

Understanding Your Pay Statement

You can expect to receive an itemized pay statement with every payment of wages or salary. We are providing the following information to ensure you understand the information on your itemized pay statement. Please reach out to **Breanna Manzone in the District Office at 541-895-6002 or bmanzone@creswell.k12.or.us** with any questions you may have.

Pay period:

Monthly (6th through the 5th of each month)

Paydays are the 20th of the month. (If that day falls on a weekend or holiday, payday will fall on the business day before.)

*The annual pay/salary an employee is expected to have is divided evenly between the number of checks an employee has per school year.

Certified Staff (10mo)- Receive 12 paychecks per school year (three (3) checks in June)

Admin (11mo)- Receive 12 paychecks per school year (two (2) checks in June)

Hourly Staff- Contract Days X Hourly Rate X Hours Per Day = Anticipated Annual Salary / 10, 11 or 12 paychecks.

Workweek for purposes of overtime (if applicable):

12:00 am on Monday through 11:59 pm on Sunday

Types of pay may include:

Certified Salary (001)

Classified Salary (002)

Administrative Salary (003)

Supervisor Salary (004)

Certified Substitute <10 (005)

Certified Substitute >10 (006)

Classified Substitute (007)

Student Wages (008)

Extra Duty Salary (009)

Over Time (010)

Additional Over Time (011)

Confidential Salary (012)

Confidential Hourly (013)

Sick Leave (014)

Personal Leave (015)

Vacation Confidential (016)

Professional Leave (017)

Bereavement (018)

Athletic Leave (019)

Miscellaneous Leave (020)

Stipend Coach (021)

Certified Staff Sub (022)

Co-Curricular Advisor (023)

Stipend Non-Curricular (024)

Regular Hourly (025)

Court/Jury Duty (026)

Meals-Day Trip (027)

Vacation Classified (029)

Types of pay may include (Cont.):

- Vacation Superintendent (030)
- Grant Stipend (032)
- Stipend (034)
- Extended Contract (035)
- KITS Program (036)
- ESY Program (038)
- Summer Program (039)
- Lump Sum Vacation (040)
- OEBB Opt Out Stipend (042)
- Curriculum Comm Stipend (044)
- Incentive Pay (050)
- Committee Work (051)
- Retro Pay (080)
- Practicum Student (081)
- Unpaid Leave (090)
- Transferred in Sick Leave (100)

Possible Benefit Contributions:

- PERS OPSRP (1210)
- PERS Tier 1 & Tier 2 (1211)
- PERS PU District Paid (1212)
- PERS UAL Bond Employer PD (1221)
- PERS Adjust Tier 1 & Tier 2 (1218)
- PERS Adjust PU (1219)
- PERS Adjust OPSRP (1220)
- PERS Adjust UAL Bond (1222)
- OEBB Medical (3400)
- OEBB Dental (3401)
- OEBB Vision (3402)
- OEBB Life & ADD Class (3404)
- OEBB Life ADD LTD Admin (3405)
- OEBB Life ADD LTD Conf (3406)
- OEBB Waive Med Coverage (3409)
- OEBB Opt Out Coverage (3411)
- HSA Health Saving Account (4110)

Possible Deductions:

Taxes:

- Medicare
- Federal Withholding (FICA)
- State Tax – OR
- Oregon Statewide Transit Tax (1230)
- Oregon Worker Benefit Fund (1225)
- Paid Family Med Leave Ins (1231)

Benefits:

PERS IAP Contribution (1209)
PERS Employee 6% Contr. (1213)
OEBB Medical (3400)
OEBB Medical Addl (3403)
OEBB Life ADD LTD Conf (3406)
OEBB LTD Cert (3407)
OEBB Optional Life/AD/LTC (3408)
OEBB Surcharge (3410)
HSA Health Saving Account (4110)

Other Deductions:

Child Support Deductions (1400)
Garnishments (1500)
125 Unreimb. Health Exp. (4100)
125 Dependent Care (4102)
125 Aflac 12 Month (4103)
125 American Fidelity (4104)
American Fidelity (4105)
125 Aflac 10 Month (4106)
Texas Life (4111)
Voya Retirement Ins & Ann (7200)
American Century (7201)
Horace Mann (7203)
Lincoln National Life (7204)
Fidelity Investments (7208)
Fiduciary Trust Comp (7210)
Vanguard (7214)
American Fidelity TSA (7215)
Vanguard % (7217)
Aflac 12 Month (8100)
OEA State Dues (8200)
CEA Local Dues (8201)
OSEA State Dues (8300)
OSEA Local Dues (8301)
OSEA Life Insurance (8302)
OSEA ELAF (8303)
Pre-Paid Legal Services (8501)
Food Service (8600)
Food Service CMS (8601)
Food Service CHS (8602)
Fingerprint Fees (8700)
Direct Deposit Net (9500)
Direct Deposit Other (9501)