

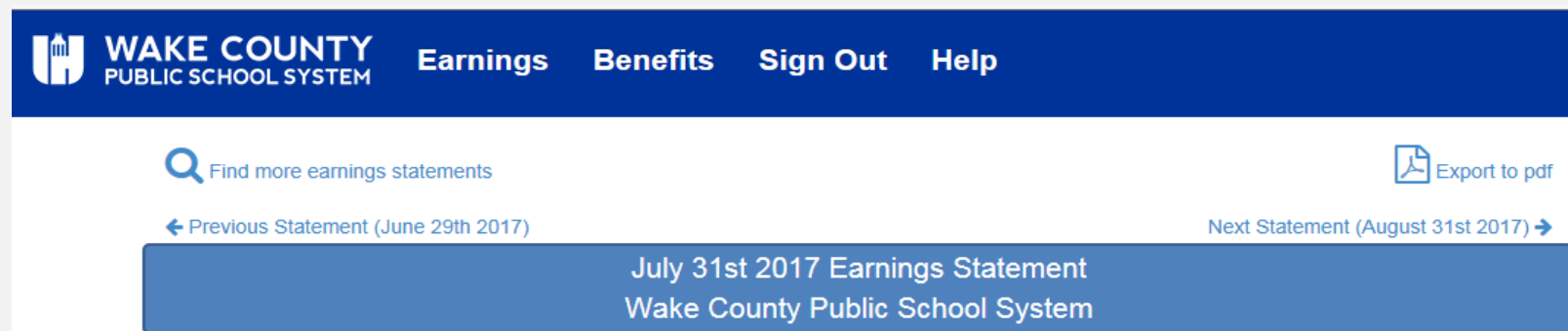
# EARNINGS STATEMENT

Compensation Services

WAKE COUNTY PUBLIC SCHOOLS 5625 Dillard Drive, Cary, NC 27518

## Earnings Statement User Guide

**Earnings and Benefits Statement:** The Earnings and Benefits statement replaces the Wake County Pay Stub/Benefits Statement. Employees can toggle between the Earnings Statement or Benefits Statement at the top of the screen. If you have any questions please click on the Help button for additional resources.



### Navigation Bar:

- The Earnings Statement provides employees with a ytd total of their earnings and deductions. When you login it defaults to the month of your latest earnings payment.
- An employee can search for previous earnings statements by either clicking on the **Find More Earnings** Search button or by clicking on the **Previous Statement** link at the top of the page.
  - You will be able to see a history of each Earnings Statement paid to you from WCPSS.
  -

Year	Earnings Statements
<b>2017</b>	<b>August 31st 2017</b>
<b>2016</b>	<b>July 31st 2017</b>
	<b>June 29th 2017</b>
	<b>May 31st 2017</b>
	<b>April 28th 2017</b>
	<b>March 31st 2017</b>
	<b>February 28th 2017</b>
	<b>January 31st 2017</b>

- Employees may export the Earnings Statement by in a printer friendly version by clicking the **Export to PDF** button on the right side of the screen.
- To Sign out of the web portal, click on the **Sign Out** link.

**Earnings Statement Continued:**

**Prepared For:**  
[Redacted]

**Assignment Title:**  
[Redacted]

**School/Department:**  
[Redacted]

**Employee Number:**  
[Redacted]

**Hire Date:**  
[Redacted]

**Prepared For:** Your Name and Address will populate in this area.

**Assignment Title:** Your primary Assignment will be populated in this area, secondary assignment will not be displayed.

**School Department:** Your primary cost center will be populated.

**Employee Number:** This provides you with your Wake County Public Schools ID

**Hire Date:** This provide you with first Wake County Schools Start Date.

**Earnings Statement Continued:**

Pay Date	[REDACTED]
Years of Service	[REDACTED]
Pay Level	[REDACTED]
Medical Coverage	[REDACTED]
Dental Coverage	[REDACTED]
Vision Coverage	[REDACTED]
Federal Filing Status	[REDACTED]
Federal Allowances	[REDACTED]
Federal Additional	[REDACTED]
State Filing Status	[REDACTED]
State Allowances	[REDACTED]
State Additional	[REDACTED]

**Period Start/End Date:** This is the payment month the Statement covers.

**Years of Service:** This shows the years of service an employee has with WCPSS.

**Pay Level:** Provides the primary current position or grade level of pay for employees.

**Medical:** Indicates the current Medical coverage (70/30, 80/20, CDHP, Family, Child, etc.).

**Dental:** Indicates the current Dental Coverage (Employee, Child, Family)

**Vision:** Indicates the elected Vision Coverage (Employee, Child, Family)

**Federal Filing Status:** Federal Filing Status of Single or Married

**Federal Allowances:** Federal employee claimed exemptions

**Federal Additional:** Additional elections by employee.

**State Filing Status:** State Filing Status of Single or Married

**State Allowances:** State employee claimed exemptions

**State Additional:** Additional elections by employees.

**Earnings Statement Continued:**



Payment Type	Amount	Year To Date	Days/Hours
Regular Salary			21 Days
Longevity			
<b>Total:</b>			

**Earnings Section:** This section list all employee's earnings for that given month.

- **Pay Type:** This field indicates the type of pay the employee received. This will populate with the type of pay an employee receives for that given month.
- **Amount:** The column indicates how much was paid for each particular pay type for the given month.
- **Year-To-Date:** This column tracks how much an employee has earned to date for a given pay type.
- **Days/Hours:** This column indicates how many hours or days an employee was paid for.
  - This will populate with the amount of hours or days that were keyed for the employee in a given period.
- **Totals:** This column will provide total earnings for the given month and a year to date total through that given month.

**Earnings Statement Continued:**

	<b>Amount</b>	<b>Year To Date</b>	<b>WCPSS Cost</b>	<b>WCPSS Cost YTD</b>
Amflex Debit Card	\$2.00	\$14.00	\$0.00	\$0.00
Col Acc Care POST	\$21.15	\$148.05	\$0.00	\$0.00
Col Cancer PRE	\$35.60	\$249.20	\$0.00	\$0.00
Col Disabil POST	\$0.00	\$21.15	\$0.00	\$0.00
Col T Life POST	\$39.00	\$273.00	\$0.00	\$0.00
Dental PRE	\$6.00	\$42.00	\$21.95	\$153.65

**Deductions Section:** This section list all the current deductions for the given month and their year to date total in alphabetical order.

- **Amount:** This list the current amount of the deduction for the month.
- **Year to Date:** This list provides the Year to Date total that has been withheld for that particular deduction.

## Earnings Statement Continued

	Amount	Year To Date
Gross Pay		
Pre-Tax Deductions		
Tax Deductions		
Other Deductions		
<b>NET PAY</b>		

**Summaries:** This section provides a summary of the Gross Pay, Deductions, and Net Pay for the current month and year to date:

- **Gross Pay:** The total of an employee's regular remuneration including allowance, overtime pay, commissions, and bonuses, and any other amounts, before any deductions are made.
- **Pre-Tax Deductions:** Deductions applied to an individual's gross income, thereby decreasing the amount of wages upon which local, state and federal taxes will be owed.
- **Tax Deductions:** Tax deduction is a reduction of income that is able to be taxed.
- **Other Deductions:** Post tax deductions that you have elected to be withheld from your earnings.
- **Net Pay:** This provides the Net Pay total for employees after all taxes and deductions have been made.

## Earnings Statement Continued

For Substitute Teachers Use Only\*\*\*\*

Substitute Teacher Report					
Date	Days Paid	Pay Rate	Pay Amount	School	Teacher
8/31/2017	.9				
8/31/2017	.1				
8/28/2017	.5				
8/25/2017	.1				
8/25/2017	.9				
8/24/2017	1				
7/24/2017	-.5				
<b>Total</b>	<b>3</b>		<b>\$273.00</b>		

**Substitute Teacher Report:** This is a report that will display information regarding a substitute assignment for tracking purposes.

- **Date:** This displays the actual date that the substitute assignment took place.
- **Days Paid:** This displays the number of days an employee is paid for each substitute assignment.
- **Pay Rate:** N/A
- **Pay Amount:** Displays the pay amount for each day of sub pay.
- **School:** Displays the actual school the substitute assignment occurred.
- **Teacher:** This displays the teacher that the employee substituted for during that given day.



## Earnings Statement Continued

Leave Summary							
Days	Beginning Balance	Current Period Earned	Current Period Used	Ending Balance	YTD Earned	YTD Used	YTD Adj.
Sick							
Annual							
Personal							
Extended							
Special							
Legislative							
Bonus							

**Leave Summary:** Provides beginning year, current year, ending and year-to date summary leave balances. The balances are based upon a fiscal year balance and accumulates from July 1- June 30 period. Please visit our website for information regarding types of leave: <http://www2.wcpss.net/departments/hr/handbook/emp-handbk.pdf>. The types can be found on pages 81-101.

- **Beginning Balance:** The balance an employee begins with at the beginning of the fiscal year or hire date.
- **Current Period Earned:** This displays the leave accumulated for the given pay period.
- **Current Period Used:** This is the amount of leave and employee has used for the given pay period.
- **Ending Balance:** Provides the total accumulated leave balance for an employee.
- **YTD Earned:** Number of days earned for the current fiscal year.
- **YTD Used:** Number of days used for the current fiscal year.
- **YTD Adjusted:** Number of adjusted leave days for the current fiscal year.
  - **Ex.** When days are given to state government workers, this will reflect that adjustment.