

Understand the Anatomy of a Paycheck

The numbers in the following example check each indicate one part of a paycheck followed by a corresponding explanation of each section. Checks may vary slightly from company to company. In order to maintain confidentiality, employees must contact their Company Administrator with questions as Paylocity is not authorized to speak directly with employees.

BENJAMINS BACKYARD BBQ 123 HAMBURGER LANE ARLINGTON HEIGHTS, IL 60005		1	Direct Deposit Advice	
			Check Date August 5, 2011	2
			Voucher Number 101738	
DIRECT DEPOSIT VOUCHER			Direct Deposits Type Account Amount	
			CHARTER C ***0000 334.93	
			ONE BANK, N.	
Train35 110 12 101738 7203	Train35		CHARTER S ***0000 200.00	
Matt Coal			ONE BANK, N.	
222 Grill Court		3	Total Direct Deposits	4
Lake Forest, IL 60045				534.93
Non Negotiable - This is not a check - Non Negotiable				
Non Negotiable - This is not a check - Non Negotiable				
BENJAMINS BACKYARD BBQ				
Matt Coal				Earnings Statement
Employee ID	12	Fed Taxable Income	649.90	Check Date August 5, 2011
Location	110	Fed Filing Status	M-1	Voucher Number 101738
Hourly	\$18.00	State Filing Status	M-1	Period Beginning July 23, 2011
				Period Ending July 29, 2011
				Voucher Number 101738
				Net Pay 534.93
Earnings	Rate	Hours	Amount	YTD
REGULAR	18.00	40.00	720.00	6,906.95
SICK				135.00
VACATIO				1,404.00
OVERTIM				13.50
Personal T				720.00
BONUS				3,150.00
Gross Earnings		40.00	720.00	12,329.46
Taxes			Amount	YTD
FITW			47.68	1,054.17
IL			30.57	496.15
MED			9.42	157.43
SS			27.30	456.05
Taxes			114.97	2,163.80
Deductions			Amount	YTD
Health Insurance				125.00
Medical			55.60	1,056.40
Denti Plan			14.50	290.00
Deductions			70.10	1,471.40
Direct Deposits	Type		Account	Amount
CHARTER	C		***0000	334.93
ONE BANK, N.A.				
CHARTER	S		***0000	200.00
ONE BANK, N.A.				
Total Direct Deposits				534.93

The following Paycheck Information is at the top of a paycheck:

- Employer Information:** Contains the Employer's name and address information
- Check Date:** The date the check is available to be cashed or when the direct deposit is expected to be in the bank.
- Demographic Information:** Contains the Employee's name and address information. The unique identifier above the employee's name consists of:
 - Company Id
 - Employee Cost Center Code
 - Employee Id
 - Check/Voucher Number
 - Paylocity Internal Control Identifier
- Net Pay:** Also known as take-home pay, income after necessary taxes and deductions have been withheld; may include direct deposit bank account information.

Additionally, the following Earnings Statement Information will display:

- Allowances and Exemptions:** Personal exemptions reduce the employee's taxable income on Form 1040. When entered into the payroll system, they reduce the same amount of wages from income tax withholding and approximate the employee's tax liability and the end of the year.
- Earnings:** Gross pay before taxes and deductions; contains hour, wage, and salary information for the current pay period.
- Deductions:** Amount that is or may subtract from an employee's paycheck; can be pre-tax or post-tax depending on the type of deduction. Also include voluntary and involuntary deductions (e.g. child support)
- Taxes:** Withholding amounts for each applicable tax authority. Federal Taxes paid to the IRS; FICA funds both Medicare and Social Security; state and local taxes paid to the city/state on address if applicable.
- Direct Deposit and Account Type:** Bank account information and amounts deposited, if applicable.

Using the paycheck above as an example, follow these steps to calculate the Net Pay:

- Calculate total earnings \$720.00
- Calculate social security -\$27.30
- Calculate Medicare -\$9.42
- Calculate federal withholding -\$47.68
- Calculate applicable state, local, disability, and unemployment insurance withholdings -\$30.57
- Calculate adjustments (pre-tax and post-tax amounts) -\$70.10
- From total earnings, subtract all employee withholding taxes, then add or subtract all adjustments based on how they impact net pay. End result is net (take-home) pay. \$534.93

Current and historical check information is available any time by logging into HR & Payroll. Depending on company configuration, this information can be found in **HR & Payroll > Employees > Select Employee > Pay > Checks** or for Self Service Portal users, by selecting the most recent paycheck date link under the Compensation header.

Important Information: The checks are printed as Business Checks, so the MICR line will not print in the typical order of: **Routing Number - Account Number - Check Number**. Instead, it prints as: **Check Number - Routing Number - Account Number**.

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