

UNDERSTANDING YOUR PAY STATEMENT

Below is a sample student employee pay statement, a document issued by Georgia Tech that shows your gross earnings, deductions from those earnings, and net pay. Pay statements are generated at the end of each pay period (refer to the Student Payroll Calendar for specific dates).

[Viewing My Paycheck](#)

[Review/Update My Direct Deposit Information \(Required\)](#)

Georgia Institute Technology 500 Tech Parkway Atlanta, GA 30332		Pay Group: 03T-Student Employee Pay Begin Date: 02/07/2021 Pay End Date: 02/20/2021	Business Unit: 03000 Advice #: 000000001234567 Advice Date: 02/26/2021																																											
Student Name 123456 Georgia Tech Station Atlanta, GA. 30332	Employee ID: 1234567 Department: 820-Human Resources, AVP Location: Human Resources Job Title: Student Assistant Pay Rate: \$10.00000000 Hourly	TAX DATA: Federal GA State	Marital Status: Single Allowances: N/A Addl. Allowance:: Addl. Percent: N/A Addl. Amount:																																											
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The Breakdown

- The pay group identifies the employee category. In this example, you are a student employee, which includes pay groups 03T, 03G, and 03W. The dates mark the beginning and end of the pay period for this check.
- In this instance "advice" is a formal notice of a financial transaction. This area is the pay statement number and date you are paid.
- Double-check your name and address. To update your address view [Changing My Address](#)
- This is your unique employee ID, and the department and location where you are working. The pay rate is the amount of money you are paid per hour, per month, etc.
- This section shows your [federal](#) and [state](#) tax withholding you selected during onboarding. Click the links to change your withholding anytime your tax situation changes. Foreign national employees, [learn more](#) about how taxes impact you.
- Hours and Earnings includes the pay rate, if hourly, and how much you earned for this paycheck. It also shows your hours and gross earnings (before deductions) from Jan. 1 to the current date.
- This section lists the taxes withheld from your total pay for this paycheck, and the year to date. Taxes may include federal, state, and Medicare (Fed MED).
- A pre-tax deduction is any money taken from your gross pay before taxes are withheld from the paycheck. This reduces your taxable income, meaning you will owe less income tax.
- An after-tax deduction is an amount of money subtracted from your earnings after taxes. This may include a Bursar fee, tuition or housing fees, or GA Defined Contribution Plan (if not a full-time student).
- Here you will find your current and year-to-date totals for gross and federal taxable income, taxes, deductions, and net pay. Gross is before deductions; Net is after deductions.
- This shows the check number and the bank account type and number used for direct deposit. The deposit amount listed is the total money you will receive for the pay period.

