

HOW TO READ YOUR PAY STUB:

Possible Deduction Codes:

Deduction Code Definitions

FED TAX	Federal Income Tax Withheld
MEDICARE	Federal Medicare Withheld
OASDI	Old Age and Survivor Disability Insurance or Social Security
STATE TX	NM State Income Tax Withheld
ERA	Educational Retirement Act contributions
RET HEAL	Retiree Healthcare Insurance
BASIC	Basic Life Insurance (Employer paid benefit)
BCBS PT	Blue Cross Medical Benefit Deduction Hi option Pre-Tax
BCBS AT	Blue Cross Medical Benefit Deduction Hi Option After-Tax
BC LO PT	Blue Cross Medical Benefit Low Option Pre-Tax
BC LO AT	Blue Cross Medical Benefit Low Option After-Tax
LIFE XX	Life Insurance
LTD AT	Long Term Disability: nmpsia.com
PRES PT	Presbyterian Medical Benefits High Option Pre-Tax
PRES AT	Presbyterian Medical Benefits High Option After-Tax
PRES LO	Presbyterian Medical Benefits Low Option (Can be Pre-Tax or After-Tax)
DEN XXXX	United Concordia Dental Insurance deductions
VISN PT	Davis Vision Benefits deducted Pre-Tax
VISN AT	Davis Vision Benefits deducted After-Tax
MED REIM	Flex Spending Account Deductions
PARK	Parking Pass Deductions
UNIT WAY	United Way Contribution Deductions

We are here to help you with your payroll concerns. Here is a list of resources outside CNM that may prove to be helpful to you.

Blue Cross Blue Shield of New Mexico
bcbsnm.com

Cafeteria Plan Company
pretaxit.com

Davis Vision
davisvision.com

Federal Income Tax Division
irs.gov

New Mexico Educational Retirement Board
nmerb.org

New Mexico Retiree Health Care Authority
nmrhca.state.nm.us

New Mexico Taxation & Revenue Department
tax.newmexico.gov

Presbyterian Health Care Services
phs.org

The Standard Life Insurance Company
standard.com

United Concordia
unitedconcordia.com

For additional information please call
(505)224-4444 or visit cnm.edu/payroll

While we all may look forward to seeing our pay stub, do we really understand it?

This pamphlet is going to break down all the categories of your pay stub and their meaning.



Central New Mexico Community College



Central New Mexico Community College

Employee				ID	Pay #	Pay Period	Deposit #	Deposit Amount	
The Suncat, Sol				010-00-0000	2	12/27/14 - 01/09/15	99999999	\$ 1,264.10	
Pay Type	Units	Rate	CRN	Amount	Deduction	Employee Current	Employee YTD	Employer Current	Employer YTD
REG	64.00	25.45		1,628.72	FED TAX	215.70	434.64	0.00	0.00
HOL	8.00	25.45		203.59	MEDICARE	28.09	56.18	28.09	56.18
ANN	4.00	25.45		101.80	OASDI	120.10	240.20	120.10	240.20
SIC	4.00	25.45		101.80	STATE TX	62.46	125.10	0.00	0.00
					ERA	217.84	435.68	282.99	565.98
					RET HEAL	20.36	40.72	40.72	81.44
					BASIC	0.00	0.00	2.35	4.70
					BCBS PT	70.01	140.02	210.02	420.04
					DEN HIPT	3.41	6.82	10.21	20.42
					MED REIM	24.59	49.18	0.00	0.00
					PARK	5.38	10.76	0.00	0.00
					UNIT WAY	3.08	6.16	0.00	0.00
					VISN PT	0.78	1.56	2.35	4.70
Current Gross				2,035.90					
Totals						771.80	1,547.02	696.83	1,393.66
Direct Deposit Summary									
Checking				1,164.10					
Saving				100.00					
				1,264.10	Total Net Pay Amount:				
YTD Gross		4,071.80		Deposit Date		1/16/2015			
Leave Balances		SICK	ANNUAL	PERSONAL	CLDP	Filing Status			
		94.60 Hrs	87.51 Hrs	0.00 Hrs	0.00 Hrs	Fed:	S 1	20	
						State:	S 1	20	

If you are an instructor, then your class CRN number will appear here

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Your pay stub has two different categories of codes. They are Earnings Codes and Deductions codes. Below you will find the abbreviations and definitions for the possible codes you may see on your pay stub. Do not be concerned if you do not see all the earnings and deductions codes on your pay stub. There are many different types of positions here at CNM with a wide range of code possibilities. If you have a question about a code that is not on this list please contact your department administrator or payroll specialist for specific information.

Possible Earnings Codes:

- ANN** Annual Leave (Staff)
- HOL** Holiday
- LGL** Legal Leave
- PER** Personal Leave
- REG** Regular Pay
- SIC** Sick Leave
- DA** Deferred Pay Accrual (Part Time Faculty Only)
- DIT** Dock Pay (Employees on Equal Pay: Full Time Instructional Support and Full/Part Time Faculty)
- DO** Deferred Pay Out (Part Time Faculty Only)
- LNP** Leave Without Pay (Hourly Employees) Non Exempt
- SUB** Substitute Pay (Faculty only)
- SUP** Supplemental Pay (Faculty only)
- DOC** Docking (Salary Employees) Exempt
- PRS** Personal (Part Time Faculty)
- SCK** Sick Leave (Part Time Faculty)

Separate here and give Form W-4 to your employer. Keep the top part for your records.

W-4 Employee's Withholding Allowance Certificate OMB No. 1545-0074

Department of the Treasury Internal Revenue Service

2015

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

1 Your first name and middle initial: **Sol**

Last name: **The Suncat**

2 Your social security number: **999-99-9999**

3 Single Married Married, but withhold at higher Single rate.

Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2): **1**

6 Additional amount, if any, you want withheld from each paycheck: **\$ 20.00**

7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption:

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here.

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature: _____ Date: _____

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)

9 Office code (optional)

10 Employer identification number (EIN)

Possible Deduction Codes continued on other side. >>>