



Burnt Hills-Ballston Lake Central Schools

88 Lakehill Road
Burnt Hills, NY 12027
www.bhbl.org

518-399-9141
518-399-2094 (fax)

(updated on)March 3, 2023

Welcome to the Burnt Hills-Ballston Lake Central School District! As you begin to settle into your new role, this letter will explain our payroll processes. These include: Direct Deposit, deductions and how to read your pay stubs.

Direct Deposit:

Your first paycheck will be a physical check as our system verifies your name, routing and account number(s) to your banking institution (s). Once verified, all following paychecks will be directly deposited into your account (s).

Pay Stub Breakdown

1) Deductions

The deductions represented on your check are both mandatory and voluntary.

- Mandatory deductions include social security, medicare taxes, Federal and State withholding, wage garnishments and child support payments (if applicable).
- Voluntary deductions range from CSEA/Teaching Association Dues, Health and Dental Insurance to 403b and 457 retirement contributions.
 - This sheet outlines the various deduction codes that could be seen on your check.
 - [Payroll Deductions](#) sheet.



Burnt Hills-Ballston Lake Central Schools

88 Lakehill Road
 Burnt Hills, NY 12027
 www.bhbl.org

518-399-9141
 518-399-2094 (fax)

Overview of physical paycheck:

Below you will find ***an example*** of the deduction section of a paycheck.

The left column, you will find:

- FICA refers to Social Security (mandatory); Federal refers to Federal withholding, an election that employees made while filling out the W4, DEN2FLEX is a two person dental plan, voluntary, which is also pre-taxed. If there is FLEX after a deduction it reduces the gross taxable amount. ERS (Employee Retirement System) represents retirement system contributions (for teachers or teaching assistants this will say TRS for the Teacher Retirement System). PPOPBFLX is a one-time annual adjustment for the health insurance **costs** which usually occurs during the month of October.

Deductions	Current Pay Period	Cal Year To Date	Fis Year To Date	Deductions	Current Pay Period	Cal Year To Date	Fis Year To Date
FICA	152.43	609.72	2,490.96	MEDI	35.65	142.60	582.56
FEDERAL	189.38	757.52	3,256.76	STATE	104.06	416.24	1,774.60
DEN2FLEX	10.97	43.88	131.64	ED FOUND	30.00	120.00	270.00
ERS	93.40	373.60	1,494.40	PPO2FLEX	199.14	796.56	2,389.68
PPOPBFLX	0.00	0.00	9.34	TSA-NYS 457	133.43	533.72	2,134.88
				Totals	948.46	3,793.84	14,534.82

The right column you will find:

- MEDI reflects the medicare withholdings and is a mandatory deduction. State reflects State withholding*, an election that employees make while filling out the IT-2104. Ed Foundation is a voluntary, post-tax deduction, PPO2FLEX reflects a two person health insurance plan, voluntary, which is pre-taxed. Lastly, TSA-NYS 457, is another voluntary deduction the employee elected which also reduces the gross taxable amount. Not all deductions are represented within this example, but FICA and MEDI are mandatory deductions that will be withheld each paycheck.



Burnt Hills-Ballston Lake Central Schools

88 Lakehill Road
Burnt Hills, NY 12027
www.bhbl.org

518-399-9141
518-399-2094 (fax)

The current Pay Period represents the current check, Cal Year To Date is January through December, and Fis Year To Date is July through the following June.

Pre- and Post-Tax Definitions

Pre-tax is defined as deductions withheld before any taxes are withheld. They are excluded from the gross pay and reduce the taxable income. A few examples are health insurance and retirement plans.

Post-tax deductions are withheld after all required taxes have been withheld. These do **not** reduce the taxable income. A few examples are union dues, wage garnishments, social security, medicare, federal and state deductions. Please refer back to the [Payroll Deductions](#) sheet for which deductions are pre- and post-tax.

Federal and State Withholdings

This section represents the federal and state withholdings that you elected through the W4 and the IT-2104 when you completed your onboarding paperwork. Under Filing Status, S represents Single, and M will represent Married. Additional Withholdings will show the amount of extra withholdings you elected such as \$5, \$10, or \$20 extra to be withheld each pay period.

Filing Status	Additional Withholding
FED: S	0.00
STATE: S0	0.00
CITY: 0	0.00



Burnt Hills-Ballston Lake Central Schools

88 Lakehill Road
Burnt Hills, NY 12027
www.bhbl.org

518-399-9141
518-399-2094 (fax)

Attendance

Your attendance can be shown under the Attendance section of your pay stub. Your attendance is projected for the school year which is July to June of the following year. The prior section shows the number of days that were carried over from the previous school year. Accrual is how many days are awarded to you at the beginning of the school year. Taken shows how many days you have taken during the school year. Please remember that the days will have a two week lag from when the pay stubs are printed to when they are reported. The balance shows how many days you have remaining for the school year.

Attendance As of 2/28/2023	Prior	Accrual	Taken	Balance
Personal	0.000	3.000	1.500	1.500
Sick	87.345	20.000	5.000	102.345
Vacation	10.000	20.000	8.500	21.500

Retirement

The last portion of your pay stub would be the confirmation of your retirement system, retirement system number, and Tier.

Retirement System	No.	Tier	Entitlement
ERS	●●●●●●●●	●	64,046.00

If you have any questions, please contact Rebecca Manson at extension 85020 or rmanson@bhbl.org

If you have questions regarding your withholdings, please contact your tax preparer.



Burnt Hills-Ballston Lake Central Schools

88 Lakehill Road
 Burnt Hills, NY 12027
 www.bhbl.org

518-399-9141
 518-399-2094 (fax)

Full View of Pay Stub

DATE: 02/28/2023

Employee Name	Employee Number	SSN	Pay Period	Building	Ref#
[REDACTED]	[REDACTED]	XXXX-XX-XXXX	[REDACTED]	[REDACTED]	[REDACTED]

Earnings:	Units	Rate	Current Pay Period	Cal Year To Date	Fis Year To Date
Contract			2,668.58	10,674.32	42,697.28
Totals			2,668.58	10,674.32	42,697.28

Deductions:	Current Pay Period	Cal Year To Date	Fis Year To Date	Deductions:	Current Pay Period	Cal Year To Date	Fis Year To Date
FICA	152.43	609.72	2,490.96	MEDI	35.65	142.60	582.56
FEDERAL	189.38	757.52	3,256.76	STATE	104.06	416.24	1,774.60
DEN/FLEX	10.97	43.88	131.64	ED FOUND	30.00	120.00	270.00
ERS	93.40	373.60	1,494.40	PPO2FLEX	199.14	796.56	2,389.68
PPOBFLX	0.00	0.00	9.34	TSA-NYS 457	133.43	533.72	2,134.88
				Totals	948.46	3,793.84	14,534.82

Direct Deposit	Account	Current Pay Period	Direct Deposit	Account	Current Pay Period
SEFCU	[REDACTED]	570.12	SUNMARK FEDERAL CU	[REDACTED]	50.00
SEFCU	[REDACTED]	100.00	SEFCU	[REDACTED]	1,000.00

Attendance As of 2/28/2023	Prior	Accrual	Taken	Balance	Filing Status	Additional Withholding	Retirement System	No.	Tier	Entitlement
Personal	0.000	3.000	1.500	1.500	FED: S	0.00	ERS	[REDACTED]	[REDACTED]	64,046.00
Sick	87.345	20.000	5.000	102.345	STATE: S0	0.00				
Vacation	10.000	20.000	8.500	21.500	CITY: 0	0.00				

Please review all earnings & deductions.

	Gross Pay	Deductions	Net Pay	Direct Deposit	Check Amount
Check Totals	2,668.58	948.46	1,720.12	1,720.12	0.00

**** DIRECT DEPOSIT STUB ONLY ****

Non Negotiable

02/28/2023 \$*****.00

[REDACTED]

[REDACTED]