

A Guide to Understanding Your Paycheck

Mid-Del School's Payroll/Insurance Department

This brochure is designed to help you as an employee, understand your paycheck and provide contact information should you have any questions.

All employees can view pay information via Employee Self Service (ESS) located under the Staff tab at:

www.mid-del.net

ESS will include your basic information, direct deposit, and other pertinent information. To log in for the first time, you will use your first initial and last name followed by the last 4 of your SSN. Your password will be the last 4 of your SSN. You will then be prompted to change your password. See example below.

Username - jdoe1234

Password – 1234

Please direct questions regarding ESS log in to Tresa Cantrell, 737-4461, ext 1278

For all payroll questions, please contact the payroll department at the numbers listed below.

Tara Williams	Payroll Coordinator	737-4461 ext. 1294
Denise McFarland	Risk Manager	737-4461 ext. 1232
Kellie Duckworth	Executive Secretary	737-4461 ext. 1246
Shelby Woodside	Payroll Specialist	737-4461 ext. 1309

The Insurance Department, located in Human Resource, is available to provide information for Health, Dental, Vision, and Life insurance. For all insurance questions, please contact the listed below.

Jacque Highley	Human Resources	737-4461 ext. 1244
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Notice of Non-Discrimination

It is the policy of Mid-Del Public School District No. I-52 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Civil rights compliance inquiries related to the Mid-Del Public School District No. I-52 may be directed to Dr. LaShonda Broiles, Assistant Superintendent of Instruction, 7217 S.E. 15th, Midwest City, Oklahoma 73110, telephone number (405) 737-4461.

Revised 11/2022

Understanding your Mid-Del School's Pay Check

These numbers correspond to the sections listed on the sample check stub.

SECTION 1:

Description of all jobs including increments and extra payments that have been received during the current fiscal or current calendar year.

Contract Pay (Base1) – Monthly base salary.

TRS State Credit (TRCRDT) – A statutory credit given to the certified employee that reduces the amount of the total District Paid Retirement Contribution by the credit amount. This credit is added to the employee's salary. The State then repays the amount of the credit directly to Teacher's Retirement System to be applied to each individual employee's personal account.

FBA for Major Medical (FBA) – Eligible employees enrolled in the district's health insurance plan receive from the state, through their payroll check, a monthly amount as shown to offset a portion of their health insurance premium.

OR

Cash in Lieu of FBA (IL) – Eligible employees not enrolled in the district's health insurance plan receive from the state, through their payroll check, a monthly amount as shown which may be used as cash or to purchase other voluntary deductions.

SECTION 1 & 2:

Current – Gross pay, payroll docks and payroll deductions made on the current payroll date. These amounts are included in the fiscal and/or calendar year column.

Calendar (CYTD) – Payments, payroll docks and payroll deductions made during the current calendar year.

Fiscal (FYTD) – Payments, payroll docks and payroll deductions made during the current fiscal year.

SECTION 2:

FICA/Medicare Tax – Required employee paid tax also known as Social Security Tax.

Federal/State Tax Withholding – Tax withholding based on tax filing status as reflected in section #3.

Employer Contribution District Paid Benefits – Payments made by the district that are applied directly to the employee's

benefit. The Mutual of Omaha (DP Life & Life CT) deduction provides \$10,000 life and accidental death benefit to the employee. District Paid Teachers' Retirement is calculated on 7% of the allowable salary. The allowable salary, in most cases, is the gross salary less the FBA or Cash in Lieu of FBA amount.

The Employer Contributions District Paid Employer Costs – Payments made by the district which are required by statute to be paid as employer costs. The district is required to match the FICA/Medicare tax that the employee pays. Retirement-employer contribution is based on a percentage of the allowable salary set by the state.

Voluntary deductions – Payroll deductions that you elected to have made from your check. Voluntary deductions may include health, dental, disability and annuities.

After tax deductions – Unless noted as a before tax or Annuity deduction, the majority of all other voluntary deductions are withheld on an after-tax basis.

Direct Deposit Information – Bank and account number currently on file in the payroll office.

SECTION 3:

Withholding Allowances – Tax filing status based on the W-4 form on file in the payroll office.

Taxable Pay – Taxable pay is the amount that will be reflected on the W-2 as taxable salary for Federal & State taxes.

Special Comments - Pertinent notes regarding payroll processing and leave information.

NOTE:

Deductions noted as an annuity are not subject to Federal and State taxes when deducted, but are subject to FICA and Medicare tax.

Deductions noted as Before Tax (BT) are paid under the IRS Section 125 Cafeteria Plan provision that are not subject to Federal, State, FICA and Medicare taxes. This results in a lower taxable salary to the employee.

EMP NO	EMPLOYEE NAME					SITE CODE	ADVICE DATE	WEEK ENDING	ADVICE NO.			
	JANE DOE						11/17/2022	11/30/2022				
EARNINGS	RATE	DAYS/HRS	CURRENT	CYTD	FYTD	DEDUCTIONS	CURRENT	CYTD	FYTD	EMPLR	EMPR CYTD	EMPR FYTD
BASE1			\$3,458.33	\$25,402.31	\$10,374.99	FICA	\$216.56	\$1,709.44	\$664.58	\$216.56	\$1,709.44	\$664.58
DP LIFE		0.00	\$1.70	\$15.30	\$5.10	MEDICARE	\$50.65	\$399.79	\$155.43	\$50.65	\$399.79	\$155.43
TRCRDT		1.00	\$5.01	\$37.47	\$15.03	DENTAL BT	\$40.06	\$360.54	\$120.18	\$0.00	\$0.00	\$0.00
IL- CT		0.00	\$69.71	\$627.39	\$209.13	FED W/H	\$272.53	\$1,842.34	\$846.39	\$0.00	\$0.00	\$0.00
STIPFED		0.00	\$0.00	\$240.00	\$240.00	OKLA WH TAX	\$121.00	\$863.00	\$375.00	\$0.00	\$0.00	\$0.00
STDNTTEA CH		0.00	\$0.00	\$1,625.00	\$0.00	RET DIST PD	\$0.00	\$0.00	\$0.00	\$260.43	\$1,913.13	\$781.29
TOTALS		1.00	\$3,534.75	\$27,947.47	\$10,844.25	RET DIST PD	\$0.00	\$0.00	\$0.00	\$0.00	\$18.06	\$18.06
						RET EMPR CON	\$0.00	\$0.00	\$0.00	\$353.44	\$2,620.95	\$1,084.84
						TRS FED MATC	\$0.00	\$0.00	\$0.00	\$0.00	\$19.20	\$19.20
						TRS CREDIT	\$0.00	\$0.00	\$0.00	-\$5.01	-\$37.47	-\$15.03
						LIFE CT	\$0.00	\$0.00	\$0.00	\$1.70	\$15.30	\$5.10
						TOTALS	\$700.80	\$5,175.11	\$2,161.58	\$877.77	\$6,658.40	\$2,713.47

SECTION 3

WITHHOLDING ALLOWANCES				ADVICE TOTALS		
FILING STATUS	EXEMPTIONS	EXTRA AMOUNT		TYPE	CURRENT	YTD
Federal	S	0	\$0.00	Taxable Pay	\$3,492.99	\$27,571.63
State	S	1	\$0.00	Gross Pay	\$3,534.75	\$27,947.47
				Deductions	\$700.80	\$5,175.11
				Net Pay	\$2,832.25	

Happy Holidays! Next payroll is Dec.15, 2022. Current leave balances can be found at www.aesoponline.com



The Board of Education
Midwest City-Del City School District ISD-52
Oklahoma County
Payroll Payable
7217 SE 15th St.
Midwest City, OK 73110

Advice Number

Advice Date
11/17/2022

JANE DOE

JANE DOE
1234 XYZ ST
SOME CITY, OK 73001

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NON-NEGOTIABLE

Mid-Del Schools
Voluntary Deductions Available through Payroll

Oklahoma State and Education Employees Insurance Program

Health Insurance

Coverage provided by the State Insurance Program and participating Health Maintenance Organizations.

Dental

Dental coverage for employee and family.

Vision

Vision care including exams, lenses and frames for employee and family.

Life

Term Life insurance for employee and dependents through the state insurance program.

* For additional information or questions, please contact Jacque Highley at 737-4461, ext. 1244*

American Fidelity Assurance

Various coverages are available such as salary protection, life insurance, cancer coverage, unreimbursed medical, dependent care expense, long term care, and supplemental out of pocket medical expenses (GAP coverage). Contact Nicole Bynum, account manager, at 405-523-5531 for more information.

Colonial Life

Life, disability, accident, cancer, critical illness, hospital income. For more information call 972-444-9853.

Dues/contributions

Payroll deductions for ACT, APOE, CCOSA, Mid-Del S.E.A. and AFT. Contributions to United Way and Mid-Del Schools Foundation may also be deducted.

Mutual of Omaha

Optional Dependent Life Insurance. Contact Tara Williams in the payroll office at 737-4461, ext. 1294.

Oklahoma College Savings Plan

Savings plan for college expenses. For more information call 877-654-7284.

Philadelphia American and Texas International

Insurance providing benefits in the event of cancer. For more information call 800-554-0092.

Pre-Paid Legal Services - 800-654-7757

Various legal services including consultation and will preparation.

457 Tax Deferred Compensation Plan through Security Benefit

Contact Kyle Ruzicka at 405-650-4328, email: kylerruzicka@ofgfinancial.com or Glen Dick 405-632-4477, email: gdick@firstwesternsecurities.com regarding this plan.

Tax Sheltered Annuities

403(b) Tax Sheltered Annuities. A list of companies on the payroll register may be obtained by contacting the payroll office at the administration building. Please contact OMNI, Mid-Del's third party administrator, at 877-544-6664, or at www.omni403b.com for questions regarding plan disbursements.