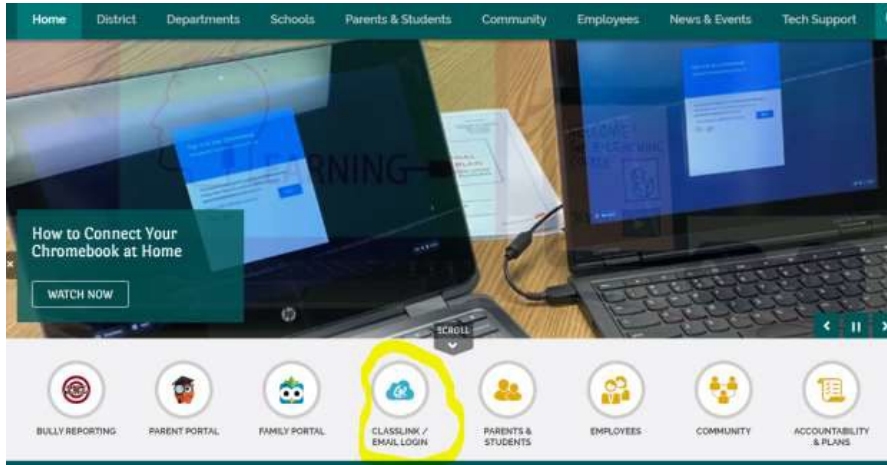


User Guide – How to Access and Read Your Paystub Online

How to Access Your Paystub Online

1. Access ClassLink from your desktop of our website: www.YourCharlotteSchools.net



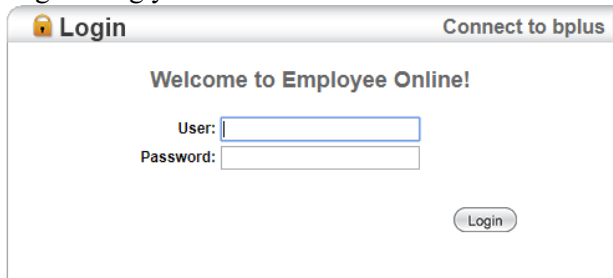
2. Login to ClassLink



3. Locate the Employee Online App



4. Login using your district credentials



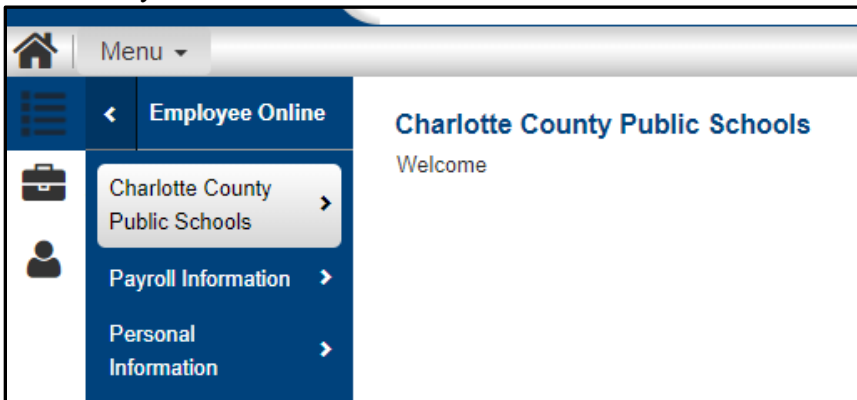
5. After login, the following welcome screen will display.



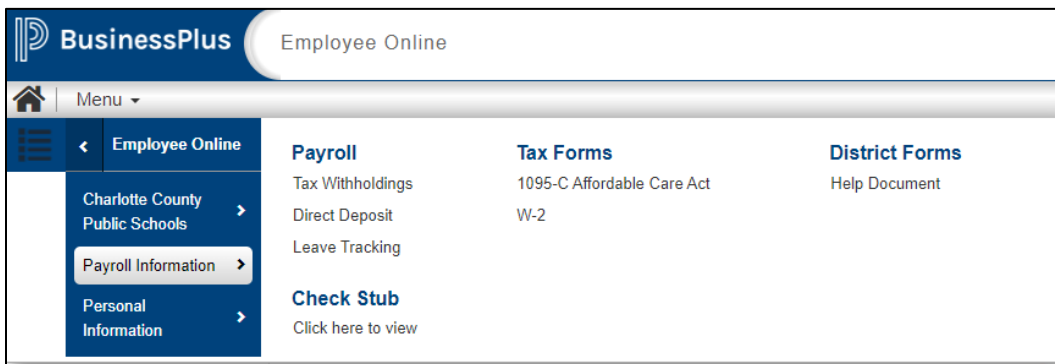
6. From the welcome screen click the menu drop down near top left corner.



7. Click on Payroll Information



8. Select 'Click here to view' under Check Stub



9. This will display a list of all available paystubs.


Check Stub	
▶ Check Stub	
Check Date 04/01/2020	Check Number 848612

10. To view the information, click on the blue check number.

Check Stub	
▶ Check Stub	
Check Date 04/01/2020	Check Number 848612

How to Read Your Paystub Online

11. This is what a paystub looks like in Employee Online.

848612 - 04/01/20		Employee Name		Employee ID	
		Check Date		Period Ending	
		Check Number		03/22/20	
		Dept/Loc			
Wages					
Description	Hours	Rate	Current Earnings	YTD Amount	
WELL CR				150.00	
CAFE CON				1,757.88	
CNT PAID			1,730.77	12,115.39	
TOTAL			1,730.77	14,023.27	
Taxes			Employer Paid Benefits		
Federal Withholding		State Withholding	Description		Amount
Federal Additional Withholding		State Additional Withholding	FICA		107.31
			MED		25.10
			WORKCOMP		14.19
			FRS		146.59
			TOTAL		280.19
					2,042.87
Pre-Tax Deductions			After-Tax Deductions		
Description	Amount	YTD Amount	Description	Amount	YTD Amount
FRS DED	51.52	363.44	WASH NAT	0.00	252.85
Cats	0.00	2,020.02	FTP NEA	0.00	159.00
403B ASP	0.00	300.00	TOTAL	0.00	421.85
TOTAL	61.82	2,883.26			
Wages Summary			Bank Information		
Description	Amount	YTD Amount	Bank	Account	Amount
Gross Wages	1,730.77	14,023.27	SUNCOAST CREDIT UNION	C	1,370.11
Pre-Tax Deductions	51.52	2,693.36			
Taxes	308.74	2,101.18			
After-Tax Deductions	0.00	421.86			
Net Pay	1,370.11				
Leave Information					
Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance	
Sick Leave Balance	371.75	0.00	0.00	371.75	
Personal Leave Balance	45.00	0.00	0.00	45.00	
Additional Information					
Category	Description				
Hourly Rate:	30.52750				
Incentive Rate:	0.00				
Step:	02				

12. The section titled **Wages** displays all of your earnings.

For example, the example below has a Wellness Credit, Café contribution (the district’s contribution toward your health benefit costs), and Contract Paid. You see what was earned on this check under current earnings. The year to date will show the calendar year to date earnings (January-December).

Wages				
Description	Hours	Rate	Current Earnings	YTD Amount
WELL CR				150.00
CAFE CON				1,757.88
CNT PAID			1,730.77	12,115.39
TOTAL			1,730.77	14,023.27

13. The section titled **Taxes** display your election for tax withholdings (Married, Single, and any additional withholdings elected).

Under description you will see FIT (Federal Income Tax), FICA (Federal Insurance Contributions Act/Social Security), MEDICARE. Displayed in **Amount** is the total of deductions from this check, and **YTD Amount** is the amount deducted from paychecks in this calendar year to date (January-December).

Taxes			
Federal Withholding	S/0	State Withholding	S/0
Federal Additional Withholding	0.00	State Additional Withholding	
Description	Amount	YTD Amount	
FIT	176.33	1,183.67	
FICA	107.31	743.61	
MEDICARE	25.10	173.90	
TOTAL	308.74	2,101.18	

14. The section titled **Employer Paid Benefits** displays all the taxes retirement, and workers comp that is paid on your behalf by the district.

Employer Paid Benefits		
Description	Amount	YTD Amount
FICA	107.31	743.61
MEDI	25.10	173.90
WORKCOMP	14.19	99.33
FRS	146.59	1,026.13
TOTAL	293.19	2,042.97

15. In the section titled **Pre-Tax Deductions** displayed are deductions that comes out of your paycheck before taxes.

This example has FRS DED (Florida Retirement Deduction), Café (the total cost of all employee health benefits), 403B ASP (an individual 403B investment plan).

Pre-Tax Deductions		
Description	Amount	YTD Amount
FRS DED	51.92	363.44
Cafe	0.00	2,029.92
403B ASP	0.00	300.00
TOTAL	51.92	2,693.36

16. In the section titled **After-Tax Deductions**, displayed are additional withholdings you have elected.

This example has WASH NAT (Washington National Insurance), and FTP NEA (Union Dues).

After-Tax Deductions		
Description	Amount	YTD Amount
WASH NAT	0.00	262.86
FTP NEA	0.00	159.00
TOTAL	0.00	421.86

17. In the section titled **Wage Summary** displayed are a summary of the aforementioned categories.

Wages Summary		
Description	Amount	YTD Amount
Gross Wages	1,730.77	14,023.27
Pre-Tax Deductions	51.92	2,693.36
Taxes	308.74	2,101.18
After-Tax Deductions	0.00	421.86
Net Pay	1,370.11	

18. In the section titled **Bank Information**, displayed is the bank where your check is being direct deposited.

In this example, the check was direct deposited to Suncoast credit union. The dollar amount of the deposit is also displayed.

Bank Information		
Bank	Account	Amount
SUNCOAST CREDIT UNION	C	1,370.11

19. Leave information displays the type of leave, balance prior to this paycheck, earned time, used time, ending balance. **REMEMBER that personal time is charged to sick it is not an additional amount of time.** Personal time is just an allocation (a subset) of your available sick time.

Leave Information				
Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance
Sick Leave Balance	371.75	0.00	0.00	371.75
Personal Leave Balance	45.00	0.00	0.00	45.00

20. Additional information displays your hourly rate, incentive rate (degree, education, etc.), and step.

Additional Information	
Category	Description
Hourly Rate:	30.92790
Incentive Rate:	0.00
Step:	02

21. Paystubs will be archived in Employee Online.

To print or save a copy to you computer, click on the PDF button on the top right corner of the screen. A copy of the stub will download to your computer. After you open it, you can save a copy to a desired folder or print from the PDF tools.



22. When finished viewing your paystub it is very important to log out. This ensures your private information is not accessible to anyone else. To log out, click on the lock in the top right-hand corner of the screen.



23. If the logout is successful, the following will display.

