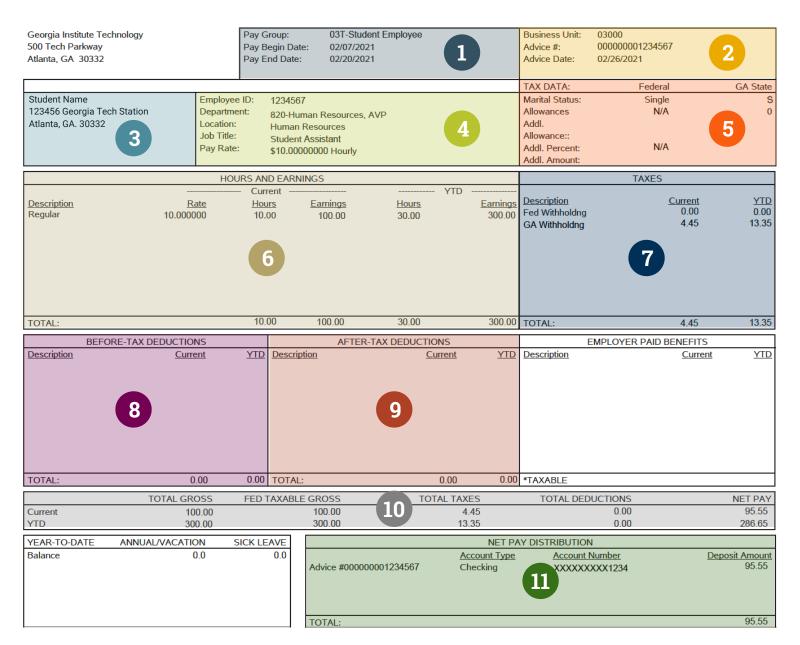# UNDERSTANDING
YOUR PAY STATEMENT

Below is a sample student employee pay statement, a document issued by Georgia Tech that shows your gross earnings, deductions from those earnings, and net pay. Pay statements are generated at the end of each pay period (refer to the Student Payroll Calendar for specific dates).

Viewing My Paycheck
Review/Update My Direct Deposit Information (Required)

Georgia Institute Technology
500 Tech Parkway
Atlanta, GA 30332

Pay Group:	03T-Student Employee
Pay Begin Date:	02/07/2021
Pay End Date:	02/20/2021

(1)

Business Unit:	03000
Advice #:	000000001234567
Advice Date:	02/26/2021

(2)

Student Name
123456 Georgia Tech Station
Atlanta, GA. 30332

(3)

Employee ID:	1234567
Department:	820-Human Resources, AVP
Location:	Human Resources
Job Title:	Student Assistant
Pay Rate:	$10.00000000 Hourly

(4)

TAX DATA:	Federal	GA State
Marital Status:	Single	S
Allowances	N/A	0
Addl. Allowance::		
Addl. Percent:	N/A	
Addl. Amount:		

(5)

HOURS AND EARNINGS

		Current		YTD	
Description	Rate	Hours	Earnings	Hours	Earnings
Regular	10.000000	10.00	100.00	30.00	300.00

(6)

| TOTAL: | | 10.00 | 100.00 | 30.00 | 300.00 |

TAXES

Description	Current	YTD
Fed Withholdng	0.00	0.00
GA Withholdng	4.45	13.35

(7)

| TOTAL: | 4.45 | 13.35 |

BEFORE-TAX DEDUCTIONS

Description	Current	YTD

(8)

| TOTAL: | 0.00 | 0.00 |

AFTER-TAX DEDUCTIONS

Description	Current	YTD

(9)

| TOTAL: | 0.00 | 0.00 |

EMPLOYER PAID BENEFITS

Description	Current	YTD

*TAXABLE

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	100.00	100.00	4.45	0.00	95.55
YTD	300.00	300.00	13.35	0.00	286.65

(10)

YEAR-TO-DATE	ANNUAL/VACATION	SICK LEAVE
Balance	0.0	0.0

NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000000001234567	Checking	XXXXXXXX1234	95.55

(11)

| TOTAL: | | | 95.55 |

The Breakdown

(1) The pay group identifies the employee category. In this example, you are a student employee, which includes pay groups 03T, 03G, and 03W. The dates mark the beginning and end of the pay period for this check.

(2) In this instance "advice" is a formal notice of a financial transaction. This area is the pay statement number and date you are paid.

(3) Double-check your name and address. To update your address view
Changing My Address

(4) This is your unique employee ID, and the department and location where you are working. The pay rate is the amount of money you are paid per hour, per month, etc.

(5) This section shows your federal and state tax withholding you selected during onboarding. Click the links to change your withholding anytime your tax situation changes. Foreign national employees, learn more about how taxes impact you.

(6) Hours and Earnings includes the pay rate, if hourly, and how much you earned for this paycheck. It also shows your hours and gross earnings (before deductions) from Jan. 1 to the current date.

(7) This section lists the taxes withheld from your total pay for this paycheck, and the year to date. Taxes may include federal, state, and Medicare (Fed MED).

(8) A pre-tax deduction is any money taken from your gross pay before taxes are withheld from the paycheck. This reduces your taxable income, meaning you will owe less income tax.

(9) An after-tax deduction is an amount of money subtracted from your earnings after taxes. This may include a Bursar fee, tuition or housing fees, or GA Defined Contribution Plan (if not a full-time student).

(10) Here you will find your current and year-to-date totals for gross and federal taxable income, taxes, deductions, and net pay. Gross is before deductions; Net is after deductions.

(11) This shows the check number and the bank account type and number used for direct deposit. The deposit amount listed is the total money you will receive for the pay period.

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