

Pay Vouchers 101

The Payroll Department has had quite a few questions regarding pay vouchers and we thought we would address them.

The Wednesday before each pay date employees are emailed a pay voucher to their work email address. The data on the voucher is also updated to the Kiosk application on each pay date, and will appear slightly different.

Frequently asked question:

“Why are you taking out two deductions for Medicare, insurance, etc...?”

The easy answer is that we are **NOT** taking out two deductions.

Regular deductions are deductions that we are required to legally deduct from your pay on a regular basis or deductions you have elected yourself.

Regular deductions can include the following:

- Federal Income Tax
- State of Ohio Income Tax
- Cuyahoga Fall City Tax
- Silver Lake City Tax (if you work at that building only)
- SERSANPK(School Employees Retirement System – for Classified Employees)
- STRSANPK (State Teachers Retirement System – for Certified Employees)
- Medicare
- Insurance
- Status 1 Employees will see a deduction for the family or single rate
- Status 2 Employees will see three separate deductions because your insurance is calculated differently at the 25% cost. There will be three separate deductions.
- FlexFee – Fee for the flexible spending account if you are enrolled.
- FlexSave – amount deducted each pay for the flexible spending account if you are enrolled.
- DPCARE – amount deducted each pay for dependent care flexible spending account if you are enrolled.
- Union Dues – deducted according to each negotiated union agreement.
- CFEA – regular or fair share
- Oapse – regular or fair share
- SEIU1 (formerly Local 100) – regular or fair share
- Annuities – any type of annuity deduction each pay (each deduction may be coded differently)
- STRS PCH – deduction for employee purchasing years of service from STRS
- SERS BB – deduction for employee purchasing years of service from SERS
- LGLSHLD – deduction for Legal Shield Services
- CANCRAID – deduction for Cancer Aid Services
- Garnishments

The following are what appear on vouchers to be deductions to employees, however, these are amounts that are paid by the Board of Education. These amounts will always have an **asterisk (*)** before the deduction name or code.

Understanding your paystub - continued

Board Share (Costs) include the following:

- Medicare (MEDICAR)
- Workers Compensation (WRKCOMP)
- SERS
- STRS
- Life Insurance (LifeBds)
- Medical Insurance (MedBdSh)
- Dental Insurance (DentBdSh)
- Prescription Insurance (RxBdSh)

****Remember anything with an asterisk (*) is the amount that the Board of Education pay and is NOT being deducted from your pay.****

Your pay voucher will also include the following:

Taxes – what you are claiming for your federal and state exemptions (bottom of voucher)

Leave Balances

- Sick Leave
- Vacation Leave (if applicable)
- Personal Leave

Service Days – This shows the number of days worked in a pay period and the number of days reported to your retirement system in a pay period.

After reviewing this information and you have any questions regarding your pay voucher please contact the Payroll Department.

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