

## Checking the amounts on your paycheck

In ctclink, after you've chosen your site (SFCC or SCC), click HCM Self-Service from the menu at the left of the page.

From there, click Payroll then Paychecks. You should see a list of your last several paychecks. Choose the most recent paycheck (non-summer).

### Gross (before deductions) wages:

1. You'll see several boxes with information. Look at the information in the first two rows to be sure it is correct (General and Tax Data).
2. The second box in the second row is "General" information. This includes your pay rate and the frequency of your paychecks. For full-time faculty, the contract will include 19 or 24 semimonthly payments.
3. Multiply the "Pay Rate" by the number of contract payments (19 or 24). This should give you your annual wages. CtcLink now also has that information in the Compensation History tile. If you know your step, you should be able to get your annual pay from the schedule in the AHE website. If you do not know your step, Carla, Scott Satake, Bev Daily, Jackie Franklin, Jason Eggerman, or Rob Deyo can tell you. Please do NOT call HR for this information.
4. In Hours and Earnings in the third row, you should see a list of types of compensation (Full Time Faculty Contract, Personal Holiday, Moonlight, Overload, etc). The number in the Earnings column (NOT the YTD Amount) for your paycheck should be the same as the Pay Rate in the General box. If you are full-time with no other compensation, you may have nothing in these other lines.
5. If you have other compensation, you may have amounts in the other lines.
  - Moonlighting compensation is for additional classes above your normal load.
  - Overload compensation is for students added to your online classes above the cap.

**Taxes:** Federal taxes that come from your check are listed in the Current column of the **Taxes** box to the right of the Earnings box. These should be calculated automatically and may be OK, but I checked mine for reasonableness.

1. The Fed Withholding is income tax, based on your allowances (W-4) and on your total wages less your TIAA-CREF and any 403(b) contribution you may have chosen. This will vary widely depending on your wages and your other choices. If you are concerned about this deduction, your tax preparer should be able to help you to determine whether this one is reasonable.
2. The next two items are based on your total wages **reduced by the health insurance, VEBA, and FSA** (if you have an FSA).
  - The MED/EE is your Medicare tax and should be about 1.45 percent (taxable wages X .0145).
  - The OASDI/EE is your non-Medicare Social Security and should be about 6.2 percent (taxable wages X .062).

**Before-Tax deductions:** These are listed in the box below the Hours & Earnings box. Here you have another list: Health insurance (Uniform), Flexible Spending (FSA), VEBA, and SBRP (TIAA-CREF). Some of you may have elected to contribute to an optional retirement plan (403b), which would also be on this list.

**After Tax Deductions:** This is the box to the right of the Before-Tax Deductions. It includes any other insurance, Combined Fund donations, WEA dues, CCS Foundation donations. These should generally be similar to last year unless you have made changes. You can compare to a paycheck from last year, but remember not to choose that last check in June. That check may have had unusual deduction amounts for summer benefits. Moving forward, if you have chosen the 24 payments options, your June check will not show those deductions.

WEA dues should be \$56.16 per paycheck (subject to change). Again, remember that the Current column is for the single paycheck you are viewing.

**Employer Paid Benefits** are not deducted from your check.

WA STATE COMM COLL DIST 17  
 501 North Riverpoint Blvd S 1006, PO Box 6000  
 Spokane, WA 99217-6000

Pay Group: F17-FT Faculty: Semi-Monthly  
 Pay Begin Date: 01/01/2021  
 Pay End Date: 01/15/2021

Business Unit: HR171  
 Advice #: 000000000411996  
 Advice Date: 01/25/2021

Name & Address	Employee ID:	TAX DATA:	Federal	WA State
	Department:		Marital Status:	Married
	Location:	Allowances:	N/A	0
	Job Title:	Addl. Percent:	N/A	
	Pay Rate: \$2,691.13 Semimonthly	Addl. Amount:	100.00	

HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Earnings	Hours	Earnings	Description	Current	YTD
Full Time Faculty Contract			2,691.13	154.00	5,013.19	Fed Withholding	187.21	328.46
Full Time Faculty Contract	52.724082	-7.00	-369.07		0.00	Fed MED/EE	38.97	74.65
Personal Holiday	52.724082	7.00	369.07	7.00	369.07	Fed OASDI/EE	166.61	319.19
Moonlight Contract		5.50	233.48	5.50	233.48			
<b>TOTAL:</b>		<b>5.50</b>	<b>2,924.61</b>	<b>166.50</b>	<b>5,615.74</b>	<b>TOTAL:</b>	<b>392.79</b>	<b>722.30</b>

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Uniform Classic	149.50	299.00	MetLife	7.50	15.00	SBRP (TIAA-CREF)	219.35	421.18
SBRP (TIAA-CREF)	219.35	421.18	MedAid EE	10.56	21.36	HERP Supplemental Funding	3.80	7.30
VEBA Reduction	87.74	168.47	WEA Dues	56.16	112.32	Industrial Insurance ER	19.20	39.52
			Paid Medical Leave EE	3.51	6.74	MedAid ER	10.56	21.36
			Paid Family Leave EE	3.89	7.47	Paid Family & Medical Leave ER	4.30	8.26
<b>TOTAL:</b>	<b>456.59</b>	<b>888.65</b>	<b>TOTAL:</b>	<b>81.62</b>	<b>162.89</b>	<b>*TAXABLE</b>		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,924.61	2,468.02	392.79	538.21	1,993.61
YTD	5,615.74	4,727.09	722.30	1,051.54	3,841.90

SUMMARY LEAVE BALANCES				
	Beginning	Earned	Taken	Ending
VAC	0.00	0.00	0.00	0.00
SCK	456.80	4.81	0.00	461.61
NSCK	0.00	0.00	0.00	0.00
P/H	0.00	0.00	0.00	0.00
PERS	14.60	0.00	0.00	14.60
CMP	0.00	0.00	0.00	0.00

NET PAY DISTRIBUTION			
	Account Type	Account Number	Deposit Amount
Advice #000000000411996	Checking		1,993.61
<b>TOTAL:</b>			<b>1,993.61</b>

MESSAGE: