

## Summit School District Support Staff Reading Your Pay Stub

School District employees are paid on a “balanced pay” method. This means the same gross wages are paid each month for 12 months. Monthly Gross wages are calculated as follows:

- Hours Per Day x Hourly Rate x # of work days in school year = Annual Salary
- Annual Salary ÷ 12 months = Monthly Gross Wages

There are 3 components to understanding the information outlined on monthly pay stubs.

1. Regular Hours
2. Additional Hours – Reg/OT
3. FTD (Fiscal Year to Date) and YTD (Calendar Year to Date)

### Reg Hrs = Regular Hours –

“Reg Hrs” reflects the number of hours employees are scheduled to work in the month they are receiving their pay. Meaning – for the month of January this employee is scheduled to work 115.20 hours.

<b>Earnings</b>					
Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay
ADDITIONAL HOURS	\$19.20	12.10	6.50	\$232.32	\$187.20
BUS DRIVER		115.20	0.00	\$1,822.72	\$0.00

It is important to know that this number will fluctuate each month based on the number of work days/hours employees are scheduled in the month.

As a reminder: the number of hours reflected on your pay stub multiplied by your hourly rate **will not** equal the amount paid in gross wages. Annual salary is paid equally over 12 months as a result of the “balanced pay” method outlined above.

### Additional Hours

The purpose for having support staff punch in/out using the time clock is to pay employees for actual time worked over/under(-) the # of hours they are scheduled in the pay cycle.

In this example the employee worked 12.10 hours over their normal work schedule and an additional 6.50 hours in overtime. Overtime is calculated when an employee physically works more than 40 hours in a week (Sunday – Saturday).

**Earnings**

Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay
ADDITIONAL HOURS	\$19.20	12.10	6.50	\$232.32	\$187.20
BUS DRIVER	\$19.20	115.20	0.00	\$1,822.72	\$0.00

Hours worked less than scheduled are indicated with (-) and wages are docked through the Additional Hours line item as indicated below.

**Earnings**

Description	Rate	Reg. Units	O/T Units	Reg. Pay	O/T Pay
ADDITIONAL HOURS	\$17.35	-1.03	0.00	(\$17.87)	\$0.00
BUS DRIVER	\$17.35	115.20	0.00	\$1,647.09	\$0.00

Pay Cycles – Time clock schedule used to reconcile actual time worked (Additional Hours)

Pay Period	Start Date	End Date	Pay Date
2.00	6/27/2021	7/31/2021	8/13/2021
3.00	8/1/2021	8/28/2021	9/15/2021
4.00	8/29/2021	9/25/2021	10/15/2021
5.00	9/26/2021	10/30/2021	11/15/2021
6.00	10/31/2021	11/27/2021	12/15/2021
7.00	11/28/2021	12/25/2021	1/14/2022
8.00	12/26/2021	1/29/2022	2/15/2022
9.00	1/30/2022	2/26/2022	3/15/2022
10.00	2/27/2022	3/26/2022	4/15/2022
11.00	3/27/2022	4/30/2022	5/13/2022
12.00	5/1/2022	5/28/2022	6/15/2022
13.00	5/29/2022	6/25/2022	7/15/2022

FTD (Fiscal Year to Date) and YTD (Calendar Year to Date)

FTD = Fiscal Year to Date (July – June) wages paid

YTD = Calendar Year to Date (Jan – Dec) wages paid

Other Information:

Employee Deductions:

Required- Fed Tax, Medicare, PERA Retirement, CO State Tax

Optional - Health/Dental/Vision Insurance, 401k, Summit Foundation, etc.

Direct Deposit Net Pay- \$ amount that is deposited in your bank account.

Employer Paid Benefits:

This is the amount SSD contributes to your Medicare, PERA Retirement, Health and Dental Insurance

Required - Medicare and PERA Retirement

Voluntary Contributions – Health/Dental Insurance