NAME Employee ID xxx-xx-xxx **1**				DISTRICT PAID BENEFITS **2**	FEDERAL **3**			STATE			WARRANT NUMBER **4**
					S/M	EXMPT	ADD'L	S/M	EXMPT	ADD'L	
GROSS PAY				TAX	**CURRENT**			**YTD**			ISSUE DATE **7**
DESCRIPTION	HOURS	CURR AMT	YTD AMT	WITHHELD	GROSS	TAXES		GROSS	TAXES		
5				FEDERAL STATE **6** FICA MQFE							PERIOD END **8**
											VAC LIMIT **9**
				TOTAL		0.00		DEDUCTIONS			
				LEAVES	B. BAL	EARNED	USED	E. BAL	DESCRIPTION	CURRENT	YTD
				VAC SICK PERNL LVE **10** COMP TIME E VAC					**11**		
				P-T&OVERLOAD **12**	HOURS		CURR AMT				
									TTL DEDUCT	0.00	0.00
GROSS EARNINGS		0.00	0.00	**TOTAL**	0.00		0.00		**NET PAY 13**	0.00	
MESSAGE: **14**											

The format of our payroll check stub appears above. If your address is incorrect, please notify
your Human Resources technician, or if you are a student, notify the Financial Aid office at extension
7245 (Foothill) or extension 8718 (DeAnza).

Care should be taken when opening the envelope to avoid tearing your check or direct deposit advice.
Accordingly, carefully follow the instructions (in blue type) on the back of the envelope.

The descriptions of the new stub correspond to the numbered items below.

1. **Name** and **Employee ID** of the payee.
2. **District paid benefits**: Total amount of district paid benefits including Retirement, FICA, MQFE,
   Workman's Compensation, SUI or Med/Dental and Life Insurance whichever applies to your
   employment status.
3. **Federal and State Withholdings**: Provides number of exemptions, marital status, and additional
   withholdings if any.
4. **Warrant or voucher number:** Indicates warrant or voucher number assigned to your stub.
5. **Gross pay**: Listed by "pay code" description, hours earned for each pay code and both current
   and year to date earnings.
6. **Tax withheld**: Taxable gross earnings and tax withholding amounts, for both current month and
   calendar year to date**.**
7. **Issue date**: issuance Date of Warrant or Voucher.
8. P**eriod End**: Payroll period ending date.
9. **Vacation Limit**: Will inform you if your accrued vacation limit is approaching or has exceeded the
   vacation limit.