

Georgia Tech
 500 Tech Parkway
 Atlanta, GA 30332-0255

Pay Group:	Business Unit:
Pay Begin Date:	Check/Advice #:
Pay End Date:	Check/Advice Date:

Name Home Address Home City, State, Zip	Employee ID: Department: Location: Job Title: Pay Rate:	TAX DATA: Federal State
		Marital Status: Allowances: Addl. Pct.: Addl. Amt.:

HOURS AND EARNINGS						TAXES		
Description	Current		YTD		Description	Current	YTD	
	Rate	Hours	Earnings	Hours	Earnings			
Regular					Fed Withholding			
Adjustments					Fed MED/EE			
Holiday					Fed OASDI/EE			
Overtime					State Withholding			
Acad. Contract Pay								
Acad. Non-contract Pay								
Award								
Total:					Total:			

BEFORE TAX DEDUCTIONS			AFTER TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Parking Fees			Credit Union			Medical Coverage		
Medical Coverage			United Way			Basic Life		
Dental			Salary Adjustments			Supplemental Life**		
Supplemental Life			GDCP			Teacher's Retirement System		
TDA			Others			Optional Retirement System		
Flexible Spending Account						Others		
Teacher's Retirement System								
Optional Retirement Plan								
Others								
Total:			Total:			*Taxable Imputed Income		

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current:				
YTD:				
Vacation Hrs	YTD	Sick Leave Hrs	YTD	NET PAY DISTRIBUTION
Start Balance:		Start Balance:		Check/Advice #
+ Earned:		+ Earned:		
- Taken:		- Taken:		
Adjustment:		Adjustment:		
End Balance:		End Balance:		Total:

A & B: Your personal information: Please verify your address on each pay stub to ensure receipt of your tax documents at year-end.

C: Your Federal and State Filing Status: Please advise Payroll if your election is incorrect.

D: Hours and Earnings -- Regular, OT, Vacation, Sick time, Other: Current & Year to Date

E: Federal & State Taxes Paid: Current & Year to date

-- Fed Withholding: Federal Income Tax amount based upon your W4 election shown in "C"

(W4 Form: http://ftp.fedworld.gov/pub/irs-pdf/fw4_01.pdf)

-- **Fed Med/EE:** Employees share of Medicare Tax 1.45% of Federal Taxable Wage – no limit

-- **Fed OASDI/EE:** Employees share of Social Security Tax 6.2% up to a maximum Federal Taxable Wage of \$90,000.(This ceiling changes annually.)

-- **State Withholding:** State Income Tax Amount based upon your G4 election shown in “C”

(G4 Form: <http://www2.state.ga.us/Departments/DOR/inctax/G-4-rev12000.pdf>)

F: Pre-tax deductions, Current & Year to Date

G: After tax deductions, Current & Year to Date

H: Portion of your benefits paid by Georgia Tech: These are not deductions from your earnings. Also, the taxable portion of Imputed Income is shown in” H,” if applicable.

I: Vacation & Sick Time Accrued & Used: Monthly paid employees accrue vacation on the last day of the month and will see the accrual on their pay advice, but the time taken is one month in arrears.

- **Read your pay stub each & every time you receive one and report any change needed to Payroll immediately.**
- **If you have questions regarding Sick & Vacation time, please see your departmental HR Representative.**