



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?

Lamar University						
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, 2019			
Employee:	John Sample					
Address:	1234 Sample Sample, TX 77710					
Payment Summary						
Type	Current Period	YTD Amount				
Gross Amount:	\$3,567.32	\$3,567.32				
Total Personal Deductions:	\$922.45	\$922.45				
Net Amount:	\$2,644.87	\$2,644.87				
Total Employer Contributions:	\$1,141.24	\$1,141.24				
Earnings						
Job	Sample Job					
	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
	Total: Regular		1	176.00	\$3,567.32	\$3,567.32
					\$3,567.32	\$3,567.32
Benefits, Deductions, and Taxes						
Deductions before Federal Tax	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
ADD Member Family	\$8.00	\$8.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Group Accident 24 Hrs Coverage	\$25.38	\$25.38	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Group Universal Life	\$25.49	\$25.49	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Health Select	\$0.00	\$0.00	\$624.82	\$624.82	\$3,567.32	\$3,567.32
Optional Life Insurance	\$43.02	\$43.02	\$0.00	\$0.00	\$3,567.32	\$3,567.32
State of Texas Dental Choice	\$54.42	\$54.42	\$0.00	\$0.00	\$3,567.32	\$3,567.32
State of Texas Vision Plan	\$10.24	\$10.24	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Teacher Retirement System	\$274.68	\$274.68	\$267.55	\$267.55	\$3,567.32	\$3,567.32
Tax Flex Health Care	\$141.00	\$141.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Taxes						
Federal Withholding Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978.49	\$2,978.49
Social Security	\$201.70	\$201.70	\$201.70	\$201.70	\$3,253.17	\$3,253.17
Additional Medicare Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$3,253.17	\$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	\$45.61	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Long Term Disability	\$22.48	\$22.48	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Parking	\$6.00	\$6.00	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Short Term Disability	\$9.28	\$9.28	\$0.00	\$0.00	\$3,567.32	\$3,567.32
Total:	\$922.45	\$922.45	\$1,141.24	\$1,141.24		
Check or Direct Deposit						
Number	Document Type	Bank Name		Account Type	Amount	
123456789	Direct Deposit	Neches Federal Credit 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 Union		Checking	\$794.87	

UNDERSTANDING YOUR PAY STUB

There are 7 important sections on your pay stub:

- 1) **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.
- 5) **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.
- 6) **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

- **Payer Information:**

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

		Payroll Department phone #
1	Lamar Univesity	
	P.O. Box 10071	
	Beaumont, TX 77710	
	409-880-8000	

SECTION 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. You can update your address any time by logging into Self Service Banner.

		Your information is displayed here, along with your current mailing address. Verify for correctness and 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 77710

Section 3

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

3 Pay Date:	Jan 02, 2020
Pay Period:	Dec 01, 2019-Dec 31, 2019

Pay Date: The date funds are made available to you, as indicated for the **Pay Period**.



Section 4

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.

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

Earnings		Shift	Hours or Unit	Rate	Amount	YTD Amount
5	Your job. Earnings Job Sample Job	Regular	1	176.00	Total Gross Pay for the current Pay Period.	Total Gross Year to Date earnings.
	\$3,567.32				\$3,567.32	
Total:					\$3,567.32	\$3,567.32

Section 5

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.



