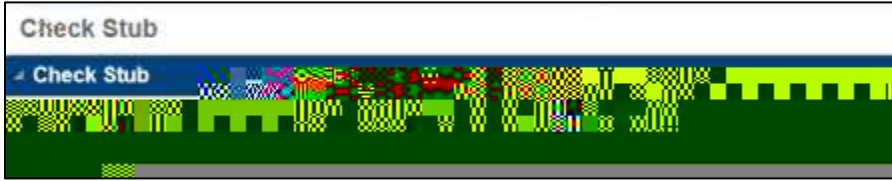


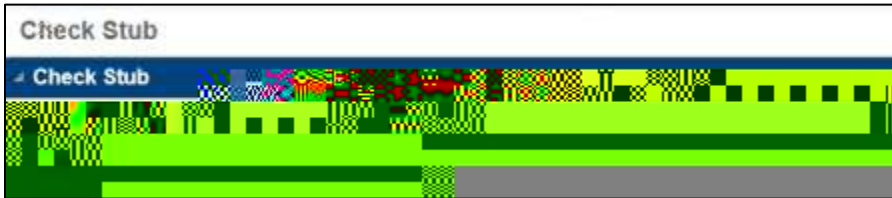




9. This will display a list of all available paystubs.



10. To view the information, click on the blue check number.



## How to Read Your Paystub Online

11. This is what a paystub looks like in Employee Online.



12. The section titled **Wages** displays all of your earnings.

For example, the example below has a Wellness Credit, Café contribution (the district's contribution toward your health benefit costs), and Contract Paid. You see what was earned on this check under current earnings. The year to date will show the calendar year to date earnings (January-December).

Wages				
YTD Amount	Description	Hours	Rate	Current Earnings
150.00	WELL CR			
1,757.88	CAFE.CON			
1,730.77		12,115.39	CNT PAID	



16. In the section titled **After-Tax Deductions**, displayed are additional withholdings you have elected.

This example has WASH NAT (Washington National Insurance), and FTP NEA (Union Dues).

After-Tax Deductions		
Description	Amount	YTD Amount
WASH NAT	0.00	159.00
FTP NEA	0.00	421.86
<b>TOTAL</b>		

17. In the section titled **Wage Summary** displayed are a summary of the aforementioned categories.

Wages Summary		
YTD Amount	Description	Amount
14,023.27	Gross Wages	1,730.77
51.92	2,693.36 Pre-Tax Deductions	
308.74	2,101.18 Taxes	
5	After-Tax Deductions	0.00 421.86
	<b>Net Pay</b>	<b>1,370.11</b>

18. In the section titled **Bank Information**, displayed is the bank where your check is being direct deposited.

In this example, the check was direct deposited to Suncoast credit union. The dollar amount of the deposit is also displayed.

Bank Information		
Bank	Account	Amount
SUNCOAST CREDIT		

19. Leave information displays the type of leave, balance prior to this paycheck, earned time, used time, ending balance. **REMEMBER that personal time is charged to sick it is not an additional amount of time.** Personal time is just an allocation (a subset) of your available sick time.

20. Additional information displays your hourly rate, incentive rate (degree, education, etc.), and step.

21. Paystubs will be archived in Employee Online.

To print or save a copy to your computer, click on the PDF button on the top right corner of the screen. A copy of the stub will download to your computer. After you open it, you can save a copy to a desired folder or print from the PDF tools.

22. When finished viewing your paystub it is very important to log out.

This ensures your private information is not accessible to anyone else.

To log out, click on the lock in the top right-hand corner of the screen.

23.