



PAYROLL INFORMATION

DIRECT DEPOSIT

- ▶ The District requires employees to enroll in direct deposit. Employees will have their pay deposited directly into banks of their choice, in up to four different accounts.
- ▶ There is a one pay period delay for bank account verification purposes.
- ▶ Paychecks are issued on a bi-weekly basis.
- ▶ Pay day is Friday. It is a courtesy of your bank if you receive your direct deposit *before* Friday.
- ▶ Electronic pay stubs will be available by Friday in the Employee Self Service (ESS) portal once your direct deposit is active.



Wachusett Regional School District

Employee Self-Service Portal

Accessing Pay Stubs and Tax Documents

Pay Stubs

1. Click "Pay/Tax Information" in the left-hand menu.



2. The resulting page will list pay periods for the current year. Click "DETAILS" at the far right to view the Check Detail page of any pay period.
3. From the Check Detail page, click "View paycheck image" to access the pay stub.

W-2 Forms

1. Click W-2 under Pay/Tax Information in the left-hand menu.





Wachusett Regional School District Employee Self-Service Portal

- Employee Self Service
- Benefits
- Pay/Tax Information
- Personal Information
- Time Off

Welcome to Employee Self Service

Announcements

Welcome to ESS!

Personal information

(Name & address)

Phone: CELL PHONE
 Email: Email @wrsd.net

VIEW MORE

Time off

	Current Available	Balance
VACATION	8.25	30.00
SICK	35.63	63.88
PERSONAL	2.00	3.00
JURY DUTY	0.00	0.00
BEREAVE	-6.00	0.00
PROF DEV	0.00	0.00

REQUEST TIME OFF

SHOW TIME OFF TAKEN



◀ J F M A M J J A S O N D ▶
2023

Paychecks

██████████
 Last Paycheck: 5/26/2023
 ██████████
 Year to date

Previous paychecks

5/26/2023	DETAILS
5/12/2023	DETAILS
4/28/2023	DETAILS
4/14/2023	DETAILS
3/31/2023	DETAILS

Tools

- VIEW LAST YEAR'S W2
- VIEW YOUR W4

SHOW PAYCHECK AMOUNTS

Sample Paycheck

Wachusett Regional School District Advice Amount: \$

EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO
		CENTRAL OFFICE ADMINISTRATION (91)	PAYROLL	05/26/2023	05/27/2023	

EARNINGS				DEDUCTIONS			
	RATE	DAYS / HOURS	CURRENT	YTD		CURRENT	YTD
SAL-ADMIN	\$0.00	0.00	\$	\$	MEDICARE	\$	\$
TOTAL		0	\$	\$	BCBS HMO I26	\$	\$
					DENTAL-H-I26	\$	\$
					LIFE-26	\$	\$
					FEDERAL	\$	\$
					MASS TAX	\$	\$
					WC2-26 PP	\$	\$
					WC9	\$	\$
					HEALTHFLEX26	\$	\$
					BMV	\$	\$
					LTD HART	\$	\$
					TOTAL	\$	\$

DEPOSITS		
	CURRENT	YTD
BANK	\$20.00	\$
CREDIT UNION	\$40.00	\$
CREDIT UNION	\$350.00	\$
BANK	\$	\$

Pay Code Section

Deduction Codes

Bank Deposits

Accrual Balances

LEAVE	EARNED	USED	BALANCE
VACATION	0.0000	4.0000	8.2500
SICK	0.0000	0.0000	34.3892
PERSONAL	0.0000	0.0000	2.0000

WITHHOLDING ALLOWANCES			
	FILING STATUS	EXEMPTIONS	EXTRA AMOUNT
Federal	S	0	\$0.00
State	S	0	\$0.00

Tax Info

ADVICE TOTALS		
TYPE	CURRENT	YTD
Taxable Pay	\$	\$
Gross Pay	\$	\$
Deductions	\$	\$
Net Pay	\$	\$

Retirement Benefits & 403b

- ▶ Municipal employees do not pay F.I.C.A., (Social Security Income Tax). However, all employees are required to pay a percentage of their gross wages towards a retirement program unless they are already receiving a retirement benefit. The retirement program that an employee is eligible for is determined by their position and/or total number of hours worked per year and the position the employee holds. The following retirement programs are available:
 - ▶ Massachusetts Teachers Retirement System (MTRS):
 - ▶ up to 11% is withheld from gross salary (rate may vary depending upon service history)
 - ▶ Worcester Regional Retirement System: (employees working 1040+ hours/year)
 - ▶ 9 -11 % is withheld from gross salary
 - ▶ OBRA: (employees working <1040 hours/year)
 - ▶ 7.5% is withheld from gross salary

In addition to mandatory retirement plans, 403(B) plans are also offered through the District's third party administrator, TSA Consulting.

Please visit www.wrsd.net for more details.

Paycheck Code and Explanation

<u>Code on Paycheck</u>	<u>Explanation</u>
403B ASP	403(b) ASPire Financial Services
ABA	ABA Dues
AMERIPRISE	403(b) Ameriprise Financial
ANNUITY PREM	403(b) Commonwealth Annuity Life Ins Co
AXA	403(b) AXA Equitable Life Ins Co
CDU	Custodial Dues
BCBS	Blue Cross Blue Shield Health Insurance
BLUE20/20	Blue 20/20 Vision Plan
BMV	Voluntary Life Insurance
DDNET	Main and Net Direct Deposit
DD1	First additional Direct Deposit account
DD2	Second additional Direct Deposit account
DD3	Third additional Direct Deposit account
DD4	Fourth additional Direct Deposit account
DENTAL	Blue Cross Blue Shield Dental Insurance
DEPENDCARE	Dependent Care Flexible Spending
EBC	403(b) The Legend Group
EDU	Wage Garnishment
FEDERAL	Federal Withholding
FIV	403(b) Fidelity Investments
FRANKTEMP	403(b) Franklin Templeton Funds
GAL	403(b) VALIC
GRE	403(b) Great American-Annuity Investors Life
HEALTHFLEX	Healthcare Flexible Spending Account
HOR	403(b) Horace Mann Ins Co

<u>Code on Paycheck</u>	<u>Explanation</u>
IRS	Wage Garnishment
LEVY	Wage Garnishment
LIFE	Basic Life Insurance
LIN	403(b) Lincoln Investment Planning
LTD	Long Term Disability Insurance
LTR	Long Term Disability Insurance Reimbursement
LTU	Teacher Dues
MASS-TAX	Massachusetts Withholding
MEDICARE	Medicare Insurance
MET	403(b) Metropolitan Life Ins Co
MT+	MA Teachers Accelerated Payment Plan
OBRA	OBRA Retirement Contribution
ODF	457(b) Great West Life & Annuity Ins Co
PFS INVEST	403(b) PFS Investments (Primerica)
PFT	403(b) Putnam Funds
SDU	Secretarial Union Dues
TDI (I as in Initiation)	Teamsters Union Initiation Fee
TDL	Teamsters Local Dues
TIA	403(b) TIAA-CREF
TR2, 5, 7, 8 or 9	MA Teachers Retirement Rate (%)
T11	MA Teachers Retirement Rate (11%)
VOYA	403(b) VOYA
WAA	Wachusett Administrators' Association Dues
WC2, 5, 7, 8 or 9	Worcester Regional Retirement Rate (%)
WGR	Wage Garnishment
WRI	403(b) Waddell & Reed