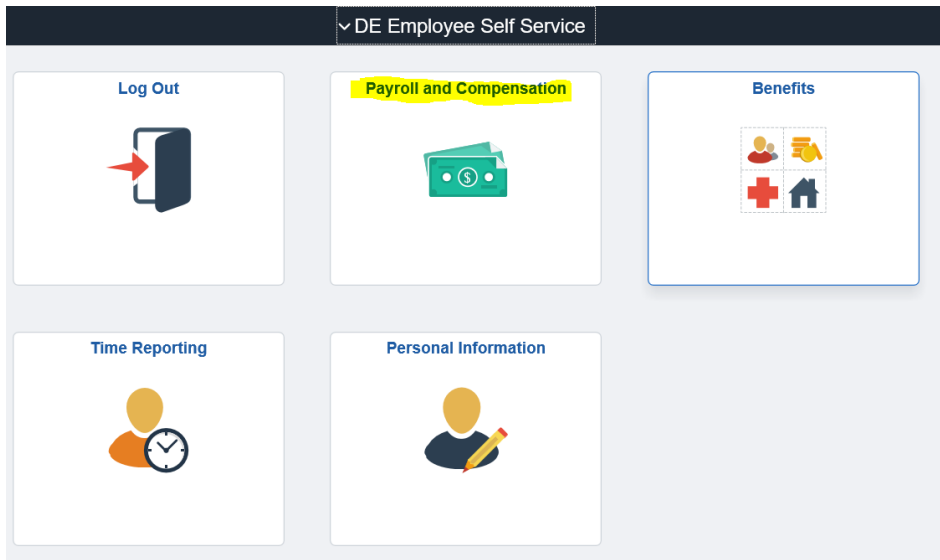


Reviewing your paycheck:

****** This information is still available after you leave Colonial School District, including retirement. This is where you will need to go to get any paycheck information or W2 information regardless of active or resigned/retired. Payroll DOES NOT have access to pay advices or W2's.**

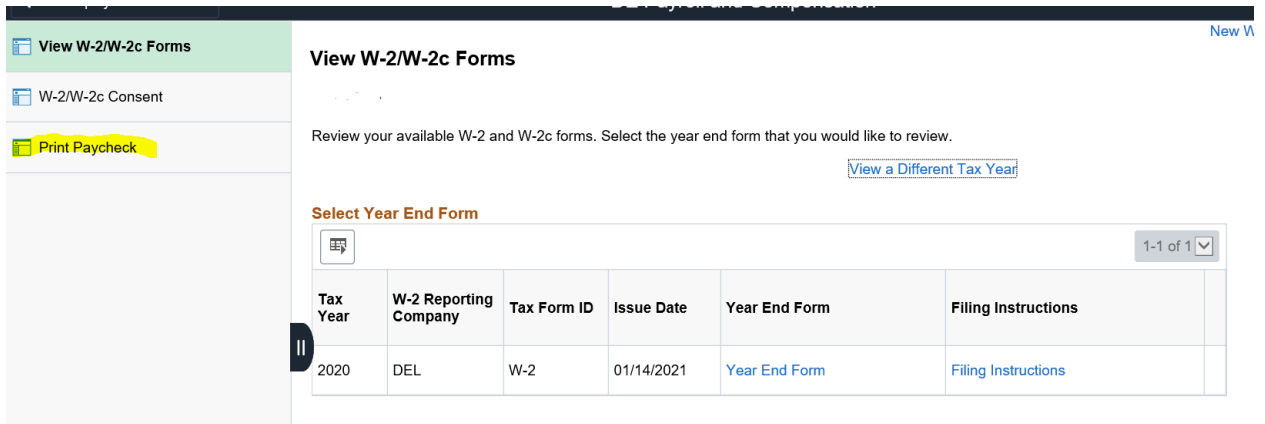
Click on Payroll and Compensation tile:



DE Employee Self Service

- Log Out
- Payroll and Compensation**
- Benefits
- Time Reporting
- Personal Information

Click on Print Paycheck:



View W-2/W-2c Forms

Review your available W-2 and W-2c forms. Select the year end form that you would like to review.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2020	DEL	W-2	01/14/2021	Year End Form	Filing Instructions

Click on the paycheck you want to view:

View W-2/W-2c Forms

W-2/W-2c Consent

Print Paycheck

View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
03/26/2021	View Paycheck	State of Delaware	02/28/2021	03/13/2021	\$2,557.84	15
03/12/2021	View Paycheck	State of Delaware	02/14/2021	02/27/2021	\$2,557.84	14
02/26/2021	View Paycheck	State of Delaware	01/31/2021	02/13/2021	\$2,557.84	13
02/12/2021	View Paycheck	State of Delaware	01/17/2021	01/30/2021	\$2,557.84	12
01/29/2021	View Paycheck	State of Delaware	01/03/2021	01/16/2021	\$2,557.84	11

The top of your pay advice gives you the following information:

Company: State of Delaware [Print](#) **Check Date:** 03/26/2021
Address: 820 Silver Lake Blvd., Suite 100 **Pay Begin Date:** 02/28/2021
 Dover, DE 19904 **Pay End Date:** 03/13/2021

General	
Name: [Redacted]	Employee ID: 007280
Address: [Redacted]	Pay Rate: \$1,278.92 Biweekly
	Department: DEPARTMENT OF EDUCATION
	Location: Learning Services Administration
	Job Title: [Redacted]

Tax Data	
Fed Marital Status: Single	DE Marital Status: Single
Fed Allowances: 5	DE Allowances: 5
Fed Addl Percent: 0.000 Fed Addl Amount: \$0.00	DE Addl Percent: 0.000 DE Addl Amount: \$0.00

Paycheck Summary						
	Gross Earnings	Fed Tax Gross	State Tax Gross	Total Taxes	Total Deductions	Net Pay
Current	3,661.39	3,348.83	3,348.83	774.68	328.87	2,557.84
YTD	21,975.72	20,280.13	20,280.13	4,700.37	1,793.45	15,481.90

This shows your name and address on file. (if your address has changed you will need to update your address in ePay).

Across from Name, it shows your employee id and your bi-weekly pay rate as well as department, location, and job title.

Below general is Tax Data. This will tell you what the current tax information is on file. If you need to make changes to your tax information, you will need to complete the Fed and State W4 form located on the District's employee website.

The next box is paycheck summary. This is a summary of that paycheck. Only the most current paycheck will show the YTD balances.

The next section:

Earnings				Taxes		
Description	Hours	Amount	YTD Amount	Description	Amount	YTD Amount
RegularPay	75.00	2,868.23	21,156.72	Fed Withholdng	357.88	2,186.66
RegularPay	22.25	656.66	0.00	Fed MED/EE	50.10	300.66
OptnFlexCr		80.00	480.00	Fed OASDI/EE	214.18	1,285.56
FlexEdDent		56.50	339.00	DE Withholdng	152.52	927.49
Total:	97.25	3,661.39	21,975.72	Total:	774.68	4,700.37

This section shows your earnings and your taxes. Employees will have different earnings descriptions and amounts.

Common earnings codes found on paychecks:

Reg=this is regular pay; your normal regular bi-weekly pay

EAS= this is time for extra time worked entered into Data Service Center

Adj_reg= this is also a regular pay code. This is common for Short term disability supplement, the Emergency Paid Sick leave, and the adjustment to your bi-weekly when you return to work from an extended leave

Mid_yr_Adj = This is the adjustment to pay due to starting after the first day of school

Flex codes = If an earnings includes FLEX, it is the benefit stipends paid by the district to offset

Next to earnings is taxes. This tells you how much was withheld in taxes.

The next section:

Before-Tax Deductions			After Tax Deductions			Employer Paid Benefits		
Description	Amount	YTD Amount	Description	Amount	YTD Amount	Description	Amount	YTD Amount
RegPenCd	105.75	454.70	STLIFE	11.33	67.98			
Medical	81.04	486.24						
SchDent	60.53	363.18				Medical	530.69	3,184.14
Vision	12.53	75.18				DistLifeBT	8.97	53.82
HltCareSp	57.69	346.17				DistLifeBT Taxable	4.98	29.88
Total:	317.54	1,725.47	Total:	11.33	67.98			

Before tax deductions are deductions that are withheld from your check prior to taxes.

RegPenCd/RegNewHire are your pension deductions. Pension is only withheld AFTER \$6000 gross earnings for the year. Each January, you will notice the deduction is not there. After earnings \$6000 gross, the deduction will begin. This is a common reason why you notice a change in your earnings.

Medical/SchDent/Vision are all benefit deductions. They are taken on every check EXCEPT the third pay of the month. This is also a common reason you see changes in your paycheck.

You will also see any TSA, Health spending, or deferred comp deduction in this section.

Next to pre-tax deductions are the after tax deductions. These are deductions taken from your pay after taxes. These include union dues and garnishments.

The Employer paid benefits is the total paid on your behalf by the district. These amounts have zero impact to your paycheck and is informational only.

Final section:

Net Pay Distribution			
Payment Type	Paycheck Number	Account Type	Amount
Direct Deposit	10000000	Checking	1000.00
Direct Deposit	10000000	Checking	1000.00
Direct Deposit	10000000	Checking	1000.00
Total:			3000.00

This section shows if you have a live check or direct deposit, what type of account it was deposited too, and the amount that was deposited. If you didn't get your deposit as expected, you need to view here to see if it was perhaps a live check mailed to your home address.