

How to read a Check Stub

Print

Summary

Example of Check Stub and how to interpret the Check Stub's information provided to the employee for a pay period.

SAMPLE

RACHEL MCGEE
27545 DIEHL ROAD
WARRENVILLE IL 60555

NON-NEGOTIABLE

NON-NEGOTIABLE

1 PERSONAL AND CHECK INFORMATION
Rachel McGee
27545 Diehl Road
Warrenville, IL 60555
Soc Sec #: xxx-xx-xxxx Employee ID: 6
Pay Period: 08/02/21 to 08/15/21
Check Date: 08/17/21 Check #: 331

2 EARNINGS

DESCRIPTION	HRS/UNITS	RATE	THIS PERIOD (\$)	YTD HOURS	YTD (\$)
Hourly	80.00	12.5000	1000.00	1461.25	18807.05
Overtime	2.00	18.7500	37.50	8.50	159.38
Bonus					2000.00
Charged Tips					990.00
Commissions					60.00
Sick				8.00	100.00
Vacation				12.00	150.00
TOTAL	82.00			1489.75	

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4

5 Gross Earnings 1037.50 YTD 22206.40

6 NET PAY ALLOCATIONS

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	766.39	17182.07
NET PAY	766.39	17182.07

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8 DEDUCTIONS

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
401k EE Pretax		32.00
POP EE Pretax	64.00	1216.00
TOTAL	64.00	1248.00

9 OTHER ITEMS

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Cash Tips	135.00	1599.89

NET PAY	THIS PERIOD (\$)	YTD (\$)
	766.39	17182.07

Payroll by Paychex
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Overview

- 1. Personal and Check Information** - Employee's personal information, Pay Period (defined date range) and expected date to receive check.
Update: As of 8/17/23, from APR0148284, SSN's on the check stub are suppressed now.
- 2. Earnings** - This section provides breakdown for employee's various payitems that all total to employee's gross pay.
- 3. Hours/Units** - This shows the time worked in the defined pay period.
Note: For overtime reporting purposes as defined by the US Federal Department of Labor, the total line will be an accumulative total of all hours paid by hourly rate.
- 4. Rate** - This shows employee's hourly wages and salary
- 5. Gross Earnings** - This section shows the total dollar amount an employee gets paid before subtracting deductions or what a worker makes "pre-tax" or "before taxes."
- 6. Net Pay Allocations** - This shows the employee's net pay or total after taxes being distributed or deposited for the check.
- 7. Misc. Items**- Any expense reimbursements or other payments that are non-taxed (401k ER Contribution) and do not effect net pay.
- 8. Withholdings** - These deductions refer to income, federal, state, and state unemployment taxes

9. **Deductions** - Deductions are any amount removed from an employee's paycheck for tax or other purposes (<https://quickbooks.intuit.com/r/payroll/deductions/>). Common deductions include payroll taxes, payroll withholdings, wage garnishments, and benefit deductions.

10. **Net Pay** - "Take home pay" or what an employee receives from subtracting all deductions & withholdings.

11. **Employer Info** - Client information



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