

HOW TO READ YOUR WORKDAY PAYCHECK



Swarthmore College
500 College Ave
Swarthmore, PA 19081

Mr Swarthmore
500 College Ave
Swarthmore, PA 19081

1.	Name	Company	Employee ID	Pay Period Begin	Pay Period End	Check Date	Check Number
	Mr Swarthmore	Swarthmore College	111111111	09/20/2026	10/03/2026	10/14/2026	
2.		Gross Pay	Post Tax Deductions	Employee Tax Withheld	Pre Tax Deductions	Net Pay	
	Current	1,660.60	41.50	270.12	214.78	1,133.60	
	YTD	1,660.00	60.00	270.12	214.78	1,133.60	
3.	Earnings						Employee Tax Withheld
	Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
	Hourly Pay	09/20/2026 - 10/03/2026	80	20.00	1,600.00	80.00	1,600.00
	Overtime	09/20/2026 - 10/03/2026	2.00	30.00	60.00	2.00	60.00
	Earnings				1,660.00	1,660.00	
4.	Description	Amount	YTD	Description	Amount	YTD	
	OASDI	102.92	102.92	Medicare	24.07	24.07	
	Federal Withholding	73.01	73.01	State Tax - PA			
	State Tax - PA	50.96	50.96	SUI-Employee Paid - PA	1.16	1.16	
	City Tax - SWRTH	16.60	16.60	PA LST - SWRTH	2.00	2.00	
	Employee Tax Withheld	270.12	270.12				
5.	Post Tax Deductions			Pre Tax Deductions			
	Description	Amount	YTD	Description	Amount	YTD	
	403(b) Voluntary Roth SB EE	10.00	10.00	403(b) Mandatory	75.00	75.00	
	Legal Assistance EE New	10.00	10.00	403(b) Voluntary SB EE	30.00	30.00	
	Supplemental Accidental AD&D EE	1.50	20.00	Dental Pre-Tax EE	8.81	8.81	
	Supplemental Life Insurance EE 1	20.00	20.00	HealthCare FSA EE	30.00	30.00	
	Medical			Medical	20.94	20.94	
	Post Tax Deductions	41.50	60.00	Vision Insurance	0.90	0.90	
				Pre Tax Deductions	214.78	214.78	
7.	Employer Paid Benefits			Taxable Wages			
	Description	Amount	YTD	Description	Amount	YTD	
	403 (b) College Contribution	200.50	200.50	OASDI - Taxable Wages	1,445.22	1,445.22	
	AD&D Basic ER	0.62	0.62	Medicare - Taxable Wages	1,445.22	1,445.22	
	Dental Insurance ER	11.14	211.60	Federal Withholding - Taxable Wages	1,445.22	1,445.22	
	EAP ER	1.34	1.34				
	Imputed Income - GTL	7.00	7.00				
	Details Not Displayed	100.00	100.00				
	Employer Paid Benefits	701.87	701.87				
9.	Marital Status	Federal	State				
	Allowances	Single					
	Total Dependent Amount						
	Additional Withholding						
10.	Payment Information						
	Bank	Account Name	Account Number	USD Amount	Amount		
	Bank of America	Bank of America *****0000	*****0000		133.60	USD	
	Citizens Bank	Citizens Bank *****0000	*****0000		1,000.00	USD	

- Payslip Information:** This summary includes your name, employee ID, pay period dates, check date and check number if receiving a physical check.
- Current & YTD Totals:** This section details Gross Pay, Deductions and Net Pay for the current pay period and Year to Date (YTD).
- Earnings:** This section details out every type of earning you have received during this pay period and your YTD totals.
- Employee Taxes:** This section details how much was withheld from your paycheck for employment taxes. Your local PA City Tax will display Swarthmore (unless a Philadelphia resident) but will be remitted to your resident municipality or township.
- Post Tax Deductions:** This section details your post-tax deductions.
- Pre-Tax Deductions:** This section details your pre-tax deductions. Pre-tax deductions are deducted from your employee's wages before some taxes are calculated.
- Employer Paid Benefits:** This section details the employer cost of the elected benefits. The pay slip

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can only display a maximum of six rows, if you have more than six benefits, you can view them all in detail within Workday by viewing the pay result.

8. **Taxable Wages:** This displays how much of your wages were taxable for OASDI, Medicare, and Federal Withholding. These amounts may be the same or may be different. Each tax has different qualifications and/or limits to determine if wages are taxable or not.
9. **Withholding Elections:** This displays your Federal Tax Withholding elections at the time payroll was processed. You can update your Federal Tax Elections within Workday at any time. Updates will apply to your paychecks going forward. Based on the timing of your update, the change may not reflect until the next pay period.
10. **Payment Information:** Payment information details the Net Pay amount and method (check or direct deposit) of the payment. You can update your existing payment elections within Workday at any time. Based on the timing of your update, the change might not reflect until the next pay period.