

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				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						
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									
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							
PERSONAL					1.000	3.00	2.00	Federal	S	0						
								State	S	0						
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 EXPLANATIONS

1. Employee Earnings

This section shows all earnings for a specific pay period.

In FY26, 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 \$71,902, your current pay will reflect 1/26th of that amount, which is \$2,765.46. 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
- TCHTR1 - For Unit A members that receive longevity, it will appear under this pay type, this is also divided across 26 pays for FY26, Tier 1 or Tier 2 longevity is contractual
- TCHTR2 – For Unit A members that receive longevity, it will appear under this pay type, this is also divided across 26 pays for FY26, Tier 1 or Tier 2 longevity is contractual
- 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., does not include retirement)
- SCKDA – Sick Day
- MILIT - Military leave pay
- LWP DA – Leave with Pay Day
- LWOPDA – Leave without Pay Day
- GUIDNC - Guidance days, as per contract
- PERDA – Personal Day
- EX-RET – Extra Curricular Stipend with Retirement (stipend that counts towards retirement)
- APXBNO - Stipend with no retirement (a stipend that does not count towards retirement)
- SCHADD - Stipend with no retirement (a stipend that does not count towards retirement)
- NEGATI - Negative pay adjustment*
- POS PA – Positive pay adjustment*

*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**

Paycheck deductions are amounts subtracted from your gross pay before you received your net pay. These deductions can be mandatory or voluntary, and they serve various purposes. The current deductions column reflects the total year-to-date deduction amount for each deduction type.

Below are the main deduction codes you will see and an explanation:

- FED TAX - Federal Income Tax
- ST TAX - State Income Tax
- MEDICARE - Medicare Tax
- TCH RET 11% - MTRS retirement deduction
- TCHR A - Union Dues
- MED REIM NT1 – Health Care Flexible Spending Account (FSA)
- DEP CARE NT1 – Dependent Care Flexible Spending Account (FSA)
- LIFE INS – Voluntary term life insurance
- VOL TERM LIFE – Additional voluntary term life insurance
- HLTH NTAX – Health care plan deduction – non taxable
- DNLT NTAX – Dental care plan deduction – non taxable

There are about 10 voluntary 403B retirement account options, two examples are below:

- HORACE MANN – 403B, voluntary retirement accounts
- EQUIT LIFE – 403B, voluntary retirement accounts

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 Certification (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