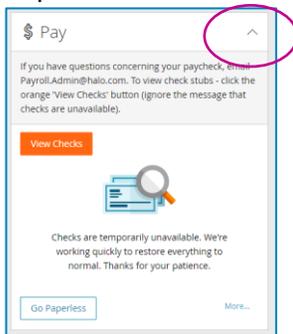


Downloading and Understanding Your Pay Stub

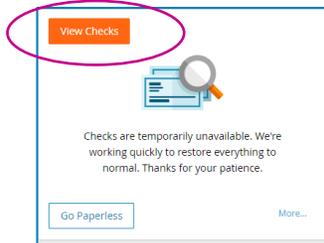
There are currently two methods available to view and download your pay stub: desktop PC or mobile device. For instructions on how to view and download on your mobile device, advance to page 2 of this document.

From a desktop PC:

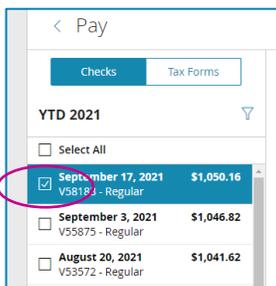
1. Navigate to the Paylocity Self-Service Portal: <https://access.paylocity.com/> (company ID 115578, and the user ID/password you established). For optimal experience, use Google Chrome or Microsoft Edge as your browser to access Paylocity from a PC.
2. Expand the tile labeled **Pay**, if collapsed:



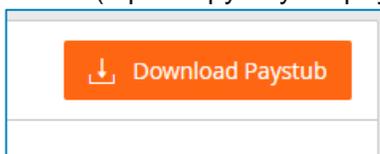
3. Select **View Checks**



4. Check the box of the check date you want to view:

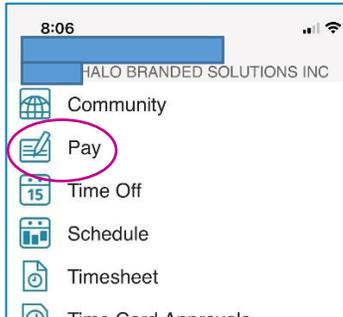


5. To download a copy of your pay stub, select **Download Paystub** in the upper right-hand corner (a pdf copy of your pay stub will open in a separate window to print or save):



From your Paylocity smart phone application:

1. Login and navigate to **Pay**:



2. The most recent pay date details will automatically display:



3. To view previous pay stubs, select **History** at the bottom of the screen, then select any previous pay date to view details:



The screenshot shows the 'Pay History' screen for the year 2021. It lists several pay dates and their corresponding amounts. The 'History' option at the bottom is circled in pink.

Pay Date	Amount
09/03/2021 Regular	\$1,746.82
08/20/2021 Regular	\$1,746.82
08/06/2021 Regular	\$1,746.82
07/23/2021 Regular	\$1,746.87
07/09/2021 Regular	\$1,681.47
06/25/2021 Regular	\$1,681.47
06/11/2021 Regular	\$1,681.47
05/28/2021 Regular	\$1,681.47
05/14/2021 Regular	\$1,681.47
04/30/2021 Regular	\$1,681.48

At the bottom of the screen, there are three navigation options: Current, History (circled in pink), and Tax Forms.

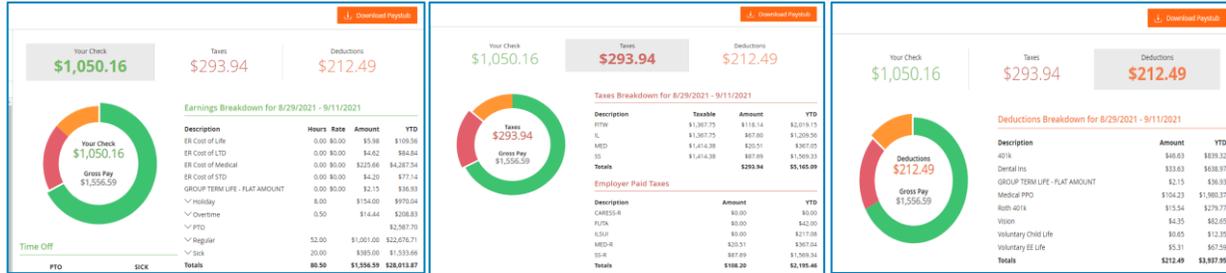


You can quickly view your **Earnings, Tax** or **Deduction** details for each pay date and YTD by clicking on the various colors of the circle chart (in the smart phone app, simply scroll farther down the page to view each section's details):

Green for Earnings:

Red for Taxes:

Orange for Deductions:



Earnings, Deductions & Tax Reference Table:

Earnings Description	What It Means
Admin Employee Referral Bonus	Bonus to administrative employees for referring a candidate that was hired
AXIS Commission	Commission earnings for AXIS, Scott Levy group & Captiv8 employees
Auto Allowance – not taxable	Monthly auto allowance (not taxable)
Bonus Discretionary	Discretionary bonus earnings
BRVM2/BRVMT/BRVWD	Funeral/Bereavement Leave
Cell Allowance – Non Taxable	Monthly cell phone allowance (not taxable)
Commission	Commission earnings
DRAW	Draw on commissions (AXIS group)
Doubletime	Doubletime earnings (CA only) at 2x the hourly rate
ER Cost of Life*	Employer cost of basic life insurance
ER Cost of Ltd*	Employer cost of long-term disability insurance
ER Cost of Medical*	Employer cost of medical insurance
ER Cost of Std*	Employer cost of short-term disability insurance
Emerg Sick Leave	Emergency sick pay for COVID reasons
Fringe Paid	Fringe benefit taxable earnings – such as a cash holiday gift
Fringe PPD	Pre-paid fringe benefit taxable earnings (for value of incentives such as gift cards)
Group Term Life – Flat Amount	Taxable earnings of company provided group term life insurance valued over \$50,000
Group Term Life - Calculated	
Holiday	Holiday pay
Jury	Jury duty pay
Mthly Catalyst Comm	Monthly draw on commission – Catalyst only
Office	Office allowance
Overtime	Overtime hours worked over 40 in one week and paid at 1.5x the hourly rate
Paid Parental Leave	Paid Parental Leave
Preferred Supplier Bonus	Preferred supplier bonus for previous calendar year
PTO	Paid Time Off
PTO Second Shift	
PTO Weekend Shift	
Regular	Regular earnings (hourly and/or salary)
Retro	Retroactive pay (payments due from a previous pay period)
Severance	Severance pay
Second Shift	Second shift (includes base plus second shift premium)
Shift Earnings OT	Second shift overtime and premium for hours worked over 40 in one week and paid at 1.5x the base hourly rate
Sick	Sick time
Sick Second Shift	
Sick Weekend	
Taxable Earnings (Non-Fringe)	Taxable earnings (non-fringe benefit related) for payments made outside of payroll that are considered taxable
Third Party Sick	Short-term disability earnings – recorded only for company match of MED & SS
Weekend Shift	Weekend shift (includes base plus weekend shift premium)

*these codes are 'memo' codes for YTD tracking purposes only and do not add to your actual gross earnings or taxable earnings

Deduction Description	What it Means
401k	Pre-tax 401k
401L1 - 401L9	401k loan pay back
Accident Insurance	Voluntary accident insurance
Bankruptcy	Court ordered bankruptcy garnishment
Child Support (1, 2 or 3)	Court ordered child support
Critical Illness Ins	Voluntary critical illness insurance
Child Crit Illness	Voluntary child critical illness insurance
Dependent Care	Pre-tax flexible spending account for dependent care
Dental Ins	Pre-tax dental insurance
Dental Post Tax	Post-tax dental insurance
DP Crit Illness	Voluntary domestic partner critical illness insurance
DP Imputed Income	Domestic Partner imputed income when covering domestic partner on medical
DP Post Tax Dental	Domestic partner post-tax dental insurance
DP Post Tax Medical	Domestic partner post-tax medical insurance
DP Post Tax Vision	Domestic partner post-tax vision insurance
Flex Spending Account	Pre-tax flexible spending account for medical
FSA Parking Pre	Pre-tax flexible spending account for parking
FSA Transit Pre	Pre-tax flexible spending account for transit
Garnishment (1 or 2)	Court ordered creditor garnishment
Group Term Life – Flat Amount Group Term Life - Calculated	Group term life deduction to offset group term life earnings code (see group term life earnings)
Hospital Care - Cigna	Voluntary hospitalization insurance
HSA	Pre-tax Health Savings Account
Levy	Court ordered IRS tax levy
Life Ins	Voluntary basic employee life insurance
Long Term Disability	Voluntary long term disability insurance
Medical HDHP	Pre-tax high deductible health plan
Medical Post Tax	Post-tax medical insurance premium
Medical PPO	Pre-tax medical PPO plan
Miscellaneous Deduction	Miscellaneous payroll deduction
Reimbursement (add to net)	Reimbursement that adds to your net check
Short Term Disability	Voluntary short term disability insurance
State Levy	Court ordered state tax levy
Student Loan	Court ordered student loan pay back
Vision	Pre-tax vision plan
Vision Post Tax	Post-tax vision insurance
Voluntary Child Life	Voluntary child life insurance
Voluntary DP Life	Voluntary domestic partner life insurance
Voluntary EE Life	Voluntary supplemental employee life insurance
Voluntary Spouse Life	Voluntary spouse life insurance
Roth 401k	Post-tax Roth 401k
Spouse Crit Illness	Voluntary spouse critical illness insurance
Taxable Earnings (Non-Fringe)	Offsets Taxable Earnings (Non-Fringe) earnings that were paid outside of payroll

Employee Tax Codes	What It Means
FITW	Federal income tax withholding
IL, MI, NY, WA, etc.	State income tax withholding (if applicable – not all states have income tax withholding)
MED	Medicare tax (1.45%)
MEDHI	Medicare high income tax (.9% on annual income over \$200,000)
SS	Social security tax (6.2% on wages up to annual threshold – varies annually)
Various local	Local municipality, school district, or county taxes depending on your work location and/or home address

Employer Tax Codes	What it Means
CARESS-R	Cares Act/COVID related and not applicable to HALO
FUTA	Federal unemployment tax
ILSUI, NYSUI, MISUI, etc.	State unemployment tax
MED-R	Medicare tax - employer match
SS-R	Social security tax - employer match