

**Section 1**  
Employee  
Advice Stub

EMPLOYEE NAME: EDWARD VAN HALEN  
 SSN: 370-32-9012 WARRANT NUMBER: 91234567  
 PERIOD BEGINNING: 03/31/2003 PERIOD ENDING: 03/31/2003  
 SICK LEAVE BALANCE: 10.00 DAYS  
 FEDERAL EXEMPTIONS: M, S/03-01  
 DISTRICT: BEARFIELD SCHOOL DISTRICT  
 1990 HONEYPOT AVE  
 BEARFIELD, CA 96412  
 (800) 555-1212 EXT 9912  
 LOCATION: 1150 PINE VALLEY SCHOOL, RM 206

CALENDAR YEAR TO DATE / W2 ADVICE

GROSS	21,474.50
TAXABLE GROSS	17,471.54
FEDERAL TAXES	2,620.01
STATE TAXES	1,005.08
MEDICARE	311.38
OSDI	0.00
IRC-125	45.00
TSA	2,400.00
CDU	0.00
RETIREMENT	1,717.96
NET	9,472.97

FISCAL DATE

DEFERRED PAY	5,040.84
RETIREMENT EARNINGS	51,440.50
RETIREMENT CONTR.	4,115.24

If you need further explanation regarding your salary dock, please contact Pam in Payroll at (408) 788-7880.

Federal and State tax changes indicated on the appropriate forms must be received by the District Payroll Department by the 15th of the month in order to be applied to the current month's check.

PAY TYPE	UNITS	PAY RATE	FTE	ADJUSTMENT TO GROSS	GROSS PAY
NMI	1.00	7,176.50	100.00	-1,006.00	6,176.50
ADP		TEACHER IN CHARGE	11/1/85	65.00	65.00
ADP		BILINGUAL/BILITERATE		100.00	100.00
ADP		CTA MASTERS DEGREE		150.00	150.00
TAXABLE GROSS					5,157.18
TOTAL GROSS					6,491.50

DEDUCTIONS	TAX DEFERRED	EMPLOYER	EMPLOYEE	
FEDERAL TAX			863.67	
EXCESS FEDERAL TAX			10.00	
STATE TAX			310.16	
MEDICARE			94.13	
STRS			519.32	
STATUTORY DEDUCTION TOTAL				1,817.48
WADDELL & REED	Y		800.00	
CDU			74.00	
COMMONWEALTH CR UN			600.00	
BLUE CROSS		513.54	3.75	
MUTUAL OF OMAHA			23.05	
MEDICAL EYE SVCS OF CALIFORNIA			118.86	
DELTA DENTAL			25.00	
STANDARD INSURANCE CO			15.00	
DEFERRED PAY			704.03	
VOLUNTARY DEDUCTION TOTAL				2,193.03
DEDUCTION TOTAL		1,305.98	4,010.51	

TOTAL GROSS 6,491.50 - TOTAL DEDUCTIONS 4,010.51 = NET PAY \$2,480.99

**Section 2**  
Warrant / Direct  
Deposit Stub

COUNTY OF SANTA CLARA WARRANT  
 SANTA CLARA COUNTY OFFICE OF EDUCATION  
 1250 RIDDER PARK DRIVE, SAN JOSE, CA 95131  
 DISTRICT BUSINESS SERVICES  
 FUND 4750 SCHOOLS PAYROLL REVOLVING FUND

90-78 Bank of the West  
 1211 Walnut Creek, CA

WARRANT NUMBER 91234567  
 ISSUE DATE 03/31/2003  
 VOID AFTER SIX MONTHS FROM DATE OF ISSUE

BY ORDER OF THE GOVERNING BOARD OF PANAMA CITY SCHOOL DISTRICT  
 PAY EXACTLY TWO-THOUSAND-FOUR-HUNDRED-EIGHTY AND 99/100 DOLLARS

PAY TO EDWARD VAN HALEN  
 1000 SANDHILL ST #123  
 ANTVILLE, CA 91234

PAY THIS AMOUNT \$\*\*\*2,480.99

EXAMINED, APPROVED AND ALLOWED BY  
 [Signature] COUNTY CONTROLLER

**VOID VOID VOID VOID**

Rev RA3 8

**Section 3**  
Front:  
Routing/ Mailing  
information  
Back: Pay Type  
legend

1150 91234567  
 BEARFIELD SCHOOL DISTRICT  
 1990 HONEYPOT AVE  
 BEARFIELD, CA 96412  
 Forwarding Service Requested

EDWARD VAN HALEN  
 1000 SANDHILL ST #123  
 ANTVILLE, CA 91234

## Section 1: Employee Advice Stub



EMPLOYEE NAME	EDWARD VAN HALEN		
SSN	370-32-9012	WARRANT NUMBER	91234567
PERIOD CLOSING	03/31/2003	ISSUE DATE	03/31/2003
SICK LEAVE BALANCE	10.00 DAYS	VACATION BALANCE	
FEDERAL EXEMPTIONS	M/03	STATE EXEMPTIONS	S/03-01
DISTRICT	BEARFIELD SCHOOL DISTRICT 1990 HONEYPOT AVE BEARFIELD, CA 96412 (800) 555-1212 EXT 9912		
LOCATION	1150 PINE VALLEY SCHOOL, RM 206		

Header	
N/A	
Field	Description/Comment
EMPLOYEE NAME	Employee's first name, middle initial and last name up to 30-characters.
SSN	Employee's social security number.
WARRANT NUMBER	Warrant or direct deposit number.
PERIOD CLOSING	The period closing is the last day of the current payroll cycle. This date is usually the 10 <sup>th</sup> for a 'tenth of month' payroll and the last calendar date of the month for 'end of month' payroll.
ISSUE DATE	The issue date is the date the warrant is redeemable. This date is usually the last working day of the payroll cycle.
SICK LEAVE BALANCE	Sick leave balance as currently recorded in the system. This balance may not reflect the employee's current sick leave balance if the required updates were not made before the run of payroll.
VACATION BALANCE	Vacation balance as currently recorded in the system. This balance may not reflect the employee's current vacation balance if the required updates were not made before the run of payroll.
FEDERAL EXEMPTIONS	Employee's current federal status and exemption for this payroll run. The first digit is 'M' for Married, 'S' for Single. This is followed by the current exemption credits (0 – 99).

STATE EXEMPTIONS	Employee's current state status and exemption for this payroll run. The first digit is 'M' for Married, 'S' for Single, or 'H' for Head of household. The current exemption credits (0 – 99) and additional exemption credits (0 – 99) follow, separated by a dash '-'.
DISTRICT	Name, address and phone number of the district issuing the warrant or direct deposit to the employee.
LOCATION	The four (4) digit pay location of the employee followed with the 30 character description of the pay location.

**B**

CALENDAR YEAR TO DATE / W2 ADVICE	
GROSS	21,474.50
TAXABLE GROSS	17,471.54
FEDERAL TAXES	2,620.01
STATE TAXES	1,005.08
MEDICARE	311.38
OASDI	0.00
IRC-125	45.00
TSA	2,400.00
SDI	0.00
RETIREMENT	1,717.96
NET	9,472.97

Header	
CALENDAR YEAR TO DATE / W2 ADVICE	
Field	Description/Comment
GROSS	Total gross pay for the current calendar year to date. This total will include manuals and cancels.
TAXABLE GROSS	Total taxable gross pay (gross minus all tax deferred deductions) for the current calendar year to date. This total will include manuals and cancels.
FEDERAL TAXES	Total federal taxes taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
STATE TAXES	Total state taxes taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
MEDICARE	Total Medicare taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.

OASDI	Total OASDI (Old Age Survivor and Disability Insurance) taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
IRC-125	Total IRC-125 deduction taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
TSA	Total TSA taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
SDI	Total SDI (State Disability Insurance) taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
RETIREMENT	Total retirement (STRS, PERS or Alternative retirement system) taken out of the employee's gross for the current calendar year to date. This total will include manuals and cancels.
NET	Total net pay to the employee for the current calendar year to date. This total will include manuals and cancels.

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FISCAL YEAR TO DATE	
DEFERRED PAY	5,040.84
RETIREMENT EARNINGS	51,440.50
RETIREMENT CONTRIBUTIONS	4,115.24

Header	
FISCAL YEAR TO DATE	
Field	Description/Comment
DEFERRED PAY	Total deferred pay taken from the employee's net pay for the current fiscal year to date. This total will include manuals, cancels and refunds of deferred pay.
RETIREMENT EARNINGS	Total retirement earnings for the current fiscal year to date. (Note: STRS and PERS calculate retirement on the fiscal year calendar.) This total will include manuals and cancels.
RETIREMENT CONTRIBUTIONS	Total retirement contributions taken from the employee's gross pay for the current fiscal year to date. (Note: STRS and PERS calculate retirement on the fiscal year calendar.) This total will include manuals and cancels.

**D**

If you need further explanation regarding your salary dock, please contact Pam in Payroll at (408) ~~XXX~~-7890.

<b>Header</b>	
N/A	
<b>Field</b>	<b>Description/Comment</b>
Blank	This message box holds up to 328 characters of text intended for this employee only. The text will appear until the message date (set up at the district) is greater than the warrant or direct deposit issue date.

**E**

Federal and State tax changes indicated on the appropriate forms must be received by the District Payroll Department by the 15th of the month in order to be applied to the current month's check.

<b>Header</b>	
N/A	
<b>Field</b>	<b>Description/Comment</b>
Blank	This message box holds up to 328 characters of text intended for all employees at the district. The text will appear until the message date (set up at the district) is greater than the warrant or direct deposit issue date.

**F**

PAY TYPE	UNITS	PAY RATE	FTE	ADJUSTMENT TO GROSS	GROSS PAY
NML	1.00	7,176.50	100.00	-1,000.00	6,176.50
ADF	TEACHER IN CHARGE	13+/185		65.00	65.00
ADF	BILINGUAL/BILITERATE			100.00	100.00
ADF	CTA MASTERS DEGREE			150.00	150.00
TAXABLE GROSS			5,157.18	TOTAL GROSS	
				6,491.50	

Header	
N/A	
Field	Description/Comment
PAY TYPE	Pay type indicates the kind of pay an employee is receiving. A legend of pay types is printed on the back of Section 3. Common pay types are 'NML' for regular month pay, 'ADP' for additional pay calculated on a percentage, 'ADF' for additional pay flat amount, 'HR' for hourly work, and 'DLY' for daily work. See the pay type legend for additional pay types.
UNITS	Units are the number of hours or days worked for this pay type. ADP, ADF and ADO will have its description printed in the UNIT, PAY RATE and FTE field because they do not have these values. These additional pays will be linked to another pay type.
PAY RATE	Pay rate is the 100% rate for this pay line.
FTE	FTE is the percentage that the employee works for this pay line.
ADJUSTMENT TO GROSS	Adjustment to gross is a one-time adjustment (negative or positive) to this pay line.
GROSS PAY	Gross pay is the total pay the employee will receive for this pay line. Its calculation is PAY RATE / FTE * UNITS + ADJUSTMENT TO GROSS
Footer	
TAXABLE GROSS	Taxable gross is the GROSS PAY minus all tax-deferred deductions (deductions in G indicated with a 'Y' in the TAX DEFERRED column.) Taxable gross is the gross pay used to determine federal and state tax withholdings.
TOTAL GROSS	The total gross of all pay types.



DEDUCTIONS	TAX DEFERED	EMPLOYER	EMPLOYEE
FEDERAL TAX			863.67
EXCESS FEDERAL TAX			10.00
STATE TAX			330.36
MEDICARE		94.13	94.13
STRS	Y	535.55	519.32
STATUTORY DEDUCTION TOTAL		629.68	1,817.48
WADDELL & REED	Y		800.00
CTA			74.00
COMMONWEALTH CR UN			600.00
BLUE CROSS		513.64	
MUTUAL OF OMAHA		3.75	
MEDICAL EYE SVCS OF CALIFORNIA		23.05	
DELTA DENTAL		110.86	
STANDARD INSURANCE CO	Y	25.00	15.00
DEFERRED PAY			704.03
VOLUNTARY DEDUCTION TOTAL		676.30	2,193.03
DEDUCTION TOTAL		1,305.98	4,010.51

Header	
N/A	
Field	Description/Comment
DEDUCTIONS	Statutory deductions will be listed first with a total line for all statutory deductions. Voluntary deductions follow with a total line for all voluntary deductions. Common statutory deductions are Federal and State taxes, Additional Federal and State withholdings, STRS, PERS, Medicare, and OASDI.
TAX DEFERRED	A 'Y' in this column indicates this deduction will lower the employee's taxable gross. 'Y's will appear for most retirement deductions, Tax Shelters Annuities, and IRC-125 deductions.
EMPLOYER	Lists the amount the employer is paying to this deduction (a more familiar term is "employer benefit").
EMPLOYEE	Lists the amount that is being deducted from the employee's gross pay for this deduction.
Footer	Description/Comment
DEDUCTION TOTAL	Indicates the total statutory and voluntary deductions for both employer and employee for this payroll run.



TOTAL GROSS    6,491.50    - TOTAL DEDUCTIONS    4,010.51    = NET PAY ▶    **\$2,480.99**

<b>Header</b>	
N/A	
<b>Field</b>	<b>Description/Comment</b>
TOTAL GROSS	The total gross pay amount from Section F footer.
- TOTAL DEDUCTIONS	The employee total statutory and voluntary deductions from Section G footer.
=NET PAY ▶	Net pay is TOTAL GROSS minus (-) TOTAL DEDUCTIONS. This is the amount of the warrant or direct deposit stub.

## Section 2: Warrant / Direct Deposit Stub

This section of the warrant will change slightly if the employee is receiving direct deposit. For a warrant, this is the section the employee will remove and deposit at a bank. For the direct deposit, this is only an advice stub and is modified so this it is not confused as a warrant. It will retain the current format used in NOVA warrants.

## Section 3: Routing / Mailing information

This is the only section that is visible after the warrant or direct deposit stub is folded and sealed for distribution.

On the upper left hand corner the following information can be found:

- Line 1: the pay location of the employee and warrant or direct deposit number,
- Lines 2 – 4: the district name and return address of the district, and
- Line 6: the term “Forwarding Service Requested”, if your district chooses this option.

On the bottom middle of this section is the employee’s name and address, as it appears on the ‘PAY TO’ in Section 2 above.

Section 3 also has printing on the backside. It contains the legend of Pay Types used in Section 1F, as described above.