

## Understanding Your Pay Statement

We are providing the following information to ensure you understand the information on your itemized pay statement. Please reach out to Tim Gilbert with any questions you may have.

### Pay period:

Monthly

Paydays are on the 20<sup>th</sup> of the month. (If the 20<sup>th</sup> falls on a non-workday, payday will be the closest working day to the 20<sup>th</sup>. For example, if the 20<sup>th</sup> falls on Saturday, payday will be Friday the 19<sup>th</sup>. If the 20<sup>th</sup> falls on a Sunday, payday will be Monday the 21<sup>st</sup>.)

Extra Duty/Exception time is for the timesheet period of the 6<sup>th</sup> to the 5<sup>th</sup> of the prior month.

Workweek for purposes of overtime (if applicable):

12:00 am on Monday through 11:59 pm on Sunday

### Types of Salary:

Regular positions – Equal Pay basis. The pay statement shows the hourly rate and contract hours worked that month. The hourly rate x the hours worked reflects the amount **earned** that month. However, the amount actually paid will be based on the Equal Pay calculation of:

Teachers/Administrators: Annual Salary / 12 paychecks **OR**

Classified: (Hourly rate x hours/day x contract days) / # of paychecks

Coaching/Advisor positions – Fixed stipend amounts, paid in equal payments. The fixed stipend amounts are not based on an hourly rate. The stipend amounts are listed in the Certified Bargaining Agreement.

Hourly (H) – From timesheets, due on the 5<sup>th</sup> of each month

Extra duty hours

Substitute hours

Swing Shift Differential (H) - \$50/month for the custodial swing shifts, Sept-June

### Possible Benefit Contributions:

Oregon Sick Time (OST)

Paid Leave Oregon (PLO)

Vacation (V)

**Possible Deductions:**

Taxes:

- FICA/Medicare
- Federal Tax
- State Tax – OR
- Oregon Statewide Transit Tax (OSTT)
- Oregon Worker Benefit Fund (WBF)
- Paid Leave Oregon (PLO)

Benefits:

- Group Health Insurance
- Standard Life Insurance
- Vision Insurance
- Dental Insurance
- PERS
- 401(k)
- Health Savings Account (HSA)
- Healthcare Reimbursement Account (HRA)
- Deferred Compensation

Other Deductions:

- Charitable Donation (CHD)
- Long-term Disability (LTD)
- Short-term Disability (STD)
- Union Dues (DUES)
- LifeFlight (LF)
- Allowances claimed against minimum wage

<b>2025 - 2026 Payroll Dates</b>		
Month	Pay Period Cutoff	Pay Date
July 25/26	7/5/2025	7/21/2025
August 25/26	8/5/2025	8/20/2025
September 25/26	9/5/2025	9/19/2025
October 25/26	10/5/2025	10/20/2025
November 25/26	11/5/2025	11/20/2025
December 25/26	12/5/2025	12/19/2025
January 25/26	1/5/2026	1/20/2026
February 25/26	2/5/2026	2/20/2026
March 25/26	3/5/2026	3/20/2026
April 25/26	4/5/2026	4/20/2026
May 25/26	5/5/2026	5/20/2026
June 25/26	6/5/2026	6/18/2026