Your Earnings Statement, or paystub, is a breakdown of your earnings and deductions for a specific pay period. Your paystub might not look the same each pay period, so it is important you review your earnings regularly to check for discrepancies.
Please review your paystubs for discrepancies. Some examples of things to look for are:

- Name and Address
- Pay Period start and end dates
- Pay Rates
- Hours Worked
- Tax Allowances
- Deductions
The Top of Your Paystub

Let’s take a quick look at all the information you’d find at the very top of your paystub.
Please ensure your address is **ALWAYS** up-to-date so that your IRS Form W-2 can be sent to the right address.
These are your Federal, State, and Local tax allowances, along with your Marital Status. You’d also be able to see any “Additional Tax” here.

Please be sure these are always correct for tax purposes.
The Period Start Date, End Date, and Pay Date can be found here.

Your check or voucher number can be found here.

If you have inquiries on a specific paycheck, this will help you and the Payroll Department differentiate which Pay Period you’re speaking of, or you can simply refer to the check or voucher number.
Your Earnings, Broken down

Let’s take a look at your Earnings to understand how you get to your “Gross Pay”.
These are your Hourly Rates.

Depending on your position and/or your schedule, you might have more than one rate. Please be sure to check these regularly to ensure you were paid at the correct rate.

Your Overtime Rate will always be one and a half times the regular rate. Dividing the Overtime Rate by 1.5 will let you know which rate you were paid at.
These are your Hours Worked.

Please be sure you’ve been paid the correct amount of hours. If you feel you’re missing hours, please speak with your Supervisor.
These are your Earnings for this period.

Your Earnings are calculated by multiplying your Hourly Rate by your Hours Worked. When you total all your Earnings, it equals your “Gross Pay”.

Your Gross Pay is the total earnings before taxes and deductions are removed.
Note: Please be sure to check your year to date earnings and Employer Pension contributions from time to time as well.
Your Deductions, Broken down

Let’s take a look at your Deductions to understand how you get to your “Net Pay”.
These are your “Statutory Deductions”

These deductions are deductions mandated by statute, or law. The law requires employers to withhold these deductions from employee paychecks. While you can opt out of “Voluntary Deductions”, such as a contribution to a retirement account or a flexible spending account, you can’t decline to participate in statutory deductions. These include:

- Income Tax
- Medicare and Social Security
- Court Orders (Court Orders would appear under “Other” deductions on your check, but are still Statutory Deductions.)
These are your “Voluntary Deductions”

Voluntary deductions from wages are withheld only if the employee grants permission to the employer. You can pay most voluntary deductions from pretax dollars, which lowers your taxable income. Some of these include:

- Health Insurance
- Retirement Plans
- Flexible Spending Accounts
- Commuter Benefit Accounts
- Union Dues

This reflects what was deposited as a Direct Deposit to your account.

** Please note, Court Ordered deductions will appear in the “Other” section, even though they’re Statutory Deductions.
If you take your “Gross Pay” and subtract all of your deductions, you’ll arrive at your “Net Pay”.

Your Net Pay is also known as your “Take Home Pay”. It is what you’d take home after your Statutory and Voluntary deductions have been made.

* Excluded from federal taxable wages
  Your federal taxable wages this period are $464.04
Is it a Check or a Voucher?

Let’s take a look at the difference between an actual Live Check and a Bank Voucher.
This is a live check. Notice the following:

1. “Pay to the order of:”
2. The amount of the check written in words.
3. A signature from an authorized signor.
4. Payroll Check Number
5. All the pertinent bank information a check would have, including:
   - Bank Name
   - Account Number
   - Routing Number

BARNARD COLLEGE
3009 BROADWAY
NEW YORK, NY 10027

Payroll check number: KQS 1-6210
Pay date: 08/11/2016

1. Pay to the order of
2. EIGHT HUNDRED THIRTY ONE AND 89/100 DOLLARS $831.89
3. Authorized Signature
This is a voucher. Notice the following:
1. THIS IS NOT A CHECK written across.
2. Non-Negotiable written at the bottom.
3. No signature from an authorized signor.
4. Advice Number instead of Check Number
5. All the pertinent bank account information a payment would have been deposited to.
Any Questions?

If you need to contact the Payroll Department, you can email us at payroll@barnard.edu