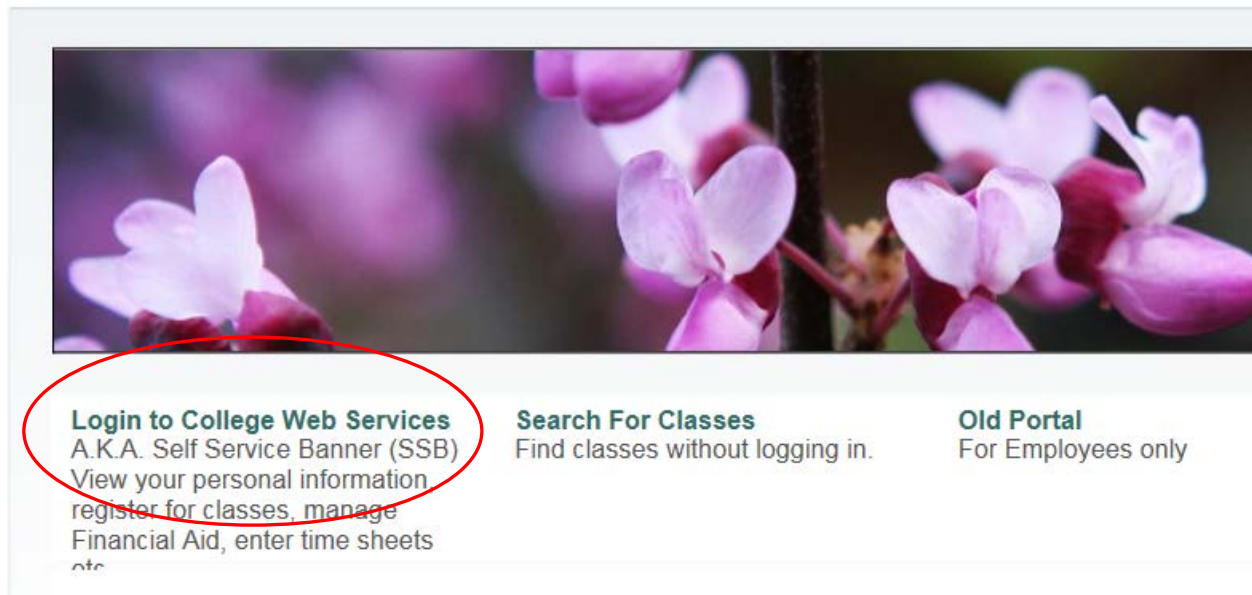


West Valley-Mission Community College District
Understanding Your Pay Check/Stub in Self Service Banner (SSB)

Employees will be able to view their paystub information through Self Service Banner (SSB) by logging onto <https://ssb-prod.ec.wvm.edu>. Follow instructions below.

1. Select Login to College Web Services.

West Valley - Mission Portal



2. Log into SSB by filling in the User ID and PIN.

User Login

New Students:

Enter the College ID#(User ID) provided in the email you received from the college after applying.

Continuing Students:

New College ID#(User ID) is "G" + "0" (the number) + your former id number.

For example: G01234567

User ID is case-sensitive

[Find my Id Number](#)

Password:

The Password(Pin) is your birthday *mmddyy* or last 6 digits of College ID#

This password will be separate from your password on MyWVM portal.

First time logging in:

You will be prompted to change your password and create a secret question.

For problems logging in contact:

I.S. Help Desk: 408-741-2696

WVC AR: 408-741-2001

MC Welcome Center: 408-855-5007

This site is NOT compatible with the Edge browser

User ID:

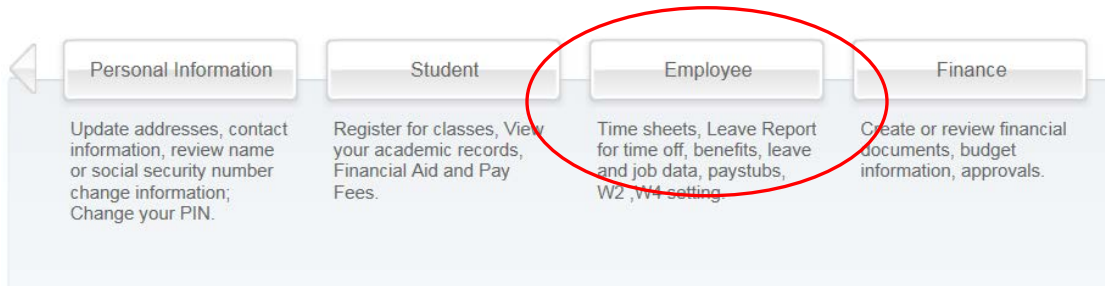
PIN:

Login

Forgot PIN?

West Valley-Mission Community College District
Understanding Your Pay Check/Stub in Self Service Banner (SSB)

3. Select Employee tab.



3. Click on Pay information and select Pay Stub option below to view your pay stub.



4. Click on the date to view pay stub.

Pay Stubs

← | Home > Pay Stubs

Select the Pay Stub Date to access additional information.

Pay Stubs for 2018

Pay Stub Date	Pay Period Begin Date	Pay Period End Date
Jan 31, 2018	Jan 01, 2018	Jan 31, 2018

West Valley-Mission Community College District
Understanding Your Pay Check/Stub in Self Service Banner (SSB)

West Valley-Mission CCD
Fruitvale Avenue
Saratoga, California 95070
4087412141

Banner ID: [REDACTED]

Pay Date: Jan 31, 2018

SSN/SIN/TIN: ***** [REDACTED]

Pay Period: Jan 01, 2018-Jan 31, 2018

Employee: [REDACTED]

Address: [REDACTED]

① **Demographics**

Always check to ensure this information is accurate.

- Banner ID
- Name
- Address
- Pay Date
 - Pay Period Dates The length of time for which an employee's wages are calculated.

Summary ■ Earnings ■ Benefits, Deductions and Taxes ■ Check or Direct Deposit

Payment Summary

Type	Current Period
Gross Amount:	\$10,341.86
Total Personal Deductions:	\$3,596.01
Net Amount:	\$6,745.85
Total Employer Contributions:	\$3,511.44

② **Payment Summary**

- Gross Amount
 - The total amount of money earned during a pay period before deductions.

West Valley-Mission Community College District
 Understanding Your Pay Check/Stub in Self Service Banner (SSB)

- Hourly employees calculate gross amount by multiplying the number of hours worked by the hourly rate.
- If employee is on salary, it is the total salary divided by a specific number of pays in year.
- Total Personal Deductions
 - Total amount of all taxes and deductions withheld from employee’s wages during the pay period.

- Net Pay
 - The amount of money left after all deductions have been withheld from the gross pay earned in the pay period.
- Total Employer Contributions
 - Total amount of all taxes and deductions that the employer contributed during the pay period.

Earnings

Job	Earnings	Shift	Hours or Units	Rate	Amount
FT-Instruc.	Normal Pay	1			\$9,914.30
	Overload Pay	1	3.58	\$119.430000	\$427.56
Total:					\$10,341.86

③ **Earnings**

Wages paid to employee in return for labor or services.

- Employee’s position
- Earn Code
 - Identifies which type of earnings are being paid during pay period.
 - Ex: Use our examples
- Hours
 - Time submitted via web time sheet.
- Rate
 - Hourly rate of pay
- Amount
 - Gross wages
- YTD Amount
 - Total amount of wages paid during calendar year.
 - Restarts every January 1st.
 -

West Valley-Mission Community College District
Understanding Your Pay Check/Stub in Self Service Banner (SSB)

Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employer	Applicable Gross
Deductions before Federal Tax			
Delta Dental PPO	\$115.28	\$0.00	
FSA Health Care	\$50.00	\$0.00	\$9,914.30
Kaiser HMO	\$44.29	\$1,692.19	
STRS (Classic)	\$1,060.04	\$1,492.33	\$10,341.86
UNUM Long-Term Disab PreTax	\$0.00	\$27.00	
Taxes			
CA State Tax	\$618.31	\$0.00	\$9,072.25
CA Unemployment Insurance	\$0.00	\$5.07	\$10,132.29
Federal Tax	\$1,358.79	\$0.00	\$9,072.25
Medicare	\$146.92	\$146.92	\$10,132.29
Deductions after Federal Tax			
Committee on Political Action	\$10.00	\$0.00	\$9,914.30
MetLife Voluntary Accidental Death and Dismemberment (ADD) Employee Only	\$2.28	\$0.00	
MetLife Voluntary Life Insurance: Employee	\$66.00	\$0.00	
Workers' Compensation	\$0.00	\$147.93	\$10,132.29
WVMAFT Dues	\$124.10	\$0.00	\$10,341.86
Total:	\$3,696.01	\$3,511.44	

④ Benefits, Deductions, and Taxes

The amount of money subtracted from the gross pay earned for mandatory taxes, employee medical/dental benefits, and/or retirement benefits.

- **Deductions before Federal Tax**
 - Deductions in this category are pre-tax withholdings.
 - Insurance
 - Medical, Dental, Vision
 - Retirement
 - Name our Specific Plans, Apple, PERS, STRS
 - Optional Retirement Plan member contributions.
 - Voluntary contributions to a 403(b) and/or 457 plan.
- **Taxes**
 - IRS Federal Income Tax
 - The amount required by law for employers to withhold from earned wages to pay taxes. The amount withheld depends on two items: the amount of money earned and the information provided on the Form W-4.
 - FICA Medicare Add'l Tax 0.9%
 - The amount required by law for employers to withhold from earned wages greater than \$200,000.00.
 - FICA Medicare Tax
 - Nation's health care program for the elderly and disabled provides hospital and medical insurance to those who qualify at age 65.
 - Based upon a percentage (1.45%) of gross income, employer matches the contribution made by employee.
 - FICA Social Security Tax
 - Nation's retirement program that helps provide retirement income for elderly and pays disability benefits.
 - Based upon a percentage (6.2%) of gross income, employer matches the contribution made by the employee.
 - California state Income Tax
 - The amount required by law for employers to withhold from earned wages to pay taxes.

West Valley-Mission Community College District
Understanding Your Pay Check/Stub in Self Service Banner (SSB)

- Based upon a percentage of gross income.
- Deductions after Federal Tax
 - Deductions in this category are post-tax withholdings.
 - Foundation donations
 - United Way donations
 - Member union due fees
 - Name ones applicable here

Check or Direct Deposit

Number	Document Type	Bank Name	Account Type	Amount
1256	Direct Deposit		Checking	\$6,745.85

⑤ Check or Direct Deposit

Identifies type of payment made to employee and the financial institution information.