

HOW TO READ AND UNDERSTAND YOUR PAY CHECK

Your pay check contains information about your earnings for the current pay period, fiscal and calendar years to date, employee paid deductions, leave accumulated, leave activity and employer paid deductions.

Please refer to the attached sample receipt.

- (1) Amount of your net pay.
- (2) Your name and address as listed in our employee database.
- (3) The end date of the pay period. The pay date is the earliest date the check can be cashed.
- (4) Earnings for the pay period. Hourly employees have their rate of pay and hours worked itemized. Salaried workers have their bi-weekly salary amount listed.
- (5) Earnings for the fiscal year-to-date. Note: Our fiscal year is July 1 through June 30.
- (6) Earnings for the calendar year-to-date, January 1 through December 31.
- (7) Deductions taken from your earnings for the pay period, "Amount", and calendar year-to-date.
- (8) Status of your leave plans.
 - "Beg Bal" - amount of time carried over from the previous fiscal year.
 - "Used" - total time taken for each leave plan listed.
 - "Accr" - leave accrued to date for the fiscal year.
 - "Adj" - any adjustments made to your leaves.
 - "Bal" - the amount of time available to use this year.
 - The last posted attendance date is listed under the "BENEFITS Total" on the voucher.
- (9) Current activity to one of your leave plans. Please review this for accuracy each pay period.
- (10) The Dennis-Yarmouth Regional School District pays a portion of your benefits. The amount per pay period and YTD amounts are provided.