Understanding Your Paycheck

**EARNINGS**
This area shows the four-character code for each type of earning you receive. It will show docks on a separate line as a negative amount and will also show separate lines for retroactive and arrears payments. If your pay is based on hours or days, the rate of pay and number of units will be displayed.

[www.santarosa.edu/afa/Misc/earnings_code_chart.pdf](http://www.santarosa.edu/afa/Misc/earnings_code_chart.pdf)

**Deductions**
The format gives descriptions of every mandatory and voluntary deduction from your pay. There are columns for employee and employer amounts. If you have additional Federal and State taxes deducted, these amounts are shown on a separate line. Any deduction that reduces your taxable gross is shown with an asterisk. A negative deduction is added to your pay. An example of this is Deferred Net Pay when it is paid back to you in June.

[www.santarosa.edu/afa/adj_irc125.shtml](http://www.santarosa.edu/afa/adj_irc125.shtml)
[www.santarosa.edu/afa/Misc/earnings_code_chart.pdf](http://www.santarosa.edu/afa/Misc/earnings_code_chart.pdf)

**Period End**
The pay period ending date is actually the 20th of the month for adjuncts.

[www.santarosa.edu/afa/adj_retirementbenes.shtml](http://www.santarosa.edu/afa/adj_retirementbenes.shtml)

**Vac & CTO**
Applies to classified staff only.

[www.santarosa.edu/afa/Contract/Articles/art18.pdf](http://www.santarosa.edu/afa/Contract/Articles/art18.pdf)

**Regular Hourly Assignment Earnings**
Total semester hours ÷ 5 = Monthly Earnings for full semester-length class (17 weeks).

**Non-Loaded District Activities Earnings**
Earnings from other certificated assignments and/or the Adjunct Faculty District Activities Fund.

**Year-to-Date Totals**
All of your year-to-date totals are listed in this section.

**Advice of Deposit**
See reverse page for details on setting up automatic Direct Deposit to your checking account.

*Example of adjunct faculty member’s paycheck. Yours may look different. See the full color version at [www.santarosa.edu/afa/updates.shtml](http://www.santarosa.edu/afa/updates.shtml)*

(see Direct Deposit on reverse)
Any regular and adjunct faculty member (including Classified staff who have an Adjunct assignment and Regular faculty who have an overload assignment) is able to have his or her paychecks automatically deposited to a checking account!

- You need to submit a form to the Payroll Office in order to initiate automatic direct deposit. Forms are available in the Payroll Office located in the Button Building.

- If you submit your paperwork by October 16, 2008, your first automatic deposit will be on December 10, 2008. The two-month delay is due to financial institutions requirement of “pre-noting” or pre-notification prior to the first automatic deposit.

- You can turn in your form any time to the Payroll Office. If they receive it by the 20th of the month, the following month’s paycheck will be pre-noted and automatic deposit will begin the month after that.

- Deposits can only be made to a checking account, not a savings account, a money market savings, or a brokerage account. (Note, however, that you can also set up a voluntary deduction from your net pay to direct some of your income to a credit union savings account.)

- Payroll requires a voided check, not a deposit slip, to initiate the direct deposit process. Remember to attach the voided check to the form to insure speedy processing.

- All Advice of Deposit notices will be mailed to the employee’s home address in the system. Do not expect to see Advice of Deposit notices in your campus mailbox.

- You must notify Payroll by the 20th of the month for any account changes, in order for those changes to be effective the following month. This would include any time that you either change financial institutions, or if you have experienced theft or fraud associated with your checking account and must change account numbers.

- If you open a new bank account, the account must be pre-noted. This means that the first paycheck after the change will go to the Accounting Office for you to pick up or it will be mailed, consistent with the way you have been receiving your paycheck. Automatic deposit will begin the next month.

Our Payroll Office staff is highly efficient and dedicated to providing the highest quality of service, but ultimately you are responsible for your banking relationships. If you have any questions or concerns please contact Jackie De Lap (Regular faculty payroll) at 707-521-7857 or jdelap@santarosa.edu or Glynis Nojima (Adjunct faculty payroll) at 707-522-2751 or gnojima@santarosa.edu.

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### Mark Your Calendars

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 8</td>
<td>AFA Exec Council Meeting</td>
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<tr>
<td>Oct 10</td>
<td>Adjunct Ins. Premium Deductions Begin</td>
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<tr>
<td>Oct 22</td>
<td>AFA Exec Council Meeting</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Evaluation Deadline - Observation &amp; Student Evaluation Ends</td>
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<tr>
<td>Nov 1</td>
<td>Approved PGI Applications to the Board</td>
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<tr>
<td>Nov 4</td>
<td>Sabbatical Final Report Deadline</td>
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<tr>
<td>Nov 11</td>
<td>VOTE! General Election</td>
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<tr>
<td>Nov 12</td>
<td>Veteran’s Day Holiday</td>
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<tr>
<td>Nov 14</td>
<td>AFA Exec Council Meeting</td>
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<tr>
<td>Nov 15</td>
<td>Evaluation Deadline - Observation Visit Completed</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Sabbatical Committee Recommendations to VP Academic Affairs</td>
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<tr>
<td>Nov 21</td>
<td>Evaluation Deadline - Summarize Student Evaluations</td>
</tr>
<tr>
<td>Nov 26</td>
<td>PDA (Flex) - No Classes Scheduled</td>
</tr>
<tr>
<td>Nov 27</td>
<td>Thanksgiving Holiday Begins</td>
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</tbody>
</table>

To view details on these and other important dates, go to the AFA online calendar and click on the event of interest.

[www.santarosa.edu/afa/calendar.shtml](http://www.santarosa.edu/afa/calendar.shtml)