

# LBCC Payroll

## Glossary of Payroll Terms

There are several terms and acronyms used when it comes to your LBCC paycheck. Below is a glossary of commonly used payroll terms and their meanings.

### **CA Withholding (California Income Tax)**

Personal income tax determined by employee's California tax withholding Form DE-4

### **CalPERS**

California Public Employees Retirement System. On your paystub, it appears as either:

*"PERS Employer Pickup"* = CalPERS 2% @ 55 members enrolled prior to 2013

*"PERS New 2% @ 62"* = CalPERS members enrolled in CalPERS on or after January 1, 2013

### **CalSTRS**

California State Teachers Retirement System. On your paystub, it appears as either:

*"State Teachers Retirement System"* = CalSTRS 2% @ 60 members enrolled prior to 2013

*"STRS New 2% @ 62"* = CalSTRS members enrolled in CalSTRS on or after January 1, 2013

### **Direct Deposit**

Your paycheck can be deposited on payday to one checking or savings account you assign. Please allow 1-2 payroll cycles before your paycheck is deposited directly to your account. [Sign up today.](#)

### **Direct Deposit Advice**

This refers to the type of payment you receive. If you are signed up for direct deposit, instead of a paper check, your 'advice' can be accessed via Employee Self-Service.

### **Employee Self-Service**

Electronic versions of your paystubs and W-2s are available via **Employee Self-Service**: [www.lbcc.edu/sites/main/files/file-attachments/accessing\\_paystubs.pdf](http://www.lbcc.edu/sites/main/files/file-attachments/accessing_paystubs.pdf)

### **Fed Withholding (Federal Income Tax)**

Personal income tax determined by employee's W-4 withholding Form W-4

### **Fed OASDI/EE**

OASDI stands for Old-Age, Survivors, and Disability Insurance. This refers to the federally mandated Social Security Tax. The current employee rate is 6.20% of your OASDI gross earnings (which is typically your gross earnings adjusted with any pre-tax Health & Welfare premiums, FSA contributions and the taxable portion of your group-term life).

### **Fed MED/EE**

This refers to the federally mandated Medicare Tax. The current employee rate is 1.45% of your Medicare gross earnings (which is typically your gross earnings adjusted with any pre-tax Health & Welfare premiums, FSA contributions and the taxable portion of your group-term life).

### **Form DE-4: Employee's CA Withholding Exemption Certificate**

A California tax form used to indicate the number of personal exemptions an employee claims for the purpose of calculating state income tax withholding.

### **Form W-4: Employee's Federal Withholding Exemption Certificate**

An Internal Revenue Service form used to indicate the number of personal exemptions an employee claims for the purpose of calculating federal income tax withholding.

### **Leave Balances**

Leaves are accrued based on specific bargaining unit and/or agreement. Some examples of leave balances that may appear on your paystub are:

“**HDSkLv**” = Hourly/Daily Sick Leave – this is your unused sick leave balance under an hourly position. Please refer to your applicable bargaining agreement or contact Payroll for sick leave accrual information specific to your position.

“**RMSkLv**” = Regular Monthly Sick Leave – this is your unused sick leave balance under a regular monthly full-time position. Please refer to your applicable bargaining agreement for sick leave accrual information specific to your position.

“**RMVac**” = Regular Monthly Vacation – this is your unused vacation leave balance under your regular monthly full-time position. Please refer to your applicable bargaining agreement for vacation leave accrual information specific to your position.

### **Salary Advance**

This is a mid-month payroll available to full-time regular monthly employees who would like part of their monthly salary (no more than 50% of take-home pay) to be issued in the middle of the month (typically on 16<sup>th</sup> of every month). The paycheck issued at the end of that same month will recover this advance with the deduction labeled “**Salary Advance Payback.**”

### **TARS**

**Time and Attendance Reporting System:** LBCC’s timekeeping module in PeopleSoft HR. Includes employee timesheets for TARS timekeepers and approval pages for TARS Managers to approve time reported.

Please visit the [LBCC Payroll Forms page](#) to access the forms mentioned above.

**Didn't find what you're looking for?** Contact LBCC Payroll at 562-938-4924 or [payrolldept@lbcc.edu](mailto:payrolldept@lbcc.edu).