

Your Pay / Benefits Information

The information in this letter has two purposes: 1) to help ensure you are satisfied that your pay and benefits are correct and 2) to help with your understanding about the information on your pay stub found in Employee Access.

Waller I.S.D. employees have access to their pay / benefits information at all times through a program called Employee Access. For example, to view your latest check information in Employee Access, you would follow these steps:

1. Once you log into Employee Access, click on the 'Employee Information' tab near the top of the page
2. Under the heading 'Payroll', click on the 'Check History' tab
3. Select any check stub to view by going to the check you want to view and click on the 'Check Number' link
4. You will see your check information

Below is a sample of what you might see on your check information, to include explanations of the areas on the check stub found in Employee Access / Check History.

If you have any questions about your pay information, please contact the district Payroll Specialists at extensions 1200 and 1201, the Payroll & Benefits Coordinator at extension 1205, or Human Resources at extensions 1429 and 4503.

Here is a sample paycheck stub as found in Employee Access. In order to help explain each area of this sample check stub, there are circled numbers on this sample check stub (the circled numbers will not be seen on your check stub). Underneath the sample check stub below will be explanations about each area of the check stub that has a circled number:

Check Detail Information 1 Check Date: 06/15/2021 Gross Wages: 2,500.01 Payroll Post Quarter: 2 Check Number: 900244798 Net Amount: 1,983.71 Payroll Post Date: 06/15/2021 Check Type: Regular Retire Post Date: 06/15/2021 ACA Hours: 80.00																																																																																																										
Taxable Wage Information 2 <table border="1" style="width: 100%; text-align: right;"> <tr> <td></td> <td style="text-align: center;">Federal</td> <td style="text-align: center;">State</td> <td style="text-align: center;">FICA</td> <td style="text-align: center;">Medicare</td> </tr> <tr> <td>Gross Wages:</td> <td>2,500.01</td> <td>2,500.01</td> <td>2,500.01</td> <td>2,500.01</td> </tr> <tr> <td>Minus Deductions that Decrease Tax:</td> <td>240.83</td> <td>240.83</td> <td>48.33</td> <td>48.33</td> </tr> <tr> <td>Plus Taxable Benefits:</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Taxable Gross Wages:</td> <td>2,259.18</td> <td>2,259.18</td> <td>0.00</td> <td>2,451.68</td> </tr> </table>							Federal	State	FICA	Medicare	Gross Wages:	2,500.01	2,500.01	2,500.01	2,500.01	Minus Deductions that Decrease Tax:	240.83	240.83	48.33	48.33	Plus Taxable Benefits:	0.00	0.00	0.00	0.00	Taxable Gross Wages:	2,259.18	2,259.18	0.00	2,451.68																																																																												
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- 1 Gross wages** – this is your annual salary divided by 24 pays plus any stipends and extra pay. If an employee is hired during the middle of the year, their annual salary would be divided by the number of pays remaining in the year when hired. Please contact payroll or Human Resources if you have any questions about your gross salary.
- Net amount** – Gross pay minus total amount of deductions. This is the amount deposited into your Primary bank account.

- 2 **Federal** –Gross minus deductions that are indicated by a “Y” in the deduction box under Fed.
- 3 **State** - At this time, Texas does not have a state tax. This does not apply to Waller ISD employees.
- 4 **FICA** – Waller ISD does not take out FICA (Social Security).
- 5 **Medicare** – Gross minus deductions that are indicated by a “Y” in the deduction box under F/M.

- 6 **Pays:**
 - **Description** – Contracts and Assignments worked
 - **Rate** – rate of pay
 - **Factor/Hours** – number of times paid per period / hours worked
 - **Amount** – rate multiplied by factor/hours
 - **Period End** – End of pay period ([Work & Absence Reporting Schedule](#))

7 **Deductions:** Employee elected deductions and taxes are listed under the Deductions heading. Some of these deductions are taken from your Gross Wages before taxes are applied. Federal (F), State (S), and FICA/Medicare (F/M) pre-tax deductions are indicated by the ‘Y’. All others are deducted after taxes are applied. Deductions will be different for each employee (there are 207 deduction possibilities). Here is a description of the deductions from the sample paycheck stub from page 1:

- **AC PRIM EO NT** – Employee cost for medical insurance plan (in this case, Active Care primary, Employee Only)
- **ATPE PRF DUES** – Employee automatic deduction to a professional organization
- **AXA AFTTX 403B** – Employee automatic payment towards a 403B retirement plan
- **DD BVSCU** – Employee automatic payment to a BVSCU bank account
- **DENTAL FAMILY** – Employee cost for the family dental plan
- **DISABILITY** – Employee cost for disability insurance
- **MED REIMB** – Employee automatic deduction towards the medical reimbursement plan (pre-taxed)
- **MEDICARE** – Mandatory employee contribution toward the Medicare system
- **OPT CH LIFE** – Employee cost for optional child life insurance
- **OPT LIFE** – Employee cost for optional life insurance
- **TRS INS CT** – Mandatory employee contribution toward TRS retiree insurance (TRS Care)
- **TRS RET TX** – Mandatory employee contribution toward Teacher Retirement System (TRS)
- **VISION FAMILY** – Employee cost for family vision plan
- **W/H** – The withholding taxes relate to the taxes paid, which comes from the W-4 information completed by the employee. Caution: the less tax an employee has taken from their paycheck, the more potential the employee has to owe the IRS at tax time

8 **Benefits:** All WISD paid benefits are listed under the Benefits heading. They are listed here to make you aware of your total compensation package. These benefits are not income; therefore, they are not part of your Gross Wages and you do not have to pay tax on them.

- **AC PRIM EO NT** – The district will pay \$187.50 per pay (or \$375.00 monthly) towards medical insurance for 2021/2022
- **GRP TERM LI** – The district pays for \$15,000 in life insurance for each employee (\$7,500 for employees over 65)
- **MEDICARE** – The district contribution to the Medicare system
- **TRS INS CT** – The district contribution to the TRS retiree insurance (TRS-Care)