


# UNDERSTANDING YOUR PAY STATEMENT

- Pay statements are available on the [PASSHE Employee Self Service \(ESS\) portal](#) on the Employee Self Service tab through the Payroll link. Microsoft Edge is the recommended web browser for viewing .pdf documents in ESS.

	Personnel No :XXXXXXXX Name LAST NAME, FIRST NAME University Indiana University Address STREET ADDRESS CITY, STATE ZIP Pay period :01/28/2023 to 02/10/2023 Withholding :FED Married 00	Pay Date : 02/24/2023 Pay No. : 04/2023 Pay Cycle: Salary FT 26 Pay Range: 45 Pay Step : 12
	2300 Vartan Way Suite 207, Harrisburg, PA (717) 720-4000	

	Earnings -	Pre-Tax -	Taxes -	Post Tax =	Net Pay
Current <b>B</b>	18,612.73 -	1,971.21 -	5,623.16 -	220.97 =	10,797.39
YTD	39,417.71 -	5,783.17 -	10,819.54 -	480.99	

EARNINGS <b>C</b>				
CATEGORY	Current Hours	YTD Hours	Current Amount	YTD Amount
REG SALARY 26 PAY	75.00	300.00	4,730.16	18,920.64
APSCUF SPONSORED ACTIVITY	126.00	187.34	13,882.57	20,497.07
<b>Total Earnings</b>			<b>18,612.73</b>	<b>39,417.71</b>

PRE-TAX DEDUCTIONS <b>D</b>		
CATEGORY	Current Amount	YTD Amount
403B TSA	875.00	3,150.00
HIGHMARK PPO	165.57	662.28
ARP-EE COMBINED CONT	930.64	1,970.89
<b>Total Pre-Tax</b>	<b>1,971.21</b>	<b>5,783.17</b>


POST-TAX DEDUCTIONS <b>E</b>		
CATEGORY	Current Amount	YTD Amount
APSCUF DUES	214.05	453.31
LTD	6.92	27.68
<b>Total Post-Tax</b>	<b>220.97</b>	<b>480.99</b>

TAXES <b>F</b>			
CATEGORY		Current Amount	YTD Amount
<b>Federal</b>	<b>Federal</b>		
Withholding Tax		3,400.01	6,144.93
Social Security Tax		1,143.73	2,402.84
Medicare Tax		267.48	561.95
<b>State</b>	<b>Pennsylvania</b>		
Withholding Tax		566.32	1,189.78
Unemployment Tax		13.03	27.59
<b>City</b>	<b>Indiana Borough</b>		
Local Services Tax		2.00	8.00
<b>City</b>	<b>Pine Township</b>		
Withholding Tax		230.59	484.45
<b>Total Taxes</b>		<b>5,623.16</b>	<b>10,819.54</b>

TAXABLE WAGE BASE <b>G</b>			
CATEGORY		Current Amount	YTD Amount
<b>Federal</b>	<b>Federal</b>		
Withholding Tax		16,641.52	33,834.54
Social Security Tax		18,447.16	38,755.43
Medicare Tax		18,447.16	38,755.43
<b>State</b>	<b>Pennsylvania</b>		
Withholding Tax		18,447.16	38,755.43
Unemployment Tax		18,612.73	39,417.71
<b>City</b>	<b>Indiana Borough</b>		
Local Services Tax		18,612.73	39,417.71
<b>City</b>	<b>Pine Township</b>		
Withholding Tax		18,447.16	38,755.43

PAYMENT DETAILS <b>H</b>			
Method		Detail	Amount
Bank transfer (ACH PPD)		BANK NAME	10,797.39

**A. HEADER**

 <p><b>Pennsylvania's STATE SYSTEM of Higher Education</b></p>	Personnel No :XXXXXXXX Name LAST NAME, FIRST NAME University Indiana University Address STREET ADDRESS CITY, STATE ZIP Pay period :01/28/2023 to 02/10/2023 Withholding :FED Married 00	Pay Date : 02/24/2023 Pay No. : 04/2023 Pay Cycle: Salary FT 26  Pay Range: 45 Pay Step : 12
	2300 Vartan Way Suite 207, Harrisburg, PA (717) 720-4000	

- Personnel# - 8 digit number, usually assigned with 5 or 6 digits and preceding zeros after one is hired onto the payroll system.
- Name/University/Address – Information relevant to the employee
- Pay period – Biweekly time frame for which your salary applies.
- Withholding – Federal wage tax withholding indicated on your last W4. If no election made, the default is Single/\$0 dependents/\$0 additional withholding
- Pay Date – Date net amount of pay is available
- Pay No. – Assigned number of payroll iterations within the pay year out of 26 (or 27) pays
- Pay Cycle – Relevant employee information based on position.
  - Salary or Hourly
  - FT (full time) schedule or PT (part time) schedule
  - 20 pays, 26 pays or 26.08 pays
- Pay Range – Also referred to as Rank, Pay Scale, Pay Scale Group...used to determine salary range
- Pay Step – Also referred to as Pay Level...used to determine salary level

**B. PAY SUMMARY**

- Provides a summary of earnings, deductions and net pay on the paycheck, as well as year to date (YTD) amounts.

	Earnings -	Pre-Tax -	Taxes -	Post Tax =	Net Pay
Current	18,612.73 -	1,971.21 -	5,623.16 -	220.97 =	10,797.39
YTD	39,417.71 -	5,783.17 -	10,819.54 -	480.99	

**C. EARNINGS**

<b>EARNINGS</b>				
CATEGORY	Current	YTD	Current	YTD
	Hours	Hours	Amount	Amount
REG SALARY 26 PAY	75.00	300.00	4,730.16	18,920.64
APSCUF SPONSORED ACTIVITY	126.90	187.34	13,882.57	20,497.07
<b>Total Earnings</b>			<b>18,612.73</b>	<b>39,417.71</b>

- Earnings - “gross” earnings, before any taxes or deductions are taken.
- Category – Description of earnings pulled from the payroll system

**D. PRE-TAX DEDUCTIONS**

- Deductions taken from gross earnings before taxes are withheld such as medical/dental and retirement plans

<b>PRE-TAX DEDUCTIONS</b>		
<b>CATEGORY</b>	<b>Current Amount</b>	<b>YTD Amount</b>
403B TSA	875.00	3,150.00
HIGHMARK PPO	165.57	662.28
ARP-EE COMBINED CONT	930.84	1,970.89
<b>Total Pre-Tax</b>	<b>1,971.21</b>	<b>5,783.17</b>

ARP = Alternative Retirement Plan
DC = Defined Contribution
DB = Defined Benefit
403B TSA = Tax Sheltered Annuity
457 = Deferred Compensation

**E. POST-TAX DEDUCTIONS**

- Deductions taken after pre-tax deductions and federal/state/local taxes such as union dues, additional life and disability insurance plans, Parking Fee and Activity Fee.

<b>POST-TAX DEDUCTIONS</b>		
APSCUF DUES	214.05	453.31
LTD	6.92	27.68
<b>Total Post-Tax</b>	<b>220.97</b>	<b>480.99</b>

AD&D = Accidental Death & Dismemberment
LTD = Long Term Disability
UNIV MISC 2 = Parking Fee
UNIV MISC 3 = Activity Fee

**F. TAXES**

FEDERAL	Withholding	Based on W4 Form
	FICA/Social Security	6.2% of gross earnings minus pre-tax medical
	FICA/Medicare	1.45% of gross earnings minus pre-tax medical
STATE	Withholding	3.07% of gross earnings minus pre-tax medical
	Unemployment Tax (PASUI)	7% of gross earnings
LOCAL	Withholding	Higher % of either Residential municipality or Work municipality
	Local Services Tax	\$52.00 per year; deducted in equal amounts based on pay frequency

<b>TAXES</b>			
<b>CATEGORY</b>		<b>Current Amount</b>	<b>YTD Amount</b>
<b>Federal</b>	<b>Federal</b>		
Withholding Tax		3,400.01	6,144.93
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Withholding Tax		230.59	484.45
<b>Total Taxes</b>		<b>5,623.16</b>	<b>10,819.54</b>

**G. TAXABLE WAGE BASE**

- The earnings used to calculate certain taxes. (ex...gross minus pre-tax medical)
- Certain taxes, such as Social Security and Unemployment Insurance, have limits on earnings on which employees must pay taxes.

<b>TAXABLE WAGE BASE</b>		
<b>CATEGORY</b>	<b>Current Amount</b>	<b>YTD Amount</b>
<b>Federal</b>	<b>Federal</b>	
Withholding Tax	16,641.52	33,634.54
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<b>City</b>	<b>Pine Township</b>	
Withholding Tax	18,447.16	38,755.43

**H. PAYMENT DETAILS**

- Describes the method of payment (bank transfer or paper check) and the final net amount of payment.

<b>PAYMENT DETAILS</b>		
<b>Method</b>	<b>Detail</b>	<b>Amount</b>
Bank transfer (ACH PPD)	BANK NAME	10,797.39