









IT'S PAYDAY!

A GUIDE TO UNDERSTANDING YOUR PAY STUB







CUSTOMER SERVICE

The Payroll Department strives to ensure that we deliver the best experience to all of our customers, which include employees, state and federal agencies, management, accounting, vendors, etc. All of our customers rely on two vital things; the accuracy and timeliness of information that we supply to them. Our goal is 100% accuracy for all of our customers all of the time, but we need your help too.

What can you do to help?

Review your pay stub each week for accuracy and notify us promptly when there is an issue.

(409) 880-8000

For more information, visit https://www.lamar.edu/finance-and-operations/financial-services/payroll/index.html

WHAT DOES MY PAY STUB LOOK LIKE?

1		1	1			
Lamar Univesity P.O. Box 10071						
Beaumont, TX 77710						
409-880-8000						
Banner ID:	L		Pay Date:	Jan 02, 2020		
SSN/SIN/TIN:	xxx-xx-0000		Pay Period:	Dec 01, 2019-Dec 31, 2	019	
Employee:	John Sample					
Address:	1234 Sample					
	Sample, TX 77710					
Payment Summary						
Туре	Current Period	YTD Amount				
Gross Amount:	\$3,567.32	\$ 3,567.32				
Total Personal Deductions:	\$322.45					
Net Amount:	\$2,644.87					
Total Employer Contributions:	\$1,141.24					
Earnings	\$1,141.64	\$1,141.24				
Job	1					
		01.77				WER I
Sample Job	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
Total:	Regular	<u>'</u>	176.00		\$3,567.32	4-1
B (2: B 1 -2: 17					\$3,567.32	\$3,567.32
Benefits, Deductions, and Taxes						
Deductions before Federal Tax	Employee	Employee YTD	Employer	Employer YTD		Applicable Gross YTD
ADD Member Family Group Accident 24 Hrs Coverage	\$8.00 \$25.98		\$0.00 \$0.00		\$3,567.32 \$3,567.32	
Group Universal Life	\$25.49				\$3,567.32	
Health Select	\$25.45		\$624.82		\$3,567.32	
Optional Life Insurance	\$49.02	*****	\$0.00			
State of Texas Dental Choice	154.42		\$0.00		, , , , , , , , , , , , , , , , , , , ,	
State of Texas Dental Choice State of Texas Vision Plan	\$10.24	4	\$0.00		\$3,567.32	
Teacher Retirement Sustem	\$274.68	****	\$0.00 \$267.55	,	\$3,567.32	
Tex Flex Health Care	\$141.00		\$0.00	4	\$3,567.32	
Taxes	\$141.00	\$141.00	\$0.00	\$0.00	\$0,001.02	\$0,001.02
Federal Withholding Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978.49	\$2,978.49
Social Security	\$201.70					
Additional Medicare Tax	00.02	,			\$3,253.17	
Medicare	\$47.17	\$47.17	\$47.17	\$47.17	\$3,253.17	\$3,253.17
Deductions after Federal Tax Dependent Life	\$1.38	\$1.38	\$0.00	\$0.00	\$3,567.32	\$ 3,567,32

Group Critical Illness	\$45.61	*	\$0.00		\$3,567.32	
Long Term Disability	\$22.48	4	\$0.00	******	4-1	
Parking	\$6.00		\$0.00		\$3,567.32	
Short Term Disability	\$9.28		\$0.00		\$3,567.32	\$3,567.32
Total:	\$922.45	\$922.45	\$1,141.24	\$1,141.24		
Check or Direct Deposit						
Humber	Document Type		Bank Name		Account Type	Amount
123456789	Direct Deposit		Neches Federal Cre	dit Union	Savings	\$400.00
223456789	Direct Deposit		Bank of America		Savings	\$400.00
323456789	Direct Deposit		Gulf Credit Union		Checking	\$800.00
423456789	Direct Deposit		Capital One		Checking	\$250.00
523456789	Direct Deposit		Five Point Credit Ur	nion	Checking	\$794.87

UNDERSTANDING YOUR PAY STUB

There are 7 important sections on your pay stub:

- **Payer Information:** Name, address and phone number of the business responsible for your payment.
- 2) **Employee Information:** This section includes your Banner ID, often referred to as your "L" number, the last four digits of your social security number, and your name and mailing address.
- 3) Dates: Pay Date and Pay Period
- 4) Payment Summary: This is where you can view your current and year to date gross earnings, total personal deductions and employer contributions, and net pay.
- Earnings: This sections includes your job, the type of earnings you are receiving and year to date amounts, work shift, total hours paid, pay rate if paid hourly, and the gross amount of current pay and year to date totals.
- Benefits, Deductions, and Taxes: This section includes both voluntary and involuntary deductions. This is where you verify your current benefits, child support payments, garnishments, and taxes.
- 7) Check or Direct Deposit: This sections provides the check number and document type along with the name of your elected financial institution(s) and the total amount deposited to each.

UNDERSTANDING YOUR PAY STUB

SECTION 1 SECTION 2

• Payer Information:

Name, address and phone number of the business responsible for your payment.



• Employee Information:

This section includes your Banner ID, often referred to as your "L" number, the last four digits of your social security number, and your name and mailing address. You can update your address any time by logging into Self Service Banner.

			Your information	on is displayed	here, along with your					
			current mailing address. Verify for correctne							
			notify HR if there is an error with your Banner ID or SSN. Update your address in Self Service Banner.							
			/							
	Banner ID:	L******								
2	SSN/SIN/TIN:	xxx-xx-0000								
	Employee:	John Sample								
	Address:	1234 Sample								
		Sample, TX 7771	0							

3	Pay Date:	Jan 02, 2020		
	Pay Period:	Dec 01, 2019-Dec 31, 20	19	
			Pay Date: The date funds	s are made available
			to you, as indicated for th	ne Pay Period .

Dates:

Pay Date is the date that funds are made available to you.

The Pay Period indicates the first day and last day of the pay period for the pay statement. Pay dates and pay periods for both bi-weekly and monthly paid employees can be found by visiting the Payroll website at www.lamar.edu



Payment Summary:

This section is a simple summary of all current and year to date earnings and deductions. Additional information related to the summary totals can be found in Sections 5 and 6.

			Gross Pay: This is the total	amount earned for the			
	Total of all voluntary,		period. This is your regular pay plus any other wag				
	involuntary, and tax		you receive, like overtime o				
		/					
	Payment Summary						
	Туре	Current Period	YTD Amount				
4	Gross Amount:	\$3,567.32	\$3,567.32	Summary of all Year to			
	Total Personal Deductions:	\$922.45	\$922.45	Date payments.			
	Net Amount:	\$2,644.87	\$2,644.87				
	Total Employer Contributions	\$1,141.24	\$1,141.24				
			Total of contributions paid				
Net Pay: This is the am	ount of money you will receive		on your behalf.				
on the Pay Date . This e	quals your Gross Pay minus all						
deductions and taxes.							

		Earnings type							
		indicates						Total Gross Y	ear to
		whether pay is						Date earning	ţs.
		Regular,							
	Your job.	Overtime,		Total of					
		Holiday, Sick,		hours		Total Gross I	Pay for the		
	Earnings	Vacation,		worked		current Pay	Period.		
5	Job	Bonus, etc.				\			
	Sample Job *	Earnings /	Shift	Hours or Unit	Rate	Amount	\	YTD Amount	
	Total:	Regular 📕	1	176.00			\$3,567.32	\$	3,567.32
							\$3,567.32	\$	3,567.32

In this section you will see your Job, type of earnings, work shift, hours worked during the Pay Period, rate of pay if paid on an hourly basis, Gross Pay for the current Pay Period, and Year to Date earnings.



Benefits, Deductions and Taxes:

In this section you will see a listing of all deductions from your pay and whether they are deducted pretax, or after-tax. It is very important to carefully review this section each pay period for accuracy and to notify us if you see an error or have a question about a specific deduction.

		<u>'</u>	Contributions							
			you pay.							
			\			Contributions paid on		Gross Pay before		
Pre-tax deductions	\					your behalf.		deductions.		
from your pay		Benefits, Deductions, and Taxe	25							
reduce your	•	Deductions before Federal Tax	Employee 🖣	Employee YTD	Employer 📈	Employer YTD	Applicable Gross	Applicable Gross YTD		
axable wages.		ADD Member Family	\$8.00	\$8.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
Some before-tax	6	Group Accident 24 Hrs Covera	\$25.98	\$25.98	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
deductions reduce		Group Universal Life	\$25.49	\$25.49	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
your federal and		Health Select	\$0.00	\$0.00	\$624.82	\$624.82	\$3,567.32	\$3,567.32		
state, or W-2		Optional Life Insurance	\$49.02	\$49.02	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
wages, while		State of Texas Dental Choice	\$54.42	\$54.42	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
others will also		State of Texas Vision Plan	\$10.24	\$10.24	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
reduce your Social		Teacher Retirement System	\$274.68	\$274.68	\$267.55	\$267.55	\$3,567.32	\$3,567.32		
Security and		Tex Flex Health Care	\$141.00	\$141.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
Medicare wages.		Taxes							Amount su	bject to tax aft
	- 7	Federal Withholding Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978.49	\$2,978.49		deductions.
	/	Social Security	\$201.70	\$201.70	\$201.70	\$201.70	\$3,253.17	\$3,253.17	Note: Tax	
Taxes are the	/	Additional Medicare Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$3,253.17	\$3,253.17		contributions
amount		Medicare	\$47.17	\$47.17	\$47.17	\$47.17	\$3,253.17	\$3,253.17	are subject	t to both Social
subtracted to pay		Deductions after Federal Tax							Security ar	nd Medicare ta
for federal income		Dependent Life	\$1.38	\$1.38	\$0.00	\$0.00	\$3,567.32	\$3,567.32	but not inc	ome tax.
tax, state and		Group Critical Illness	\$45.61	\$45.61	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
local income tax,		Long Term Disability	\$22.48	\$22.48	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
and Social		Parking	\$6.00	\$6.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
Security and		Short Term Disability	\$9.28	\$9.28	\$0.00	\$0.00	\$3,567.32	\$3,567.32		
Medicare.		Total:	\$922.45	\$922.45	\$1,141.24	\$1,141.24				
			After-tax deducti	ions do not redu	ice your					
			taxable wages a							
			and involuntary	deductions. Th	ey are taken					
			only after taxes	have been withl	neld from your					
			taxable wages.							

Section 7 Check or Direct Deposit:

This section provides the check number and indicates whether your pay was deposited via direct deposit, or by check. It also provides the name of your financial institution, account type, and the amount deposited to each. The total of all deposits will equal your Net Pay.

You are able to elect up to 5 direct deposit accounts and each are maintained by you in Self Service Banner.

		Check or Direct Deposit							
	7	Number	Document Type	Bank Name		Account Type	Amount		The total of all
		123456789	Direct Deposit	Neches Feder	al Credit Union	Savings	\$400.	00	deposits equal
	_	223456789	Direct Deposit	Bank of Amer	ica	Savings	\$400.	00	Net Pay.
You can elect to		323456789	Direct Deposit	Gulf Credit U	nion	Checking	\$800.	00 🚩	
deposit your pay		423456789	Direct Deposit	Capital One		Checking	\$250.	00	
in up to five		523456789	Direct Deposit	Five Point Cre	edit Union	Checking	\$794.	87	
different accounts.									
Account setup and									
changes are									
maintained by you									
in Self Service									
Banner.									