

Earnings Statement Breakdown

Please review your earnings statement after every pay period to ensure accuracy. If you notice a discrepancy please call the SJECCD Payroll Department at 408-270-6412 or send an email to DO-Payroll@sjeccd.edu.

Breakdown of your Earnings Statement:

1. **Address:** Ensure your address is up to date. This is where your W2 will be delivered. Contact HR to update.
2. **Employee ID:** This number is the quickest way to access your information when contacting Payroll.
3. **Tax Withholdings:** Review your Tax Withholdings. Complete a new W4 or DE4, if changes are needed.



Earnings Statement

	Amt. This Period	Year to Date
Net Pay	\$4,905.25	\$4,905.25
Advice #	001234	

San Jose/Evergreen Community
40 South Market St
San Jose, CA 95113

Employee: John V. Doe
1234 Test Street
San Jose CA 95135
SSN: XXX-XX-1234
Employee ID: 0123456
Position: Administrative Assistant

Federal Withholding Status:	Single
State Withholding Status:	Single
State Exemptions:	0
Add'l Federal Withholding:	\$0.00
Add'l State Withholding:	\$0.00

Period Beginning: 1/1/2023
Period Ending: 1/31/2023
Pay Date: 1/31/2023

Earnings Statement Breakdown

4. **Earnings:** The amounts under “This Period” will display your total earnings for the pay period. Possible Earnings Types are listed below.

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Earnings				
Earnings Type	Hours	Rate	This Period	Year To Date
Classified Monthly	176.00	-	\$6,002.76	\$6,002.76
Overtime @ 1 1/2	22.00	-	\$1,142.82	\$1,142.82
Total Gross Pay			\$7,145.58	\$7,145.58

Academic Earning Types

Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category
ACA	Academic	Regular	DPP	Deferred Pay Plan for Academic	Regular	OVP	Overload for Prior Period	Regular
ACA1	Regular Aca Earnings Prior Mo	Regular	DPPA	Deferred Pay Plan for 11 Mo Au	Regular	OVS	Overload for Subs	Regular
ACE	Academic Exc. 10 Mo-July/April	Regular	DPPJ	Deferred Pay Plan for 11 Mo Ju	Regular	OVV	Overload Work Experience	Regular
ACX	Academic Exc. 11 Mo-July/May	Regular	EXRT	Excess Strs Contr.	Regular	PG2	Professional Recognition(inst)	Misc.
ACY	Academic 11 Month Aug/June	Regular	IN1	Interession - Academic	Regular	RA1	Academic Unit Retro Pay	Misc.
ACZ	Academic Exc. 12 Mo-July/June	Regular	IN1P	Interession Aca Prior Period	Regular	RC1	Class Unit Retro Pay	Misc.
BOV	Banked Overload	Misc.	IN3	Interession-Instr/Ninstr	Regular	RO1	Academic Unit OV Retro Pay	Misc.
DL	Deferred Pay - Lump Sum Payoff	Misc.	OFC	Overload Concurrent Assign.	Regular	RP2	Retroactive Pay for Academic	Misc.
DP	Deferred Pay Only-Extended Pay	Regular	OPD	Overload Professional Develop	Regular	SI	Summer Session - Academic	Regular
DPA	Deferred Pay Only-Extended Pay	Regular	OVI	Overload - Instructional	Regular	SIP	Summer Session Aca Prior Prd	Regular
DPJ	Deferred Pay Only-Extended Pay	Regular	OVN	Overload for Non-Instr	Regular			

Associate Faculty Earning Types

Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category
AF	Adjunct Faculty	Regular	AFW	Adjunct Work Experience	Regular	IN3	Interession-Instr/Ninstr	Regular
AF2	IBP Instructors	Regular	APD	Adjunct Professional Develop	Regular	RP1	Adjunct Unit Retro Pay	Misc.
AFN	Adjunct Fac Non-Instr	Regular	EXRT	Excess Strs Contr.	Regular	SI2	Summer Session - Adjunct	Regular
AFP	Adjunct Prior Period	Regular	IN2	Interession - Adjunct	Regular	SI2P	Summer Session Adj Prior Prd	Regular
AFS	Adjunct Fac Sub	Regular	IN2P	Interession Adj Prior Period	Regular			

Classified Earning Types

Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category
CAP	CSEA Add'l Pay	Regular	CLP	Classified Monthly Prior	Regular	OT	Overtime @ 1 1/2	Overtime
CDCU	Campus Dispatch/Commun Uniform	Misc.	CLSS	Class Monthly 2.5% Swing Shift	Regular	OTGR	Ot @ 1.5 + Grave @ .05	Overtime
CHA	Cl Hr Addl Hours	Regular	CPDP	Cell Ph Data Plan	Misc.	OTH	Cl Hrly Unit @ 1.5	Overtime
CHAG	Cl Hr Addl Hrs Grave	Regular	CPH	Cell Phone Reimb	Misc.	OTHG	Cl Unit Hrly Grv @1.5+.05	Overtime
CHAS	Cl Hr Addl Hrs Swing	Regular	CPOU	Campus Police Officer Uniform	Misc.	OTHS	Cl Unit Hrly Swg @1.5+.025	Overtime
CL	Classified Monthly	Regular	CPUS	Cell Ph Stand Usage	Misc.	OTSS	Ot @ 1.5 + Swing @ .025	Overtime
CLGR	Class Monthly 5% Grave Shift	Regular	CSOU	Campus Safety Officer Uniform	Misc.	PG	Professional Growth	Misc.
CLH	Classified Unit Paid Hourly	Regular	CSPH	Smart Cell Ph Reim	Misc.	RP	Retroactive Pay for Classified	Misc.
CLHG	Classified Unit Grave Pd Hrly	Regular	CTPO	Compensatory Time Pay Off	Leave	RT1	Class Unit OT Retro Pay	Misc.
CLHP	Cl Unit Paid Hrly Prior Adj	Regular	DF	Differential for Class & Mgmt	Regular	VP	Vacation Payoff Classified	Leave
CLHS	Classified Unit Pd Swing Hrly	Regular	OP	Overtime Payoff	Misc.			

MSC (Manager, Supervisor, Confidential) Earning Types

Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category
CO	Classified Confidential	Regular	EXEC	Executive Monthly Stipend	Regular	RPM	Retro Pay for MSC	Misc.
CPDP	Cell Ph Data Plan	Misc.	HOUS	Exec Monthly Housing Allow.	Regular	RS1	SUPV/CONF RETRO PAY	Misc.
CPH	Cell Phone Reimb	Misc.	MA	Management	Regular	SAE	Supv August Thru June	Regular
CPUS	Cell Ph Stand Usage	Misc.	MAE	MGMT August thru June	Regular	SU	Classified Supervisor	Regular
CSPH	Smart Cell Ph Reim	Misc.	MAP	Msc Add'l Pay	Regular	SUGR	Supervisor 5.0% Night Shift	Regular
DF	Differential for Class & Mgmt	Regular	MASS	Management 2.5% Evening Shift	Regular	SUSS	Supervisor 2.5% Evening Shift	Regular
EDS	Educational Degree Stipend	Misc.	RM1	MGMT Retro Pay	Misc.	VP2	Vacation Payoff Management	Leave

Short Term, Substitute, Professional Expert, & Student Earning Types

Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category	Earn Type	Description	Taxation Category
AEP1	Leap Participation Agreement 1	College Work-Study	FWS	Student Federal Workstudy	College Work-Study	SICS	Sick Leave Students	Leave
AEP2	Leap Participation Agreement 2	College Work-Study	HDT	Hourly Double Time	Overtime	ST	Student-College Workstudy	Regular
EO	Elected Officials	Regular	HOT	Cl Hrly Overtime @ 1 1/2	Overtime			
EXRM	Expense Reimbursement for Brd	Regular	HR	Classified Hourly	Regular			

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5. **Taxes:** This is where the taxes withheld will appear. Possible Taxes that are withheld on your earnings statement along with who is liable for the tax are listed below.

Taxes, Benefits, and Other Deductions							
	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD	
Taxes							
Medicare W/H 1.45% (NonInst.)	\$103.68	\$103.68	\$103.68	\$103.68	\$7,150.30	\$7,150.30	
FICA Withholding (Non-Instr.)	\$443.32	\$443.32	\$443.32	\$443.32	\$7,150.30	\$7,150.30	
Federal Withholding Single	\$822.46	\$822.46	-	-	\$6,670.08	\$6,670.08	
State Withholding for Single	\$340.40	\$340.40	-	-	\$6,670.08	\$6,670.08	
Local UI N-Experience Factor	-	-	\$10.72	\$10.72	-	-	
State Unemployment Ins (noinst)	-	-	\$35.73	\$35.73	-	-	

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Tax Code	Description	Tax Code Type	Tax Liability
FHHR	Head of Hhld Higher Rate	Federal Withholding	Employee Paid
FMHR	Fed Married Higher Rate	Federal Withholding	Employee Paid
FSHR	Fed Single Higher Rate	Federal Withholding	Employee Paid
FWHH	Fed Wth Head of Household	Federal Withholding	Employee Paid
FWHM	Federal Withholding Married	Federal Withholding	Employee Paid
FWHS	Federal Withholding Single	Federal Withholding	Employee Paid
SDI	Ca Sdi	State Withholding	Employee Paid
SWHH	State Withholding for Hdhouse	State Withholding	Employee Paid
SWHM	State Withholding for Married	State Withholding	Employee Paid
SWHS	State Withholding for Single	State Withholding	Employee Paid
SWM2	State Withholding Married 2+	State Withholding	Employee Paid
EXR1	Local UI I-Experience Factor	Unemployment/Insurance	Employer Paid
EXR2	Local UI N-Experience Factor	Unemployment/Insurance	Employer Paid
SUI1	State Unemployment Insurance	Unemployment/Insurance	Employer Paid
SUI2	State Unemployment Ins(noinst)	Unemployment/Insurance	Employer Paid
FIC1	FICA Withholding (Instr.)	FICA Withholding	Shared Payment
FIC2	FICA Withholding (Non-Instr.)	FICA Withholding	Shared Payment
MED1	Medicare W/H 1.45%(Instr)MQGE	FICA Withholding	Shared Payment
MED2	Medicare W/H 1.45% (NonInst.)	FICA Withholding	Shared Payment

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6. **Benefits:** Contact HR.Benefits@sjeccd.edu if you have any questions.
7. **Mandatory Deductions:** PERS or STRS contributions deducted from each pay check.
8. **PERS or STRS corrections:** Corrections of PERS or STRS contributions from prior pay periods.
9. **Other Deductions:** Voluntary deductions that are employee authorized. These include Union Dues, Retirement Contributions, Life Insurance, 403(b), Flexible Spending, etc.
10. **Direct Deposit:** If enrolled in Direct Deposit, bank information will be displayed. Up to two bank accounts are allowed.
11. **Leave Used (In Hours):** Please review your leaves balances in the Self-Service Portal as hours on your earnings statement may not reflect all activity. In Self Service, you can click on the links to see the dates/ hours posted to each of your leave banks.
12. **Taxable Fringe Benefits:** Employer paid benefit. IRS limits for taxable over 50k group term life insurance.

Benefits								
	Anthem Blue Cross Employee Only Noninstructional	-	-	\$1,332.00	\$1,332.00	\$6,002.76	\$6,002.76	
6	Dental (csea Non-Instr)	-	-	\$157.60	\$157.60	\$6,002.76	\$6,002.76	
	Employee Life & A.D & D - Non Inst	-	-	\$11.43	\$11.43	\$6,002.76	\$6,002.76	
	Life Ins. Under Age 50 NInstr	-	-	\$8.18	\$8.18	\$6,002.76	\$6,002.76	
	Long Term Disability(non-Inst)	-	-	\$10.22	\$10.22	\$6,002.76	\$6,002.76	
	Pers N-Inst Ntax Normal-New	7	\$480.22	\$480.22	\$1,522.90	\$1,522.90	\$6,002.76	\$6,002.76
	Pers N-Inst Ntax Retro-New	-	-	-	-	-	-	
	Pers N-Inst Ntax Sp Comp-New	8	-	-	-	-	-	
6	V.S.P. - Vision Plan (non-Instructional)	-	-	\$15.50	\$15.50	\$6,002.76	\$6,002.76	
	Worker's Comp (non-Instr)	-	-	\$97.49	\$97.49	\$7,145.58	\$7,145.58	
Other Deductions								
	C.S.E.A Chapter Dues	9	\$3.00	\$3.00	-	-	\$6,002.76	\$6,002.76
	C.S.E.A Dues		\$47.25	\$47.25	-	-	\$6,002.76	\$6,002.76
Totals			\$2,240.33	\$2,240.33	\$3,748.77	\$3,748.77		

Deposit Information		
Bank	Account	Amount
Bank of America	1234	\$4,905.25

Leave Used (In Hours)		
Type	This Period	Remaining
Vacation	0.00	43.62
Sick	0.00	54.82

Taxable Fringe Benefits		
Description	Current	YTD
Life Ins. Under Age 50 NInstr	\$4.72	\$4.72