

NAME 1				DISTRICT PAID	FEDERAL 3			STATE			WARRANT
SSN: XXX-XX-XXXX				BENEFITS	S/M	EXMPT	ADD'L	S/M	EXMPT	ADD'L	NUMBER
2											4
GROSS PAY				TAX	CURRENT			YTD			ISSUE DATE
DESCRIPTION	HOURS	CURR AMT	YTD AMT	WITHHELD	GROSS		TAXES		GROSS	TAXES	7
		5		FEDERAL							PERIOD END
				STATE							8
				FICA			6				VAC LIMIT
				MQFE							9
				TOTAL 0.00			DEDUCTIONS				
				LEAVES	B. BAL	EARNED	USED	E. BAL	DESCRIPTION	CURRENT	YTD
				VAC				10		11	
				SICK							
				PERNL LVE							
				COMP TIME							
				E VAC							
				P-T&OVERLOAD	HOURS		CURR AMT				
							12				
									TTL DEDUCTION	0.00	0.00
GROSS EARNINGS		0.00	0.00	TOTAL	0.00		0.00		NET PAY	13	0.00
MESSAGE:											
14											

Above is the payroll check stub format. The District is mailing paychecks and direct deposit advice to your address once a month. The checks will be sealed automatically. Care should be taken when opening the envelope to avoid tearing your check or direct deposit advice. Payday for temporary and student employees is at the 15th of the month, payday for contract employees is at the last working day of the month. Please send your change of address request in writing to the District Human Resources Office, the Financial Aid Office, or the Part-time Payroll Office on campus.

The descriptions of the new stub correspond to the numbered items below:

1. **Name and social security number** of the payee.
2. **District paid benefits:** Total including Retirement, FICA, MQFE, Workman's Compensation, SUI or Med/Dental and Life Insurance whichever applies to your position.
3. **Federal and State Withholdings:** Listing number of exemptions, marital status, and additional withholdings.
4. **Warrant or Direct Deposit Voucher Number:** Indicates warrant or voucher number assigned to your stub.
5. **Gross pay:** Listed by "pay code" description, hours earned for each pay code and both current and year to date earnings.
6. **Tax withheld:** Taxable gross earnings and tax withholding amount for current month and calendar year to date.
7. **Issue Date:** Issuance date of warrant or voucher.
8. **Period end:** Payroll period ending date.
9. **Vacation Limit:** Will inform you if your accrued vacation limit is approaching or has exceeded the limit.
10. **Leaves:** The beginning balance of all leaves should be equal to the ending balance of the previous month.
11. **Deductions:** Listing of the mandatory and voluntary deductions for current and year to date balances.
12. **P/T & Overload:** A breakdown list showing part-time and overload pay by hours and amount for current month. The total equals the current amount listed under gross pay.
13. **Net pay:** should be equal to **Gross Pay** less **Taxes** and **Deductions**.
14. **Message:** will provide useful information on a variety of matters.

The Payroll Services Web page address is: <http://www.fh.fhda.edu/district/BusSvc/payrollforms.html>

Classified & De Anza Student payroll contact Nancy at (650)949-6257

Full-time Faculty & Administrators contact Esme at (650) 949-6264

Part-time Faculty & Foothill Student contact Linda at (650) 949-6265

Temporary employee and misc. deductions contact Wen at (650) 949-6263