date funds are made available to you, as indicated for the

Pay Date is the date that funds are made available to you.

The Pay Period indicates the first day and last day of the pay period for the pay statement. Pay dates and pay periods for both biweekly and monthly paid employees can be found by visiting the Payroll website at www.lamar.edu

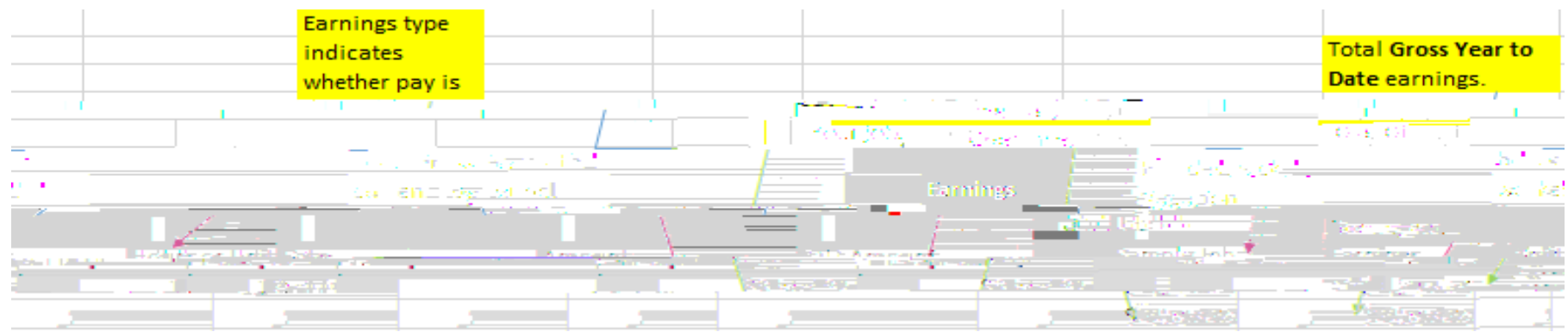


Section 4

This section is a simple summary of all current and year to date earnings and deductions. Additional information related to the summary totals can be found in Sections 5 and 6.

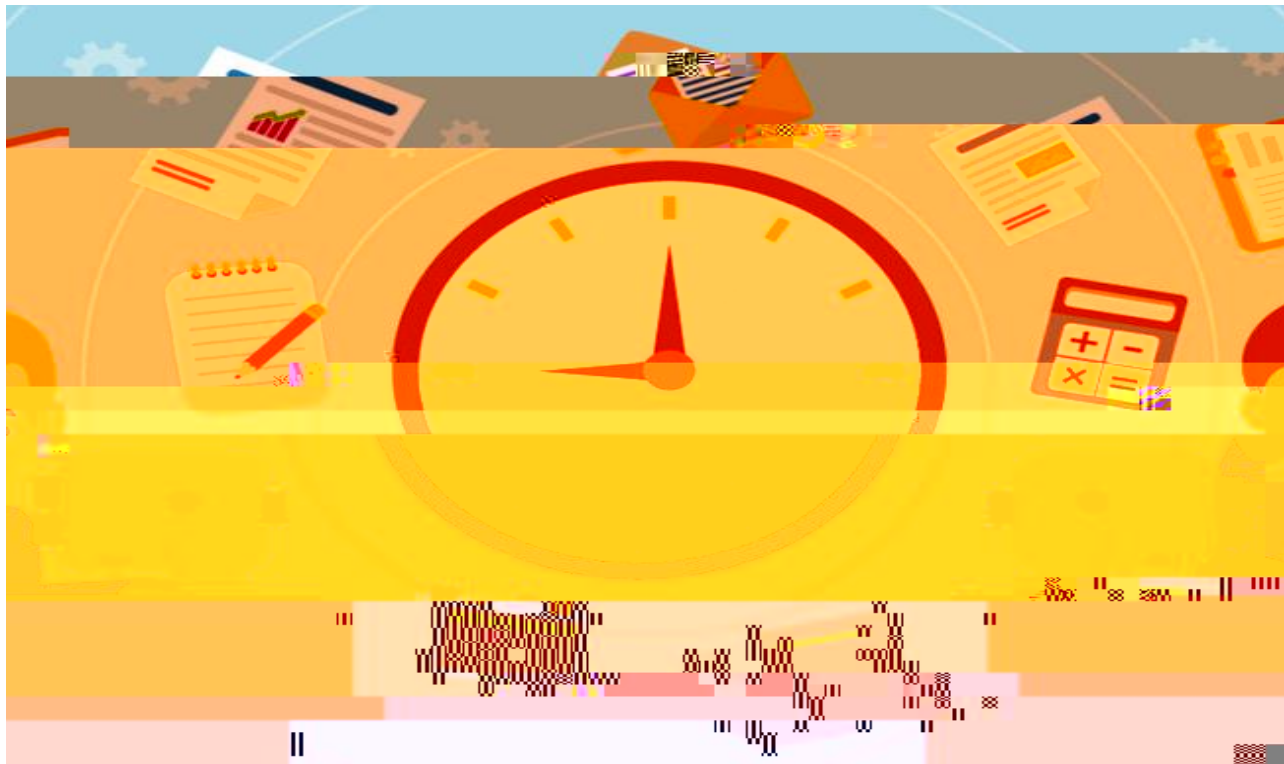
The screenshot displays a Social Security Statement (SSS) with a 'Payment Summary' table. The table has columns for 'Type', 'Current Period', and 'YTD Amount'. Annotations include a yellow box pointing to the 'YTD Amount' column with the text 'Summary of all Year to Date payments.', a blue box at the bottom stating 'Net Pay: This is the amount of money you will receive', and another blue box on the right side stating 'Total of contributions on your behalf'. The table shows a 'Gross Pay' of \$3,567.00 and a 'Net Pay' of \$3,001.43. A barcode is visible at the bottom of the page.

Type	Current Period	YTD Amount
Gross Pay	\$3,567.00	\$3,567.00
Retirement Tax	\$300.13	\$300.13
Medicare Tax	\$300.13	\$300.13
Other Deductions		
Net Pay	\$3,001.43	\$3,001.43



Section 5

In this section you will see your Job, type of earnings, work shift, hours worked during the Pay Period, rate of pay if paid on an hourly basis, Gross Pay for the current Pay Period, and Year to Date earnings.



Section 6

In this section you will see a listing of all deductions from your pay and whether they are deducted pre-tax, or aftertax. It is very important to carefully review this section each pay period for accuracy and to notify us if you see an error or have a question about a specific deduction.

Benefits, Deductions, and Taxes	Contributions you pay.	Employee YTD	Employer YTD	Applicable Gross	Gross Pay before deductions.
Deductions before Federal Tax					
ADD Member Family	\$8.00	\$8.00	\$0.00	\$3,567.32	\$3,567.32
Pre-tax deductions from your pay reduce your taxable wages.					
Long Term Disability					
Health Insurance					
Dental Insurance					
Vision Insurance					
Life Insurance					
State of Illinois Pension Plan					
Teaching Retirement System					
State of Illinois Healthcare					
After-tax deductions do not reduce your taxable wages and include both voluntary and involuntary deductions. They are taken out of your wages.					
Taxes					
Federal Withholding Tax	\$0.00	\$0.00	\$0.00	\$2,978.49	\$2,978.49
State Income Tax	\$45.61	\$45.61	\$0.00	\$3,567.32	\$3,567.32
Local Income Tax	\$22.48	\$22.48	\$0.00	\$3,567.32	\$3,567.32
Long Term Disability	\$6.00	\$6.00	\$0.00	\$3,567.32	\$3,567.32
Group Critical Illness					
Medical Insurance					
Health Savings Account					
Dependent Care					
Charitable Contribution					
Long Term Disability					
Health Savings Account					
Health Savings Account					
Health Savings Account					
Health Savings Account					

Section 7

This section provides the check number and indicates whether your pay was deposited via direct deposit, or by check. It also provides the name of your financial institution, account type, and the amount deposited to each. The total of all deposits will equal your Net Pay.

You are able to elect up to 5 direct deposit accounts and each are maintained by you in Self Service Banner.

7	Check or Direct Deposit Number	Document Type	Bank Name	Account Type	Amount	
	123456789	Direct Deposit	Merch Federal Credit Union	Savings	\$100.00	The total of all deposits equals
	123456789	Direct Deposit	Merch Federal Credit Union	Savings	\$50.00	
	123456789	Direct Deposit	Merch Federal Credit Union	Savings	\$50.00	
	123456789	Direct Deposit	Merch Federal Credit Union	Savings	\$50.00	
	123456789	Direct Deposit	Merch Federal Credit Union	Savings	\$50.00	

You can elect to deposit your pay in up to five different accounts. Account setup and changes are maintained by you in Self Service Banner.

The total of all deposits equals

Net Pay