

Frederick County Public Schools Pay Advice Key

Box	Components	Explanation	Who to Contact
1	Personal Information	Identifies employee's name, address and employee ID number.	If there are problems or changes, complete the Employee Information Update Form and return the form to Human Resources. (available at your school and on the following website) http://insidefcps/default.cfm
2	Employee Information and Pay Group	Identifies school, position, and pay group 10 mo., 11mo., 12mo., and non-benefited	If there are errors, contact Human Resources.
3	Dates of Pay, Advice Date	<ul style="list-style-type: none"> • Pay Begin/End: Salary cycle • Advice Date: Ending date of pay cycle 	If there are questions, contact Payroll Department.
4	Tax Data	<ul style="list-style-type: none"> • Information comes from the tax forms supplied by you (Determines the amount of tax withheld from your salary) • Addl. Pct: FCPS does not allow addl. % of income to be withheld • Addl. Amt.: Additional money withheld from salary for taxes 	Updated Tax Forms (W-4 Federal & MD, PA and WV state forms) should be submitted to the Payroll Department. (Forms available from payroll and on the following website.) http://insidefcps/default.cfm
5	Earnings and Description	<ul style="list-style-type: none"> • Regular: Teaching Position • Activity: e.g. Yearbook, coaching • Supplemental Earnings: Paid activities, e.g. SIT, approved courses, timesheet pay • Workshops+Meetings: e.g. Reg. workshops, new teacher orientation Current leave taken will show in this section.	Notify the Payroll Department if there are inaccuracies. Note: Itemized for the calendar year <ul style="list-style-type: none"> • Current: Includes earnings in present pay period • YTD (Year to Date): Earnings for entire calendar year (Jan 1-Dec 31) Note: Time Sheets require extra processing time. (e.g. workshops, activities, substituting) They are paid one pay cycle behind.
6	Taxes	Breakdown of Taxes withheld from your earnings. <ul style="list-style-type: none"> • Fed MED/EE and Fed OASDI/EE: Social Security Taxes • Fed and State Withholding: Determined by earnings and information in Box 4 	Note: Expect changes when: <ul style="list-style-type: none"> • Tax rates change (Jan 1) • Tax forms are adjusted (Box 4) Note: Current vs. YTD
7	Before Tax Deductions	<i>Mandatory Items include:</i> <ul style="list-style-type: none"> • Pension: Required % of earnings (For employees enrolled in the MD Pension Plan) <i>Optional Items Include:</i> <ul style="list-style-type: none"> • TSA: Your contribution to a qualified 403b savings plan • Medical Pre-Tax: Amount paid for dependent medical benefits • Dental Pre-Tax: Amount paid for dependent dental benefits • Flex Health-Pre-Tax: Your contribution to a flexible spending account for qualified medical bills • Flex Dep Care-Pre-Tax: Your contribution to a flexible spending account for qualified child care expenses 	Notify the Benefits Department if there are inaccuracies, as this is a Before-Tax Deduction Category. <i>Call the Benefits Department immediately if you have enrolled for optional items that do not appear as deductions from your salary.</i>
8	After-Tax Deductions	All are OPTIONAL: <ul style="list-style-type: none"> • Dues: Dues for membership in the appropriate union • Credit Union: Amount deposited into your FERKO Credit Union Account • Summer Salary: Amount set aside by FCPS that is issued to you during the summer months. Amount=10% of regular earnings. 10 month employees only. Other options are available at request 	Notify the Payroll Department if there are inaccuracies, as this is an After-Tax Deduction Category.
9	Employer Paid Benefits	These are the amounts that Frederick County Public Schools is paying on your behalf.	Note: After-Tax Life Insurance (Taxable) Due to Federal Regulations, that make employer-paid-life insurance in excess of \$50,000 taxable amounts to the employee.
10	**Pay	<ul style="list-style-type: none"> • Gross Pay: Total earnings before deductions, e.g. taxes, pension, credit union • Net Pay: "Take Home" pay 	Notify the Payroll Department if there are inaccuracies. Note: Current vs. YTD
11	Direct Deposit Distribution	Identifies Account Type and Account Number	Notify the Payroll Department if there are errors in this area. If you change banks or bank accounts, complete a new Direct Deposit Form.
12	Leave Balances	For more detailed information go to FCPS Menu > Employee Self Service > Benefit Information > Leave History, in the FCPS Human Resources System	Click HERE

Contact Information:

Benefits: 301-644-5058
 Payroll: 301-644-5036
 Human Resources: 301-644-5089

****For Your Information:** Outlines your earnings and net pay.

Total Gross is found in Box 5.

Fed Taxable Gross = Total Gross Less Total Before-Tax Deductions (Box 7) plus Life Insurance After Tax (Taxable) (In Box 9).

Total Taxes is found in Box 6.

Total Deductions = Box 7 Total plus Box 8 Total.

Net Pay = Total Gross less Total Taxes less Total Deductions.

Click to view past advices.

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115 East Church Street
Frederick, MD 21701

Net Pay: \$1,819.68
Pay Begin Date: 03/01/2010
Pay End Date: 03/15/2010
Advice Date: 03/15/2010

Jane Doe
123 Main Street
Smithtown, MD 20101

Empl ID: 1111111111
DeptID: HR00000000 - Union Elementary
Location: Union Elementary
Job Title: Teacher
Pay Group: 10-Month Paygroup

Tax Data

Description	Marital Status	Allowances	Addl Percent	Addl Amount
Federal	Married	1		
MD State	Married	1		

Hours and Earnings

Description	Current Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular Earn			2,598.65		12,993.25
Total			2,598.65		12,993.25

Taxes

Description	Current	YTD Amount
Fed Withholding	239.99	1,199.95
Fed MED/EE	37.76	188.80
Fed OASDI/EE	161.46	807.30
MD Withholding	185.03	925.15
Total	624.24	3,121.20

Before-Tax Deductions

Description	Current	YTD Amount
Pension	129.93	649.65
Total	129.93	649.65

After Tax Deductions

Description	Current	YTD Amount
Fasse Dues	24.80	124.00
Total	24.80	124.00

Employer Paid Benefits

Description	Current	YTD Amount
Life Insur	9.74	48.70
Life Insur *	5.55	27.75
Pension	196.98	984.90
* Taxable		
Total	212.27	1,061.35

Paycheck Summary

	Total Gross	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,598.65	2,474.27	624.24	154.73	1,819.68
YTD	12,993.25	12,371.35	3,121.20	773.65	9,098.40

Net Pay Distribution

Payment Type	Advice #	Account Type	Account Number	Deposit Amount
Direct Deposit	999999	Checking	11111111	1,819.68
Total				1,819.68

Leave Balances

Description	Start Balance	+ Earned YTD	- Taken YTD	+ Adjustments YTD	End Balance
Vacation		50.00	9.00		41.00
Sick		60.00	8.00		52.00
Personal		10.00	2.00		8.00