

# Certified Staff -- How to Read your Paycheck

From Employee Access select "Check History"

<https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wlkwashs71/semhom01.w>

The screenshot shows the Skyward web interface for Lake Washington School District. The navigation menu includes 'Home', 'Employee Information', and 'Time Off'. Under 'Employee Information', there are two main sections: 'Employee Information' and 'Payroll'. The 'Payroll' section contains 'Check History', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', and 'W2 Information'. The 'Check History' link is highlighted with a red rectangular box.

Select the check you want to view, select "Show check with Year to Date amts" to view

Check History

Views: Check Date Seq - Check Detail Information

Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
▶ 03/31/2021	900 [REDACTED]	6,116.19	4,562.15	R	▲
▶ 02/26/2021	900 [REDACTED]	6,041.19	4,505.42	R	
▶ 01/29/2021	900 [REDACTED]	6,041.19	4,505.42	R	
▶ 12/30/2020	900 [REDACTED]	6,041.19	4,526.39	R	

Buttons: Show Check, Pay, Ded, Ben Info, Show Check with YTD Amts (highlighted in a red box)

Check your address to see if it is current. If not, email Human Resources from your district email to update. [Humanresources@lwsd.org](mailto:Humanresources@lwsd.org)

The screenshot shows the 'Check Information' page for check number 900 [REDACTED]. It is divided into two sections: 'Employer Information' and 'Employee Information'. The 'Employer Information' section lists: Name: LAKE WASHINGTON SCHOOL DISTRICT, Address: PO BOX 97039, REDMOND, WA 98073. The 'Employee Information' section lists: Name: [REDACTED], Address: [REDACTED]. A red arrow points from the top of the page to the red box around the employee address field.

**Gross Wages** = Earnings before deductions

**Federal Taxable Wages** = Gross wages minus medical and retirement (taxable income on your W2)

**State Taxable Wages** = does not apply for Washington State

**FICA** = (Federal Insurance Contributions Act) Taxable wages = Gross minus medical deductions

**Medicare Taxable Wages** = Gross Wages minus medical deductions

Taxable Wage Information				
	Federal	State	FICA	Medicare
Gross Wages:	6,041.19	6,041.19	6,041.19	6,041.19
Minus Deductions that Decrease Tax:	435.06	133.00	133.00	133.00
Plus Taxable Benefits:				
Taxable Gross Wages:	5,606.13	5,908.19	5,908.19	5,908.19
YTD Taxable Gross Wages:	11,212.26	11,816.38	11,816.38	11,816.38

### How your pay is calculated:

**Leap days** - # of leap days \* 7.5 hours \* hourly rate / 12 months

**Responsibility** – Amount of Responsibility per salary Schedule / 12 months

**Teacher** - Base contract 180 days \* 7.5 hours \* hourly rate / 12 months

**Tech responsibility** - 1,300 for all certificated educators regardless of FTE. Paid in November for return Certs; paid in August for New Hire Certs.

**Attract and Retain** - All certificated educators will be paid based on FTE and Step.

If you do not work full time, start late, or leave the district your pay will be prorated based on the number of days/hours worked.

If you have questions about placement on the salary schedule, please contact Human Resources at [Humanresources@lwsd.org](mailto:Humanresources@lwsd.org)

**DESCRIPTION** - Contract type being paid: Extended days, Incentive, Responsibility, Teacher

**RATE** - Total pay for that contract for the current month

**FACTOR/HOURS** - Percent (FACTOR) of contract dollars paid, or actual HOURS worked

**AMOUNT** - Total amount being paid on that contract for the current month

**RETIRE HOURS** - Number of hours credited to your retirement account

Pays	Rate	Factor/Hours	Current	YTD	Retire Hours	WC Hours	Work Hours	Period End
<a href="#">LEAP DAYS</a>	236.84	1.00	236.84	473.68				02/28/2021
<a href="#">RESPONSIBILITY</a>	367.67	1.00	367.67	735.34				02/28/2021
<a href="#">TEACHER</a>	5,328.34	1.00	5,328.34	10,656.68	127.50	120.00	127.50	02/28/2021
<a href="#">TECH RESP STIP</a>	108.34	1.00	108.34	216.68				02/28/2021
		Total:	6,041.19	12,082.38	127.50	120.00	127.50	

**DEDUCTIONS** - Entries in the Deduction column are what YOU pay.  
**BENEFITS** - Entries in the Benefits column are what LWSD pays

**FICA** = FICA is the pension, old age assistance, and aid portion of Social Security - 6.20%.

**FED INC TAX** = Federal income tax withheld.

**MEDICARE** = Medicare is the medical portion of Social Security 1.45%.

**WORKERS' COMP** = Labor and Industries fund to pay benefits for on-the-job injuries (formerly L&I.).

**TRS PLAN** = Retirement Deduction Amount with Dept. of Retirement

**UNION D** = Dues payable to the union during months you have worked.

**WA Paid FML** = Statewide mandated insurance payroll tax, for both employees and employers

Deductions					Benefits				
Description	Current	--Decrease Tax--			Description	Current	-----Taxable-----		
		YTD Fed	St	F/M			YTD Fed	St	F/M
Fed Inc Tax	517.57	1,035.14			FICA	366.31	732.62		
FICA	366.31	732.62			Medicare	85.67	171.34		
Medicare	85.67	171.34			SEBB MED BEN	1,000.00	2,000.00		
Prem Hgh PPOE/C	133.00	266.00	Y	Y Y	TRS Plan 3	950.33	1,900.66		
TRS Plan 3	302.06	604.12	Y		Unemployment 00	17.06	35.18		
UNION D-.76-1.0	107.61	215.22			WA Paid FML	8.86	17.72		
WA Paid FML	15.30	30.60			Workers' Comp	19.13	38.26		
Workers' Comp	8.25	16.50			<b>Total:</b>	<b>2,447.36</b>	<b>4,895.78</b>		
<b>Total:</b>	<b>1,535.77</b>	<b>3,071.54</b>							