

Understanding Your Check Stub

You Receive a Check Stub, But Do You Know What All Those Numbers and Codes Mean?

You know your salary, but do you know how you get paid? This session will help you decipher the information that appears on your check stub, build on your knowledge base block by block, and get to know all the components on your pay check stub.

- **Reading the pay check stub**
 - Non-Instructional:
http://www.mdc.edu/hr/Compensation/yourpaycheck_sample.asp
 - Instructional w/Overload:
http://www.mdc.edu/hr/Compensation/yourpaycheck_faculty_sample.asp
- **Recognize Benefits and Deductions Time Types**
 - <http://www.mdc.edu/hr/Compensation/yourpaycheck.asp>
- **Understand a position number**
 - Full-time position
 - Part-time [pooled] position
- **Understand payments for multiple job assignments**
- **ASTRA instructional payments**
 - Faculty Summary Report:
http://www.mdc.edu/hr/Operations/ASTRA/Faculty_Assignment_Summary.pdf
 - Notice of Assignments (Adjunct):
http://www.mdc.edu/hr/Operations/ASTRA/Notice_of_Assignment.pdf
 - Conversion document:
http://www.mdc.edu/hr/Operations/ASTRA/Conversion_Chart-Pts_to_Pay.pdf
- **Leave forms (when to use)**
 - Department Leave form:
<http://www.mdc.edu/hr/OnlineForms/departmentalleaveform.pdf>
 - Extended Leave > 30 Day form:
http://www.mdc.edu/hr/OnlineForms/Benefits/Request_Extended_Leave_Absence.pdf
 - Temporary Duty form:
http://www.mdc.edu/hr/OnlineForms/Benefits/Request_Leave_Reimbursement.pdf

- **Understand the monthly leave accrual process**
 - Vacation Leave: For Non-Instructional Employees
 - Policy II-27: <http://www.mdc.edu/policy/Chapter2/02-II-27.pdf>
 - Procedure 2501: <http://www.mdc.edu/procedures/Chapter2/2501.pdf>
 - Sick Leave (Non-Instructional)
 - Policy II-2: <http://www.mdc.edu/policy/Chapter2/02-II-28.pdf>
 - Procedures 2502: <http://www.mdc.edu/procedures/Chapter2/2502.pdf>
 - Sick Leave (Instructional)
 - Policy II-2: <http://www.mdc.edu/policy/Chapter2/02-II-28.pdf>
 - Faculty contract – Article 12 – Leaves; Section 1.G. (Page 60):
http://www.mdc.edu/contract/UFMDC_MDC%20Contract%202005_08_W_reopeners.pdf
- **Understand the difference between Reporting Period and Period Paid**
 - 2006-2007 Payroll Schedule:
<http://www.mdc.edu/businessaffairs/Papers/Documents/Revised%202006-07%20MDC%20Payroll%20Schedule.pdf>