UNDERSTANDING YOUR PAY STATEMENT

• Pay statements are available on the <u>PASSHE Employee Self Service (ESS) portal</u> on the Employee Self Service tab through the Payroll link. Microsoft Edge is the recommended web browser for viewing .pdf documents in ESS.

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18,447:16	38,755:43	WithHolding:Tax-		230.59	484.45	Withholding Tax	
		Total Taxes		5,623.16	10,819.54		
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Detail	Amount	PAYMENT DET/ Method					
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- Personnel# 8 digit number, usually assigned with 5 or 6 digits and preceding zeros after one is hired onto the payroll system.
- Name/University/Address Information relevant to the employee
- Pay period Biweekly time frame for which your salary applies.
- Withholding Federal wage tax withholding indicated on your last W4. If no election made, the default is Single/\$0 dependents/\$0 additional withholding
- Pay Date Date net amount of pay is available
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- D. PRE-TAX DEDUCTIONS
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G. TAXABLE WAGE BASE

• The earnings used to calculate certain taxes. (ex...gross minus pre-tax medical)