



# UPDATE

September 29, 2008

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

## 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)

### Sick Leave

Units = number of hours of sick leave you've earned.

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

### Vac & CTO

Applies to classified staff only.

### 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.

### Name/Employee ID

Only the last four digits of your SSN are displayed.

### Units \* Hours paid.

### Federal/State Your Federal and State Withholding status and exemptions.

### 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.

### Period End \*

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

### Retirement

Your contribution to the plan. Voluntary pre-tax savings accounts.  
[www.santarosa.edu/afa/adj\\_retirementbenes.shtml](http://www.santarosa.edu/afa/adj_retirementbenes.shtml)

### AFA Dues or Fees

.55% of your gross income.  
[www.santarosa.edu/afa/adj\\_afamembership.shtml](http://www.santarosa.edu/afa/adj_afamembership.shtml)

### IRC 125

Pre-tax dollars you set aside to cover out-of-pocket health care expenses.  
[www.santarosa.edu/afa/adj\\_irc125.shtml](http://www.santarosa.edu/afa/adj_irc125.shtml)

### Medical Ins. Premium \*

Your 50% premium portion for the District group medical insurance plan.  
[www.santarosa.edu/afa/adj\\_medicalbenes.shtml](http://www.santarosa.edu/afa/adj_medicalbenes.shtml)

### Summary

Your gross pay, deductions, and net pay totals for this pay period.

SANTA ROSA COUNTY OFFICE OF EDUCATION 5340 SKYLINE BLVD. SANTA ROSA, CALIFORNIA 95403

EMPLOYEE NAME/ID: IMA SAMPLE 91 SANTA ROSA JUNIOR CO MAIL 3000

SCHOOL DISTRICT/PAY LOCATION: 91 SANTA ROSA JUNIOR CO MAIL 3000

FED. STATE PAY DATE PERIOD END: S 15 1 041008 033008

DESC	UNITS	RATE	DOLLAR	DATE	UNITS	DESCRIPTION	TAXY	EMPLOYEE DEDUCTIONS	EMPLOYER CONTRIBUTION
SICK	29013	AJ01	319070	6847	4660	FEDERAL TAX	TAX	4699	
VAC		AJ03	97980	4961	1975	STATE TAX	TAX	27	
CTO						MEDICARE TAX	TAX	5533	5533
						STRS NTX	*RET	33364	
						STRS	RET		34407
						TSA FIDELITY EQUI*VOL		135000	
						*SA457 STATE STRE*VOL		115000	
						SRJC ALL FACULTY VOL		2290	
						IRC 125 PLAN	*VOL	20000	
						SRJC MEDICAL/KAIS*HW		1508	

ADVICE OF DEPOSIT

TOTAL GROSS	FAMILY GROSS	DEDUCTIONS	NET PAY
417050	98238	12553	85685
*PSTAN DEDUCT:		318812	

YEAR-TO-DATE TOTALS (S 15 1 041008)

GROSS	TAX DEDUCTIBLE	TAX GROSS	VOL DEDU	FEDERAL TAX	STATE TAX	NET/RET	FICA	MEDICARE	YTD NET PAY
1944413	1050000	597069	10695	49449	8124	155552		26138	502663

3000 MAIL  
91 SANTA ROSA JUNIOR COLLEGE  
1501 MENDOCINO  
SANTA ROSA CA 95401

ELECTRONIC FUND TRANSFER 101759

PERIOD END: 041008

AMT DEPOSITED: \*\*\*\*\*856.85

CREDIT TO THE ACCOUNT OF:  
IMA SAMPLE  
1234 MAIN STREET  
SANTA ROSA CA 95401

NON-NEGOTIABLE

\* 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)

# Direct Deposit

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 20<sup>th</sup> 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](mailto:jdelap@santarosa.edu) or Glynis Nojima (Adjunct faculty payroll) at 707-522-2751 or [gnojima@santarosa.edu](mailto:gnojima@santarosa.edu).

## Mark Your Calendars

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

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)