

Checking your Pay and Benefits (September 2020)

1. Log in to Academica. In the **Resource** menu on the left side, click “Employee Resources,” then “Employee Self Service,” then “Pay Stub” (see the screenshot on Page 2). Complete two-step verification.
2. You should see a screen that says “Select Pay Stub Year”. Select the year desired from the drop-down menu, then click “Display”.
3. You should see a list of all your pay stubs for that calendar year (not academic year). Select the paycheck you want to review by clicking its date.
4. Under *Payment Summary*, look next to **Gross Amount** in the **Current Period** column (see the screenshot on Page 3). Check that you’ve received this year’s 3.1% negotiated raise. If you have
 - a. a 9-month appointment in the social sciences or humanities: your gross pay should be at least \$1,034.30.
 - b. a 9-month appointment in natural science, engineering, or math: your gross pay should be at least \$1,071.80.
 - c. a 12-month appointment in the social sciences or humanities: your gross pay should be at least \$951.08
 - d. a 12-month appointment in natural science, engineering, or math: your gross pay should be at least \$ 985.56
5. Under *Benefits, Deductions and Taxes*, under **Deductions before Federal Tax**, check that your health care plan is listed if you have one. Check that your dental and vision plans are listed if you have them. One paycheck each semester, there will be no deductions for insurance even though you are enrolled. This year, those dates are December 11, 2018 and April 29, 2019.
6. Under **Taxes**, look next to “FICA - Social Security”, “FICA Additional Medicare Tax”, and “Fica Medicare”. These should all be zero *unless* you have another job at WSU, in addition to your GTA or GSA, and your other job doesn’t involve teaching.
7. Under **Deductions after Federal Tax**, check that “GEOC Dues” is listed if you are a GEOC member or that “GEOC Service Fee” is listed if you are signed up to pay that fee. If you are not yet signed up as a GEOC member, you can sign up at geocwsu.com/join.
8. Return to the Academica home screen. In the **Resource** menu, click “Employee Resources,” then “Employee Self Service,” then “Benefits and Deductions.” Check that your insurance plans are listed here in addition to on your pay stub. If not, you may be paying for coverage that has not been activated.

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Payment Summary	Current Period	YTD Amount
Type	\$963.35	\$21,225.46
Gross Amount:	\$197.51	\$4,040.15
Total Personal Deductions:	\$765.84	\$17,185.31
Net Amount:	\$323.91	\$5,494.47
Total Employer Contributions:		

Job	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
P93837-00, PTF SS Grad Addl	Regular Pay	1				\$3,708.00
P99782-00, Student Assistant	Regular Hourly Pay	1				\$540.00
P99929-00, Graduate Teaching Assistant	Regular Pay	1				\$9,267.00
P99929-01, Graduate Teaching Assistant	Regular Pay	1				\$7,670.15
	Retroactive Pay	1				\$40.31
	Total:				\$963.35	\$21,225.46

Benefits, Deductions and Taxes

Benefits and Deductions	Employee	Employee YTD	Employer	Employer YTD	Applicable Gross	Applicable Gross YTD
Deductions before Federal Tax						
Pre-tax Blue Care Network - Group# 00111308, \$5/\$20/\$45 Rx co-pay	\$85.49	\$1,452.43	\$306.37	\$5,208.29	\$963.35	\$16,050.76
Pre-tax Delta Dental - Group #: 0007544	\$4.00	\$65.85	\$16.00	\$263.42	\$963.35	\$16,050.76
Pre-tax Eyemed Vision Insuranc	\$1.54	\$22.76	\$1.54	\$22.76	\$963.35	\$16,050.76
Taxes						
Detroit Tax	\$10.11	\$228.62	\$0.00	\$0.00	\$872.32	\$19,684.42
Federal Tax	\$48.05	\$1,207.99	\$0.00	\$0.00	\$872.32	\$19,684.42
FICA - Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA Additional Medicare Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$872.32	\$19,684.42
Fica Medicare	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Michigan Tax	\$28.57	\$657.40	\$0.00	\$0.00	\$872.32	\$19,684.42
Deductions after Federal Tax						
GEOC Dues	\$19.75	\$405.10	\$0.00	\$0.00	\$963.35	\$19,758.76
Total:	\$197.51	\$4,040.15	\$323.91	\$5,494.47		