

Understanding your payroll check or direct deposit voucher

These notes are provided to help you understand the figures shown on your payroll check or direct deposit voucher. The example form below is divided into 11 sections, each of which explains a specific area of your total payroll and benefits package. Review the notes while referring to the corresponding numbered section of the form. If you have further questions, please contact your district's payroll office. **Note: The term *Fiscal Year* refers to the period July 1st through June 30th. The term *Calendar Year* refers to the period January 1st through December 31st.**

Section 1- A message from your district may appear in this area.
Registry of Educational Personnel P.I.C. will appear in this area.

Section 2 – Gross Pay

Pay The type of gross pay received on this line item; for example: *Contract, Hourly, Overtime, Daily*, etc.
Note: A pay line item will appear if you have received this type of pay in either the current calendar or fiscal year.*

Units The number of units of this type of pay; for example: 40.000 (i.e. hours), 10.000 (i.e. days), etc.

Pay Rate The pay rate is computed by dividing the *Amount* of this pay line item by the *Units* for this pay item.

Therefore, the rate may occasionally be off by one cent from your actual pay rate. However, the *Amount* of the pay is correct. The rates appearing on your pay check form should help you review your payroll records.

Amount The amount of pay received for this payroll period for this type of pay.

Year to Date The total amount of pay received for this *Pay* item during the current calendar year. **Note: If more than one line appears on your check for the same type of pay (Reg. Hours, Overtime, etc.), the *Year to Date* amount for that type of pay will appear on the first line and the remaining lines will be blank in the *Year to Date* column.**

Section 3 – Contract Figures

Contract If you are paid by a contract, the name of the contract will appear in this column.

Amount/Earned If you are paid by a contract, the total amount of the contract will appear on the first line, with the amount earned from the contract on the line below. **Please note: the amount earned is from the start of the contract, not during the current calendar year.**

Section 4 – Leave Figures

Leave This field indicates the type of leave displayed on your check.

Used If you used some of this type of leave during the current payroll period, the amount of leave used will appear in this column.

Balance If you have a balance of this type of leave available for use, the balance available will show in this column.

Section 5 – Payroll Identification

Soc. Sec. No. Your social security number will display the last four digits or all X's.
Schedule Normally, this will indicate *B/WK*, meaning you are paid on a biweekly schedule.
Pay Date The date of the payroll and the date your money will be available in your account via direct deposit.

Section 6 – Gross and Net Pay Figures

Gross The total gross pay for the current pay period, followed by the total gross pay for the current calendar year.
Net The net pay for the current pay period. Total net pay for the calendar year is not shown on your check.
Bank The bank or credit union into which your net pay has been directly deposited.

Section 7 – Check/Voucher Identification

Check No. The number of your payroll check. If you are paid via direct deposit, the system will display a control number used by your payroll department.

Section 8 – Employer Paid Benefits

Benefit The type of benefit paid on your behalf by your employer. Benefit amounts are not included in your gross pay. They are paid for you by your employer and are a part of the total compensation you receive as a result of your employment. **Note: A benefit line item will appear if you have received this benefit in either the current calendar or fiscal year.*** The following codes may appear here:

DC-EM	Employer's contribution to the employee's MPERS Pension Plus or Defined Contribution retirement plans
FICA	Medicare tax plus Social Security tax equal what is sometimes called FICA tax. The sum of these two items is the employer paid matching contribution
MPERS	Employer's contribution to the employee's retirement plan
PHFEM	Employer's contribution to the employee's MPERS personal healthcare fund
Work. Comp	Employer paid premium

Amount The amount of the benefit purchased for you for the current payroll period.
Year to Date The total amount of the benefit purchased for you for the current calendar year.

Section 9 – Taxes & MPERS Items

Tax The type of tax withheld from your pay Please note:

EIC	Earned Income Credit
FIT	Federal Income Tax
IIT	Indiana Income Tax
MCT	Medicare Tax
MIP	MPERS Member Investment Plan contribution
MIT	Michigan Income Tax
RHC	MPERS Retirement Health Care
SST	Social Security Tax
WIT	Wisconsin Income Tax

Amount The amount of the tax withheld from the current payroll period.
Year to Date The total amount of the tax withheld during the current calendar year.

Section 10 – Additional Retirement and Tax Information

Retire This field indicates the Michigan Public Schools Employee Retirement System plan in which you are enrolled. The following codes are used:

A (MIP G)	Automatic enrollee, with Graded contributions of: 3.0% of reportable wages of the first \$5,000.00 fiscal year earnings, 3.6% of the next \$10,000.00 and 4.3% of the remaining earnings over \$15,000.00, or 7% if elected to increase contributions and retain the 1.5 percent pension factor, or 0% if elected a DC (defined contribution) plan.
B (Basic)	Plan with 0% employee contribution, or 4% of reportable wages if elected to increase contributions and retain the 1.5 percent pension factor.
H (Pen +)	Plan enrolled after 6/30/10, with contributions of 3.0%-6.4% of reportable wages, or 0% if elected a DC (defined contribution) plan.
M (MIP F)	MIP plan elected before 1/1/90, with contributions of 3.9% of reportable wages, or 7% if elected to increase contributions and retain the 1.5 percent pension factor, or 0% if elected DC (defined contribution) plan.
P (MIP +)	Plan enrolled after 6/30/08, with contributions of 3.0%-6.4% of reportable wages, or 7% if elected to increase contributions and retain the 1.5 percent pension factor, or 0% if elected DC (defined contribution) plan.
W (w/drw)	Withdrawal from the MIP plan.
X (None)	No membership in the Michigan Public Schools Employee Retirement System.
Note:	If you are employed by a non-public school, you may see other codes in this field. If so, please contact your district payroll office.

M.S. Your Marital Status regarding Federal Income Tax withholding:

H = Married, but filing at the single, (Higher) rate

M = Withholding computed at the Married rate

S = Withholding computed at the Single rate

F.E. The number of exemptions you claim for Federal income tax withholding purposes.
+FIT The amount, if any, of additional Federal Income Tax you have withheld, in addition to the amount normally calculated from tax tables.
S.E. The number of exemptions you claim for state income tax withholding purposes.
+SIT The amount, if any, of additional State Income Tax you have withheld, in addition to the amount normally calculated from tax tables.

Section 11 – Other Employee Deductions

Deduction The description of the deduction withheld from your gross pay, per your request or due to an election.
Note: A deduction line item will appear if you have had activity for this deduction in either the current calendar or fiscal year.* The following NEW code may appear here:
DC-MC Employee's contribution to the MPSERS Pension Plus or Defined Contribution retirement plans
PHFMC Employee's contribution to the MPSERS personal healthcare fund
Organ. The organization to which your withheld deduction money will be paid.
Amount The amount of the deduction withheld from the current payroll period.
Year to Date The total amount of the deduction withheld during the current calendar year.