

UNDERSTANDING YOUR PAY STATEMENT

- Pay statements are available on the [PASSHE Employee Self Service \(ESS\) portal](#) on the Employee Self Service tab through the Payroll link. Microsoft Edge is the recommended web browser for viewing .pdf documents in ESS.

Taxes		Post Tax	Net Pay		Earnings	Pre-Tax
5,623.16		220.97	10,797.99	18,612.73	1,971.21	
39,417.71		5,783.17	10,919.64	18,612.73	1,971.21	

Current	YTD	Current	YTD	PRE-TAX DEDUCTIONS	Current Amount	YTD Amount	EARNINGS
Hours	Hours	Amount	Amount	CATEGORY			CATEGORY
				403R TSA	875.00	3,150.00	
				REG SALARY 26 PAY	75.00	200.00	
				GONT			
Total Earnings		18,612.73	39,417.71	Total Pre-Tax			5,783.17

ABSOLUTE DUES	LTD	T LTD	IT
182.01	6.92		

Current Amount	YTD Amount	TAXABLE WAGE BASE	Current Amount	YTD Amount	TAXES
		CATEGORY			CATEGORY
		Federal			Federal
		Social Security Tax	1,143.79	2,402.84	Social Security Tax
		State			Pennsylvania
		State			Pennsylvania
		Total Services Tax	18,612.73	39,417.71	Total Services Tax
		Withholding Tax	230.59	484.45	Withholding Tax
		Total Taxes	5,623.16	10,819.54	

Detail	Amount
Bank of America (ACH-PP)	10,797.99

A. HEADER

- 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)