

# PAYROLL: Understanding Your Payslip

Below is the payslip that you will view. It will be broken down into different sections. The top section will include personal information and details about your employment. The next section describes the period, payment date, and general payroll information.

ORACLE		Payslip		Page: 1 of 2
<b>Employee Name</b>	<b>Payroll Relationship Number</b>	<b>Payroll</b>		
		Monthly		
<b>Person Number</b>	<b>Assignment Number</b>	<b>Salary Basis Name</b>		
		Annual Staff		
<b>Hire Date</b>	<b>Job Title</b>	<b>Tax Reporting Unit Name</b>		
27-Apr-2015	Department Business Manager	Baylor University		
<b>Employee Address</b>	<b>Position</b>	<b>Tax Reporting Unit Address</b>		
	Department Business Manager	1 Bear Place 97042		
Waco, TX 76708		Waco, TX 76798		
US		US		
<b>Period Type</b>	<b>Period Start Date</b>	<b>Period End Date</b>	<b>Payment Date</b>	<b>Base Salary</b>
Monthly Calendar	1-Jan-2020	31-Jan-2020	31-Jan-2020	

The next section describes the summary of the payslip and the earnings from the period. The earnings include normal salary or pay and can also include taxable benefits or anything that is subject to taxation.

Summary		
Description	Current	Year to Date
Gross Earnings	4,578.81	4,578.81
Pretax Deductions	412.23	412.23
Employee Tax Deductions	580.82	580.82
Voluntary Deductions	16.50	16.50
Net Payment	3,569.26	3,569.26
Earnings		
Description	Current	Year to Date
Regular Salary Earnings	4,578.81	4,578.81

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The last grouping of sections includes the Pretax Deductions, Tax Deductions, Other Deductions, Net Pay Distribution, and the Tax Withholding Information.

Pretax Deductions		
Description	Current	Year to Date
Dental Insurance	64.51	64.51
Medical Insurance	337.00	337.00
Vision	10.72	10.72

Tax Deductions		
Description	Current	Year to Date
FIT Withheld	262.07	262.07
Social Security Employee Withheld	258.33	258.33
Medicare Employee Withheld	60.42	60.42

Other Deductions		
Description	Current	Year to Date
Voluntary Term Life	16.50	16.50

Net Pay Distribution					
Check/Deposit Number	Bank Name	Branch Name	Account Number	Currency	Payment Amount
107823	BANK OF AMERICA		XXXXXXXX	USD	3,569.26

Tax Withholding Information			
Type	Marital Status	Exemptions	Additional Amount
FEDERAL	Married	2	0.00
TX		0	0.00

If you notice an error or have concerns about your paycheck, contact Payroll.