

Pay Check/Stub

A Pay Check/Stub is a document an employer provides to an employee, which outlines all wage and deduction data. Currently showing is the Earnings section of the Pay Check/Stub.

Earnings 1		2	3	4	5	6
Job	Earnings	Shift	Hours or Units	Rate	Amount	YTD Amount
Adjunct Associate Professor	Faculty Professional Dev- 50%	1	0.25	\$28.125000	\$7.03	\$21.09
	Misc Instruction- Faculty 100%	1	6.30	\$56.250000	\$354.38	\$354.38
	PT Misc Non Instr - 50% CT Rt	1				\$13.83
	Meeting - 50% Contract Rate	1	2.00	\$28.125000	\$56.25	\$140.63
Adjunct Associate Professor	PT Adjunct Pay - 100% Rate	C				\$497.79
	PT Adjunct Pay - 100% Rate	7				\$1,410.40
	PT Adjunct Pay - 100% Rate	A				\$4,086.01
	PT Adjunct Pay - 100% Rate	B				\$2,211.98
	PT Adjunct Pay - 100% Rate	C	5.25	\$56.250000	\$295.31	\$520.31
	PT Adjunct Pay - 100% Rate	D	7.25	\$56.250000	\$407.81	\$1,603.12
	Adj Faculty - 75% Rate	A	7.25	\$42.187500	\$305.86	\$907.03
	Adj Faculty - 75% Rate	B	10.75	\$42.187500	\$453.52	\$1,350.01
	Adj Faculty - 75% Rate	C				\$1,191.80
	Adj Faculty - 75% Rate	D				\$295.31
Adjunct Associate Professor	Adjunct Sick Leave Taken	A				\$446.24
	Adjunct Sick Leave Taken	C	2.00	\$56.250000	\$112.50	\$112.50
	Mis Pay - Units MAHE PT	7				\$70.63
	PT Adjunct Pay - 100% Rate	A				\$2,286.77
	PT Adjunct Pay - 100% Rate	B				\$649.89
	Adjunct Sick Leave Taken	A				\$248.90
	Adjunct Sick Leave Taken	B				\$124.45
	Faculty Professional Dev- 50%	1				\$501.91
	PT Misc Non Instr - 50% CT Rt	1				\$146.36
	Meeting - 50% Contract Rate	1				\$199.26
Adjunct Associate Professor	Mis Pay - Units MAHE PT	1				\$122.86
	Substitute Pay- 100% CT Rate	1				\$110.62
					Total:	\$1,992.66
Non Cash Earnings						
Adjunct Associate Professor	Dock Pay- Regular rate	C				\$168.75
Adjunct Associate Professor	Dock Pay- Regular rate	A				\$217.80

1 Job

- Employee position(s)

2 Earnings

- Identifies which type of earnings are being paid during pay period.
 - Example: Adjunct 100% Rate, Committee pay, Meeting pay, Sick time, etc.

3 Hours or Unit

- Time submitted for payment via Faculty Pay System (timekeeper) or Web Time Entry (timesheet submission).

4 Rate

- Hourly rate of pay per offer letter or bargaining unit contract.

5 Amount

- Gross Wages

6 YTD Amount

- Total amount of wages paid during calendar year.
 - Restarts every January 1st

Types of Earnings

Different types of wages paid to Adjunct employees in return for labor or services.

Earn Code	Description	Earn Code	Description	Earn Code	Description
ADJ	PT Adjunct Pay - 100% Rate	DOC	Dock Pay- Regular rate	POO	Parking Opt Out
AF5	Adjunct Faculty - 50% Rate	FML	Family and Medical Leave Act	REM	Retroactive MAHE PT
AF7	Adjunct Faculty - 75% Rate	FPD	Faculty Professional Dev- 50%	RTM	Retro - Current Year MAHE PT
ASL	Adjunct Sick Leave Accrued	GTR	Grant Hours Override	SCM	Sick Leave Prescheduled
AST	Adjunct Sick Leave Taken	JUR	Jury Duty	SCU	Sick Leave Unscheduled
BRM	Bereavement Leave MAHE PT	MHM	Miscellaneous Pay - MAHE	SEV	Severance Pay
CCD	Course Dev - 50% Contract Rate	MIN	Misc Instruction- Faculty 100%	SK5	PT Adjunct Faculty-Sick Bank
CCO	Course Coord-50% Contract Rate	MNI	PT Misc Non Instr - 50% CT Rt	SPM	Supp Pay - Lump Sum MAHE PT
CLO	Closed Campus	MTG	Meeting - 50% Contract Rate	STM	Stipend MAHE PT
COM	PT Committee-50% Contract Rate	MUM	Mis Pay - Units MAHE PT	SUB	Substitute Pay- 100% CT Rate
DGM	Degree Recognition MAHE PT	OW2	Overtime - Weighted Avg - Wk 2	UNR	Union Release Time
DKS	Dock Pay - Special Rate	PEA	Personal Leave Adjunct	UNS	Union Related Work Special Rt

Workload Hour

One workload hour is equal to 16 contact hours of classroom instruction or 32 hours of non-teaching work in a bargaining unit. (1 work load hour = 16 contact hours = 32 clock hours)

Adjunct Base Wage Calculation

To calculate adjunct wages figure the total hours of pay and divide by the number of pay periods that fall within the start and end dates of the course. Lansing Community College uses the following information to calculate each adjunct employees' wage.

- Each course credit counts as 16 hours of pay.
 - 1 credit = 16 hours of pay
 - 2 credits = 32 hours of pay
 - 3 credits = 48 hours of pay
 - 4 credits = 64 hours of pay
- Go to the Payroll Pay Schedule located on the [Payroll Website](#).
 - If course is full semester, the number of pays are shown at the bottom of the Payroll Pay Schedule in the color key.
 - If course is less than the full semester, use the Payroll Pay Schedule's start and end dates to calculate the number of pays that fall in between beginning date and ending date of the course.
- Calculation of bi-weekly wage:
 - Course credits multiplied by 16 hours of pay = total hours of pay for semester.
 - Total hours of pay for semester divided by the number of pays within the course start/end dates = bi-weekly hours to be paid.
 - Bi-weekly hours to be paid multiplied by hourly rate of pay = bi-weekly gross wages.

Adjunct Base Wage Calculation Examples

Example #1: Full semester course

Course Information

- Course 12345, BIOL123
- 4 Credits
- Spring Semester 2019 – Start date: 1/14/19, End Date: 5/17/19

2019 Pay Period				
Pay ID #	Start Date	End Date	Check Date	Description
2019BW02 (H)	12/30/18	01/12/19	01/18/19	Spring Semester Pay 1
2019BW03 (H)	01/13/19	01/26/19	02/01/19	Spring Semester Pay 2
2019BW04	01/27/19	02/09/19	02/15/19	Spring Semester Pay 3
2019BW05	02/10/19	02/23/19	03/01/19	Spring Semester Pay 4
2019BW06	02/24/19	03/09/19	03/15/19	Spring Semester Pay 5
2019BW07	03/10/19	03/23/19	03/29/19	Spring Semester Pay 6
2019BW08	03/24/19	04/06/19	04/12/19	Spring Semester Pay 7
2019BW09	04/07/19	04/20/19	04/26/19	Spring Semester Pay 8
2019BW10	04/21/19	05/04/19	05/10/19	Spring Semester Pay 9
2019BW11	05/05/19	05/18/19	05/24/19	Spring Semester Pay 10

← First Pay - Start date 1/14/19

← Last Pay - end date 5/17/19

Wage Calculation

- 4 credits x 16 hours of pay = 64 hrs
- 64 hrs divided by 9 pay periods = approx. 7.0 hrs per pay period (each pay will vary in 0.25 (quarter hour) increments to account for the full payment of the 64 hours)
- 7 hrs x \$30.00 hourly rate of pay = \$210.00 gross wages
- \$210.00 bi-weekly gross wage will be paid for 9 pays

Example #2: Partial semester course

Course Information

- Course 67890, MATH555
- 3 Credits
- Spring Semester 2019 – Start date: 1/28/19, End Date: 3/22/19 (8 weeks)

2019 Pay Period				
Pay ID #	Start Date	End Date	Check Date	Description
2019BW02 (H)	12/30/18	01/12/19	01/18/19	Spring Semester Pay 1
2019BW03 (H)	01/13/19	01/26/19	02/01/19	Spring Semester Pay 2
2019BW04	01/27/19	02/09/19	02/15/19	Spring Semester Pay 3
2019BW05	02/10/19	02/23/19	03/01/19	Spring Semester Pay 4
2019BW06	02/24/19	03/09/19	03/15/19	Spring Semester Pay 5
2019BW07	03/10/19	03/23/19	03/29/19	Spring Semester Pay 6
2019BW08	03/24/19	04/06/19	04/12/19	Spring Semester Pay 7
2019BW09	04/07/19	04/20/19	04/26/19	Spring Semester Pay 8
2019BW10	04/21/19	05/04/19	05/10/19	Spring Semester Pay 9
2019BW11	05/05/19	05/18/19	05/24/19	Spring Semester Pay 10

← First Pay - Start date 1/28/19

← Last Pay - end date 3/22/19

Wage Calculation

- 3 credits x 16 hours of pay = 48 hrs
- 48 hrs divided by 4 pay periods = 12.0 hrs per pay period
- 12 hrs x \$30.00 hourly rate of pay = \$360.00 gross wages
- \$360.00 bi-weekly gross wage will be paid for 4 pays

If you have questions regarding your pay check/stub, please contact the Payroll Department at FS-Payroll@lcc.edu or Ext 1799.