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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

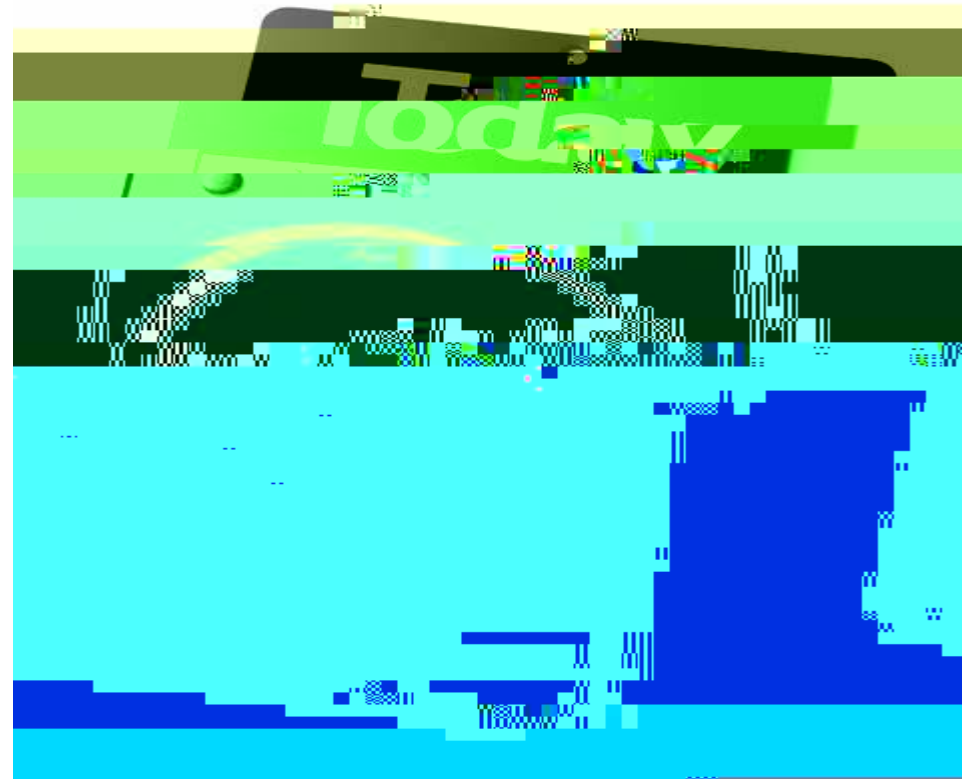
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Section 3

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 image shows a screenshot of a Social Security Statement (SSS) with a 'Payment Summary' table. The table has columns for 'Type', 'Current Period', and 'YTD Amount'. Annotations include arrows pointing to specific values and text boxes explaining the 'Net Pay' and 'Total of contributions'.

Type	Current Period	YTD Amount
Basic Pay	\$8,567.00	\$8,567.00
Retirement Tax	\$800.43	\$800.43
Medicare Tax	\$800.43	\$800.43
State Income Tax		
State Disability Insurance		
State Unemployment Insurance		
Health Insurance		
Life Insurance		
Other Deductions		
Contributions paid		
Net Pay: This is the amount of money you will receive		
Total of contributions on your behalf		

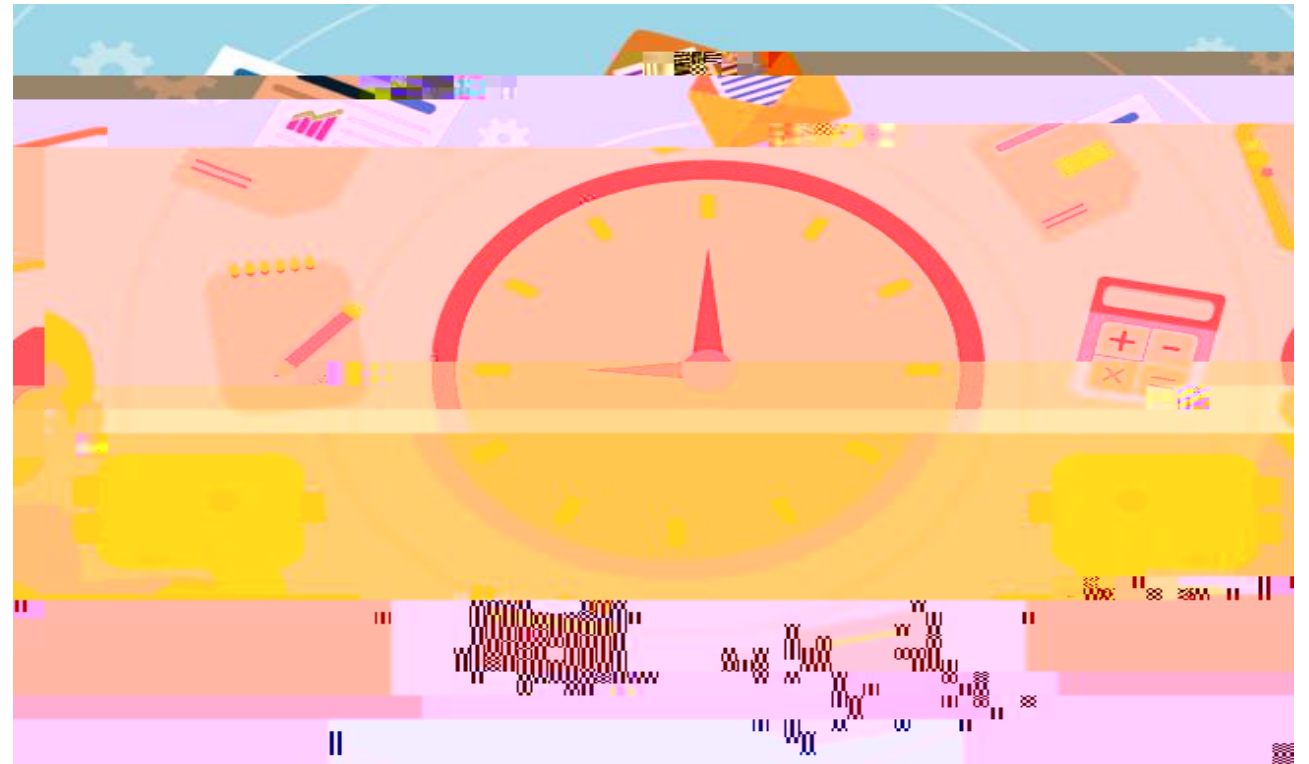
Annotations in the image:

- A yellow box at the top right says "Summary of all Year to Date payments." with an arrow pointing to the YTD Amount column.
- A yellow box at the bottom center says "Net Pay: This is the amount of money you will receive" with an arrow pointing to the Net Pay row.
- A yellow box at the bottom right says "Total of contributions on your behalf" with an arrow pointing to the Total of contributions row.
- Other text boxes include "Basic Pay", "Retirement Tax", "Medicare Tax", "State Income Tax", "State Disability Insurance", "State Unemployment Insurance", "Health Insurance", "Life Insurance", "Other Deductions", "Contributions paid", and "Total of contributions on your behalf".

Earnings type indicates whether pay is		Total Gross Year to Date earnings.	
1	Hourly	2	Annual
3	Weekly	4	Monthly
5	Bi-weekly	6	Quarterly
7	Semi-monthly	8	Yearly
9	Monthly	9	Yearly

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.

		Contributions you pay.	Contributions paid on your behalf.		Gross Pay before deductions.		
Benefits, Deductions, and Taxes		Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Pre-tax deductions from your pay reduce your taxable wages.	ADD Member Family	\$8.00	\$8.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Long Term Disability		\$22.48	\$22.48	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Parking		\$6.00	\$6.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Federal Withholding Tax		\$0.00	\$0.00	\$0.00	\$0.00	\$2,978.49	\$2,978.49
Long Term Disability		\$22.48	\$22.48	\$0.00	\$0.00	\$3,567.82	\$3,567.82
Parking		\$6.00	\$6.00	\$0.00	\$0.00	\$3,567.82	\$3,567.82
After-tax deductions do not reduce your taxable wages and include both voluntary and involuntary deductions.							

