



THE BRANCH 324 BUZZ

April 2022



Understanding Your Paystub

123		12-3456		Carrier Name		12345678		03 18		1234567890	
PAYLOC		FINANCE NO.		EMPLOYEE NAME		EMPLOYEE ID		PAY PERIOD		SERIAL NUMBER	
UN RSC/LEV		RATE		CODE		TYPI		HOURS		PAY	
2	0	1	778	844	W	3	000	533540	GROSS PAY	106680	439326
1	0	01	1778	844	W	3	000	533540	FED TAXES	12897	63463
									ST TAXES	4565	18705
									RETIRE	00	00
									MEGACARE	1572	6370
									UN L	2663	7989
									SOSIC	6614	27238
NET PAY										784.04	0.00

- PAYLOC:** Pay Location—This is the number of the work assignment location where you work.
- FINANCE NO:** The USPS finance number assigned to your work office.
- EMPLOYEE NAME.**
- EMPLOYEE ID:** The employee identification number (EIN) assigned to you when you were hired.
- PAY PERIOD:** The pay period for this earnings statement (first two digits) and the year of payment (second two digits).
- SERIAL NUMBER:** Either the serial number of the check issued to you or the sequence number of the earnings statement issued to you when your net pay has been directly deposited to a financial institution. Below those boxes, your pay stub is composed of three main sections, titled “Detail Earnings,” “Gross To Net” and “Leave Status.”

DETAIL EARNINGS is a general heading for several entries that tell you the type and number of hours you are being compensated for, the week in which those hours occurred, the rate schedule and level, the designation/activity code, and the gross payment amount for the period. Those entries in this section and the meaning of each entry are as follows:

- **WK:** Specifies the week, either 1 or 2, of the pay period in which the hours were worked.
- **RSC:** Stands for Rate Schedule Code for the hours worked. For letter carriers, it will be a “Q.” This code, combined with LEV, is significant and deserves special attention.
- **LEV:** This is the pay level for the hours worked. Carrier technician duties are indicated as “02” in this column while all other letter carrier work is designated with “01.”
- **RATE:** Your base rate of pay for the hours worked. For part-time employees, this rate is indicated as an hourly figure, while fulltime carriers’ rate is shown as the annual salary. The base rates are printed regularly in The Postal Record, and on the letter carrier pay chart at nalc.org.

- **CODE:** Your employee designation/ activity code. Full-time regular carriers are designated as 13-4, part-time flexible carriers are designated as 43-4, part-time regular carriers are designated as 33-4, and city carrier assistants are designated as 84-4.

- **TYP:** Pay close attention to this column, which indicates the type of hours you earned. The standard type codes are: W—standard hours; O—overtime, for hours worked past eight in a day or 40 in a week, paid at 1.5 times the regular rate; V—penalty overtime, for hours worked past 10 a day or 56 a week, paid at twice the regular rate; N—night shift differential, for hours worked between 6 p.m. and 6 a.m.; H— holiday pay; L—leave hours taken; and G—guaranteed time, for daily hours guaranteed by USPS but not worked.

- **HOURS:** This space will show the actual hours and hundredths worked for every hour type listed. If you keep track of your hours worked in the NALC Work Hour Tracker or in a record of your own, you will be able to immediately take steps to correct any errors on your pay stub.

- **PAY:** This space will show the total gross pay for each type of hours worked. Add up the pay for each category of hours worked and you have your gross pay. Of course, that’s not the final number on your paycheck, since several items will be deducted first. Those items are shown under “**GROSS TO NET.**”

GROSS TO NET is a general heading for two columns, which show the total gross pay, all deductions, and the resulting net pay for the current pay period (**THIS PERIOD**) and for your pay year-to-date (**YEAR-TO-DATE**). Deductions may include taxes withheld, union dues (**UN L**), payments for health or life insurance, charitable donations you have authorized through the Combined Federal Campaign (CFC), or automatic donations to other various items you select.

At the bottom of the pay stub, **NET PAY** shows the amount you receive after these deductions. Under the **LEAVE STATUS** section, you will see your annual leave (**AL**) category indicating how many hours of annual leave you earn per pay period. Under this section, you will see your prior AL balance; the AL earned and used this pay period; and your cumulative available AL totals for the year to date. Regular employees have their AL advanced at the beginning of the leave year, which begins with the first full pay period within the calendar year, and it will show in the **AL ADVANCED** section. Each pay period as AL is earned, it is deducted from advanced and moved to **AL EARNED YTD**. Also, for career employees, sick leave (**SL**) earned or used during the pay period as well as the cumulative total are indicated. CCAs do not earn sick leave and will not have any data in the SL section. If you have used leave without pay (LWOP), Wounded Warriors Leave or Donated Leave during the pay period, it will be indicated in this section as well.

You can also view your paystub in LiteBlue.