Statement of Earnings and Deductions – Quick Reference Guide

1. Check—or—Advice number, pay date and pay period dates

2. Tax Data
   • Federal and State withholding status and number of allowances based on your W-4 and DE4, including additional withholding amounts if any

3. Employee ID
   • Your Disaster Service Worker (DSW) ID number
   • Your Name as appears on SS Card

4. Department, Job and Pay Rate
   • When applicable, Pay Rate includes additional components of pay, e.g., supervisory differential, acting assignment, and/or motorcycle pay

5. Paid Time Off
   • Includes Floating Holiday and Furlough Floating Holiday

6. Hours and Earnings*
   • Regular Work Hours displays as Regular Pay
   • Descriptions are 10-character max
   • Maximum 25 lines. When exceeds 25, excess lines are grouped into “Other”

7. and 8. Deductions*
   • Pre- and post-tax deductions listed separately
   • Descriptions are 10-character max
   • Credit Union transactions are listed in the Net Pay Distribution [15] section

9. Employee Paid Taxes*
10. Employer Paid Taxes*
11. Employer Paid Benefits*
12. Totals
   • Current and YTD Gross Earnings, Deductions, Taxes, and Net Pay
13. Total Pay and Benefits
   • YTD Gross Employee Pay
   • TYD Employer-Paid Taxes and Employer-Paid Benefits
   • YTD TOTAL Employee Gross Pay and Employer-Paid Taxes and Benefits
14. Important messages from PPSD
15. Net Pay Distribution
   • Amount of this check—or—the account and amount of your direct deposit(s)
   • Up to four (4) direct deposit transactions are allowed
16. Total Check Amount—or—Total Direct Deposit
   • Total of all direct deposits
   • Includes transactions to credit unions

*For more detailed descriptions refer to the following spreadsheets:
• eMerge Earn Code List & Descriptions
• eMerge Deductions Code List & Descriptions
• eMerge Tax Code List & Descriptions