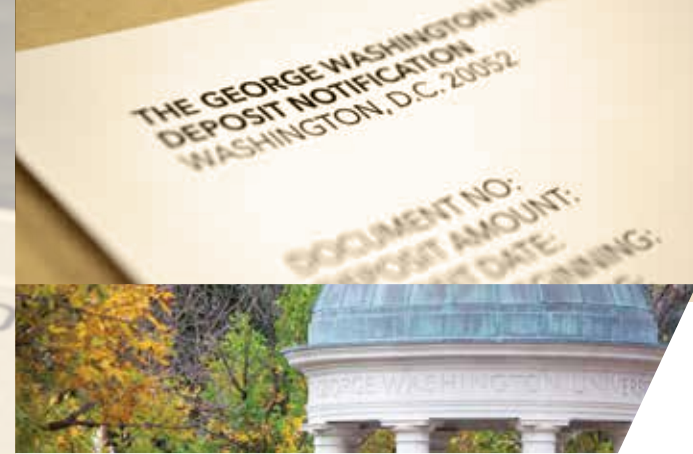


# Fiscal Year 2018–2019 Pay Calendar for Employees Paid Bi-Weekly

Period Begin Date	Period End Date	Pay Date
06/17/2018	06/30/2018	07/13/2018
07/01/2018	07/14/2018	07/27/2018
07/15/2018	07/28/2018	08/10/2018
07/29/2018	08/11/2018	08/24/2018
08/12/2018	08/25/2018	09/07/2018
08/26/2018	09/08/2018	09/21/2018
09/09/2018	09/22/2018	10/05/2018
09/23/2018	10/06/2018	10/19/2018
10/07/2018	10/20/2018	11/02/2018
10/21/2018	11/03/2018	11/16/2018
11/04/2018	11/17/2018	11/30/2018
11/18/2018	12/01/2018	12/14/2018
12/02/2018	12/15/2018	12/28/2018
12/16/2018	12/29/2018	01/11/2019
12/30/2018	01/12/2019	01/25/2019
01/13/2019	01/26/2019	02/08/2019
01/27/2019	02/09/2019	02/22/2019
02/10/2019	02/23/2019	03/08/2019
02/24/2019	03/09/2019	03/22/2019
03/10/2019	03/23/2019	04/05/2019
03/24/2019	04/06/2019	04/19/2019
04/07/2019	04/20/2019	05/03/2019
04/21/2019	05/04/2019	05/17/2019
05/05/2019	05/18/2019	05/31/2019
05/19/2019	06/01/2019	06/14/2019
06/02/2019	06/15/2019	06/28/2019

- ▶ Employees paid on a monthly cycle are always paid on the last working day of the month.
- ▶ Paystubs are available on GWeb for employees taking advantage of direct deposit.



## Understanding Your Paystub

This brochure provides you with a sample paystub to help you better understand the information it contains. Also included is a list of the most commonly used earnings and deduction codes.

If you have any additional questions, please contact us at: [payroll@gwu.edu](mailto:payroll@gwu.edu).

### Payroll Services

45155 Research Place, Suite 155  
Ashburn, VA 20147  
Phone: 571-553-4277  
Fax: 571-553-4406  
[payroll@gwu.edu](mailto:payroll@gwu.edu) | [payroll.gwu.edu](http://payroll.gwu.edu)

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC



Tax, Payroll &  
Benefits Administration

# Commonly Used Earnings

<b>AnnualLv</b> Annual Leave Pay	<b>Holiday</b> Holiday Taken Pay
<b>Bonus</b> Bonus Pay	<b>Overtime</b> Overtime Hours Worked
<b>Brvement</b> Bereavement Leave Pay	<b>Regular</b> Pay for Regular Hours Worked
<b>DeferPay</b> Deferred Faculty Payout <i>Paid during June, July &amp; August</i>	<b>Sick Lve</b> Sick Leave Pay
<b>Fac Tem</b> Faculty Temporary Appointment	<b>SummrSal</b> Summer Faculty Research
	<b>UnClosLv</b> Paid Leave for University Closure

# Commonly Used Deductions

<b>Dental</b> (PRETAX) Den High, Den Low, Den DMO
<b>Flex Dep</b> (PRETAX) Dependent Care Flexible Spending Account
<b>FlexHlth</b> (PRETAX) Healthcare Flexible Spending Account
<b>HSA</b> (PRETAX) Health Savings Account
<b>Medical</b> (PRETAX) Med PPO, Med HSP
<b>Parking</b> (AFTERTAX) Additional Parking Expense Exceeding IRS Allowance
<b>Park-Red</b> (PRETAX) GW Parking Fees (On-Campus Parking)
<b>PrkReimb</b> (PRETAX) Off Campus Parking
<b>RetDfrl</b> (PRETAX) Contributions to Retirement Plan 403(b)
<b>Roth403b</b> (AFTERTAX) Contributions to Roth 403(b)
<b>SmarTrip</b> (PRETAX) Transit and Metro Parking Benefits
<b>UniverLife</b> (AFTERTAX) Employee Paid Life Insurance

*Checking your PAYSTUB  
FREQUENTLY Makes  
Great DOLLARS AND "SENSE!"*

## THE GEORGE WASHINGTON UNIVERSITY

The George Washington University  
Washington, DC 20052  
Phone: (571) 553-4277

WASHINGTON, DC

Loc/Dept 444444  
Check Date 07/27/18

55880699

Check Amount

PAY\*\* DIRECT DEPOSIT ADVICE \*\* NOT A CHECK \*\* DIRECT DEPOSIT ADVICE \*\* \*\*\*\*\*1,333.66  
NOT A CHECK \*\*

TO THE Jane A Doe  
ORDER 15 Anyplace Lane  
OF Falls Church VA 22044-3205

### DIRECT DEPOSIT ADVICE

EXECUTIVE VICE PRESIDENT & TREASURER  
THE GEORGE WASHINGTON UNIVERSITY  
This Check Void After 180 Days

**\*\* NON-NEGOTIABLE \*\***

Includes hours worked (regular, overtime, etc.), reported time off (annual leave, sick leave, etc.) and the corresponding gross earnings for each. Both current pay and year-to-date earnings information is reported.

Current pay period

Deductions taken directly from gross pay that reduce taxable wages. Examples are GW elected health insurance premiums; dental, vision, as well as medical flexible spending accounts; and dependent day-care. Other pre-tax items are qualified transportation, qualified parking expenses and contributions to the 403(b) retirement program.

The George Washington University -Payroll

Employee		SSN	Pay Period		Deposit #	Deposit Amount			
Doe, Jane A		XXX-XXX-9999	06/19/16	07/02/16	55880699	\$1,333.66			
Pay Type	Hours	Rate	Amount	YTD Amount	Deductions	Employee Current	Employee YTD	University Current	University YTD
<b>Cash</b>									
Regular	57.75	25.1100	1,450.10	22,438.17	<b>Pre-Tax</b>	15.38	215.32	.00	.00
AnnualLv	16.00	25.1100	401.76	2,400.64	FlexHlth	14.36	201.04	.00	.00
Sick Lve	3.25	25.1100	81.61	747.03	LOW PPO	48.92	684.88	173.45	2,428.30
UvClosLv	3.00	25.1100	75.33	705.48	Medical	.00	.00	80.35	1,107.10
Holiday				1,386.32	Ret Base	80.35	1,107.81	.00	.00
Overtime				17.70	RetDfrl	.00	.00	120.53	1,660.66
					RetMtch	65.00	910.00	.00	.00
					SmarTrip	2.30	32.20	.00	.00
					Vision B				
<b>Non-Cash</b>									
50K+ Ins			.08	1.12	<b>Taxes</b>				
					FICA Med	27.01	371.97	27.01	371.97
					FICA Old	115.50	1,590.49	115.50	1,590.49
					Fed Tax	222.42	3,021.28	.00	.00
					VA Tax	83.90	1,151.02	.00	.00
					<b>After-Tax</b>				
					GTA AD&D	.00	.00	.32	4.48
					GrpTrmLf	.00	.00	2.18	30.52
					LTD	.00	.00	7.74	108.36
<b>Cash Earnings Totals:</b>			2,008.80	27,695.34					
<b>Non-Cash Earnings Totals:</b>			.08	1.12					
<b>Totals:</b>						675.14	9,286.01	527.08	7,301.88
<b>Direct Deposit Summary</b>		Checking XXX11111	250.00	Savings XXX33333	35.00				
		Checking XXX22222	868.66	Other Other	180.00				
YTD Gross	\$27,695.34	Deposit Date	07/15/16	Filing Status	Fed: S 1	10.00	State: VA	1	

Benefits provided in a form other than cash that are included in wages for tax purposes, such as employer-provided life insurance over \$50,000 (shown here as 50K+Ins), prizes/awards, and any portion of tuition remission that is considered taxable.

Legally required deductions from both cash and non-cash earnings for Federal, FICA (Social Security, Medicare), State and Local Taxes.

Authorized deductions from gross earnings that do not reduce taxable wages (e.g., supplemental life insurance and long-term disability insurance).  
  
They are deducted only after all applicable taxes and other deductions have been withheld.

University's contributions to your benefits that do not affect your gross earnings or taxable wages.

Additional tax withheld from earnings.  
  
Federal and State withholding allowances