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.

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.
### Commonly Used Earnings

- **AnnualLv**
  - Annual Leave Pay
- **Bonus**
  - Bonus Pay
- **Brement**
  - Bereavement Leave Pay
- **DefePay**
  - Deferred Faculty Payout
- **Fac Tem**
  - Faculty Temporary Appointment
- **UnClosLv**
  - Paid Leave for University Closure

### Commonly Used Deductions

- **Dental**
  - Den High, Den Low, Den DMO
- **Flex Dep**
  - Dependent Care Flexible Spending Account
- **FlexHlth**
  - Healthcare Flexible Spending Account
- **HSA**
  - Health Savings Account
- **Medical**
  - Med PPO, Med HSP
- **Parking**
  - Additional Parking Expense Exceeding IRS Allowance
- **PrkReimb**
  - GW Parking Fees (On-Campus Parking)
- **RetDfrl**
  - Contributions to Retirement Plan 403(b)
- **SmarTrip**
  - SmarTrip
- **UniverLife**
  - Employee Paid Life Insurance

### Summary

<table>
<thead>
<tr>
<th>Employee</th>
<th>SSN</th>
<th>Pay Period</th>
<th>Deposit #</th>
<th>Deposit Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane A</td>
<td>XXX-XXX-9999</td>
<td>06/19/16 7/02/16</td>
<td>55880699</td>
<td>$1,333.66</td>
</tr>
</tbody>
</table>

#### Pay* **DIRECT DEPOSIT ADVICE ** NOT A CHECK ** DIRECT DEPOSIT ADVICE ** ******1,333.66 NOT A CHECK **

** ** 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.

- 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.

#### Cash

<table>
<thead>
<tr>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
<th>YTD Amount</th>
<th>Pre-Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>57.75</td>
<td>25.1100</td>
<td>1,450.10</td>
<td>22,438.17</td>
<td>FlexHlth</td>
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<tr>
<td>16.00</td>
<td>25.1100</td>
<td>401.74</td>
<td>2,428.30</td>
<td>FSA</td>
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<tr>
<td>3.25</td>
<td>25.1100</td>
<td>81.61</td>
<td>747.03</td>
<td>Medical</td>
</tr>
<tr>
<td>3.00</td>
<td>25.1100</td>
<td>75.33</td>
<td>708.44</td>
<td>Medical</td>
</tr>
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<td>1,386.32</td>
<td>25.1100</td>
<td>35,000</td>
<td>422,648</td>
<td>Medical</td>
</tr>
<tr>
<td>17.70</td>
<td>25.1100</td>
<td>452.67</td>
<td>3,719.71</td>
<td>Medical</td>
</tr>
<tr>
<td>0.08</td>
<td>1.12</td>
<td>0.09</td>
<td>0.00</td>
<td>Vision B</td>
</tr>
</tbody>
</table>

#### Non-Cash

- 50K+ Ins
- RetDfrl
- Fed Tax
- VA Tax

#### Cash Earnings Totals: 2,008.80 27,695.34

#### Non-Cash Earnings Totals: .00 1.12

**Totals:** 675.14 9,286.01 527.08 7,301.88

#### Direct Deposit Summary

<table>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>$27,695.34</td>
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<tr>
<td>Savings</td>
<td>$35.00</td>
</tr>
<tr>
<td>Other</td>
<td>$180.00</td>
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</tbody>
</table>

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Checking your **PAYSTUB**

**FREQUENTLY Makes Great DOLLARS AND “SENSE!”**