

City of Westfield, Westfield, Massachusetts

Advice Amount **\$2,293.41**

Emp No	Employee Name	Dept.	Advice Date	Week Ending	Type	Advice No.									
xxxxx	FIRST NAME LAST NAME		06/16/2023	06/09/2023	SCHOOL PAY	1XXXXXX									
Earnings	Rate	Days/Hrs	Current	YTD	FYTD	Deductions	Current	YTD	FYTD	Empr	Empr	YTD	Empr	FYTD	
SAL DA	1		3329.31	39951.72	69915.51	MEDICARE	52.10								
TCHTR2			153.85	1846.20	3230.85	HORACE MANN	500.00								
EX-RET			301.50	3178.00	3859.00	FED TAX	176.42	2070.05				2			
03/18/23-06/20/23 QTR 4 COORDINATOR MENTOR STIPEND															
						ST TAX	154.64	1733.73							
						TCH RET 11%	416.31								
						HLTH NTAX	191.78								
DEPOSITS:															
						DIR DEP	2293.41								
						PEOPLES UNITED							3		
ACCRUAL BALANCES REFLECT CURRENT USAGE. (D) = DAYS (H)=HOURS ADJUSTMENTS & MONTHLY AWARDS ARE MADE BY THE 2ND WEEK OF THE MONTH.															
Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used	Withholding Allowances								
SICK				100.00	15.00	5.00	Filing Status	Exemptions	5					Amount	
PERSONAL			4	1.000	3.00	2.00	Federal	S	0						0.00
							State	S	0						0.00
Advice Totals															
Type			Current	YTD											
Taxable Pay			2,676.57	31,727.21											
Gross Pay			3,784.66	44,975.92											
Deductions			1,491.25	3,803.78											
Net Pay			2,293.41	0.00											



City of Westfield
Payroll Account
Westfield, Massachusetts

Advice Date Advice Number
06/16/2023 1XXXXXX

EMPLOYEE NAME
ADDRESS
CITY, STATE ZIP

**DIRECT DEPOSIT
NON-NEGOTIABLE**

PAY ADVICE/CHECK EXPLANATION

1. Employee Earnings

This section shows all earnings for a specific pay period.

In FY24, there are 26 pay periods for Unit A, therefore your **Current** Pay will reflect your salary divided by 26 (barring any leave without pay days or other extenuating circumstances that may impact pay, etc.). For example, if you are a Master's level teacher (Grade 4) at Step 10, your annual pay is \$69,794, your current pay will reflect 1/26th of that amount, which is \$2,684.38. The **YTD** column reflects calendar earnings year-to-date (January to December). In the above example from 6/16/23, the YTD column is reflective of all payrolls from January 2023 to June 16, 2023. The **FYTD** column reflects fiscal year-to-date earnings (July to June), therefore in this example all payrolls from July (the first Unit A payroll of the fiscal year is September) to June 16, 2023.

Common earnings categories for Unit A members:

- SAL DA – School Salary Daily Rate – This is your salary line and reflects 1/26th of your yearly pay based on your grade and step
- TCHTR2 – For Unit A members that receive longevity, it will appear under this pay type, this is also divided across 26 pays for FY24
- SMR TC – Pay type for Unit A members receiving pay over the summer for summer school programs, professional development, etc.
- TCHRAD – Unit A additional pay (pay outside the work day for programs, professional development, etc.)
- SCKDA – Sick Day
- LWP DA – Leave with Pay Day
- LWOPDA – Leave without Pay Day
- PERDA – Personal Day
- EX-RET – Extra Curricular Stipend with Retirement

Any Unit A member who does not work a full year (less than 184 days) may see a positive or negative adjustment to their pay based on the number of days actually worked in the year.

2. Deductions

- This section shows all of your mandatory and voluntary deductions for the specified pay period
- The current deductions column reflects the amount of the deduction for the pay period
- The YTD deduction column reflects the total year-to-date deduction amount for each deduction type

3. Direct Deposit

- All employees are required to have their pay directly deposited into a bank account(s), which will be reflected here for the pay period

4. Leave Accruals

- This section shows all accruals earned, used, and the balance for the specific pay period and the year-to-date earned and used amounts.

5. Withholding Allowances

This section reflects your Employee Withholding Allowance Certificate (W-4) selections.

6. Advice Totals

- This section shows your taxable pay, gross pay, deductions, and net pay for the pay period (current column) along with year-to-date balances for each.
- Taxable pay is the difference between total amount from your gross pay and pre-tax deductions
- Gross pay is the total amounts from section 1 for the pay period
- Deductions is the total amount from section 2 for the pay period
- Net pay is the difference between gross pay and deductions