

# Reading Your Payroll Check Stub

This sheet shows you where basic payroll information displays on your check stub

Locate your personal & check information here

All of your Earnings, Deductions, and Tax Withholdings display in this section.

The current pay period and year-to-date hour and dollar amounts are provided.

<b>PERSONAL AND CHECK INFORMATION</b>			<b>EARNINGS</b>		
First Last Name 123 Employee Address City, State Zip			<i>DESCRIPTION</i>	<i>HRS/UNITS</i>	<i>RATE THIS PERIOD (\$)</i>
Soc Sec #: xxx-xx-xxxx Employee ID: 1			Salary	M40.00	2307.69
Home Department: 100 Sales / 401 Orlando / 1 East Division			<b>EARNINGS</b>	40.00	2307.69
Pay Period: MM/DD/YY to MM/DD/YY Check Date: MM/DD/YY Check #: 1			<b>OTHER ITEMS</b>		
<b>NET PAY ALLOCATIONS</b>			<i>Do not increase Net Pay</i>		
<i>DESCRIPTION</i>	<i>THIS PERIOD (\$)</i>	<i>YTD (\$)</i>	<i>DESCRIPTION</i>		<i>THIS PERIOD (\$)</i>
Check Amount	0.00	0.00	Group Term Life		4.85
Chkg 7888	1273.80	1273.80	Pers Use Co Vehic		58.00
<b>NET PAY</b>	<b>1273.80</b>	<b>1273.80</b>	PX401 ERMTCH		80.77
<b>TIME OFF (Based on Policy Year)</b>					80.77
<i>DESCRIPTION</i>	<i>AMT TAKEN</i>	<i>AVAIL BAL</i>	<b>WITHHOLDINGS</b>		
Vacation	0.00 hrs	0.77 hrs	<i>DESCRIPTION</i>	<i>FILING STATUS</i>	<i>THIS PERIOD (\$)</i>
Sick	0.00 hrs	0.77 hrs	Social Security		145.33
Holiday	0.00 hrs	40.00 hrs	Medicare		33.99
			Fed Income Tax	M 4 +\$125	410.76
			<b>TOTAL</b>		590.08
			<b>DEDUCTIONS</b>		590.08
			<i>DESCRIPTION</i>		<i>THIS PERIOD (\$)</i>
			Child Support		325.00
			PX401 EEPRE		92.31
			PXCMP EE PRE		26.50
			<b>TOTAL</b>		443.81
			443.81 ●		
<b>NET PAY</b>			<b>NET PAY</b>		
			<i>THIS PERIOD (\$)</i>		<i>YTD (\$)</i>
			1273.80		1273.80

Look here to see how your net (take-home) pay was distributed. The "Check" amount is the amount of the live payroll check. If you use Direct Deposit, your account distributions to each check and/or savings account display here. All check and Direct Deposit amounts add up to total "Net Pay"

Your Current pay period and year-to-date net pay display here

# SAMPLE VOID

FIRST LAST NAME  
123 EMPLOYEE ADDRESS  
CITY STATE ZIP

# VOID

**PERSONAL AND CHECK INFORMATION**

First Last Name  
123 Employee Address  
City, State Zip

**Soc Sec #:** xxx-xx-xxxx **Employee ID:** 1  
**Home Department:** 100 Sales / 401 Orlando / 1 East Division

**Pay Period:** MM/DD/YY to MM/DD/YY  
**Check Date:** MM/DD/YY **Check #:** 1

**NET PAY ALLOCATIONS**

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	0.00
Chkg 7888	1273.80	1273.80
<b>NET PAY</b>	<b>1273.80</b>	<b>1273.80</b>

**TIME OFF (Based on Policy Year)**

DESCRIPTION	AMT TAKEN	AVAIL BAL
Vacation	0.00 hrs	0.77 hrs
Sick	0.00 hrs	0.77 hrs
Holiday	0.00 hrs	40.00 hrs

EARNINGS	DESCRIPTION	HRS/UNITS	RATE	THIS PERIOD (\$)	YTD HOURS	YTD (\$)
	Salary	M40.00		2307.69	M40.00	2307.69
	<b>EARNINGS</b>	40.00		2307.69	40.00	2307.69

OTHER ITEMS	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
<i>Do not increase Net Pay</i>			
	Group Term Life	4.85	4.85
	Pers Use Co Vehic	58.00	58.00
	PX401 ERMTCH	80.77	80.77

WITHHOLDINGS	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)
	Social Security		145.33	145.33
	Medicare		33.99	33.99
	Fed Income Tax	M 4 +\$125	410.76	410.76
	<b>TOTAL</b>		590.08	590.08

DEDUCTIONS	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
	Child Support	325.00	325.00
	PX401 EEPRE	92.31	92.31
	PXCMP EE PRE	26.50	26.50
	<b>TOTAL</b>	443.81	443.81

NET PAY

THIS PERIOD (\$)  
**1273.80**

YTD (\$)  
**1273.80**