

Payroll Fact Sheet

Direct Deposit

If you have signed up for direct deposit, your first check will arrive as a paper check by mail while your account is tested for the direct deposit. With this check, you will get your pay stub attached to the check.

Pay Stubs and W-2

If you enrolled in direct deposit, you will be able to access your pay stubs and W-2 via Paylocity.com, our payroll company's website. To enroll into the Paylocity online portal for access to your pay stub, W2 and other payroll information please do the following:

1. Visit www.paylocity.com
2. At the top right choose login
3. Click "Register User"
4. Then enter your employee information as you provided to Insight on your application with our company ID. Insight's ID is **N8076**
5. Last you will be asked to set up a new user name and password as well as answers to your security questions.

Pay Schedule

Payroll is processed 2 weeks in arrears, so your first paycheck for the 2016-2017 School Year will be Friday, September 23, 2016 for those days worked August 29- September 9. Our subsequent paydays are every two weeks (bi-weekly) on Friday following this pattern. Please also see the attached calendar of our pay days and the working days included in each paycheck.

If you have any other questions, please don't hesitate to reach out to us.

Insight Workforce Solutions

Phone - 844-405-7144

Email - payroll@workwithinsight.com

What are the taxes being withheld from my paycheck?

If you are a NJ resident:

FITW – Federal Income Tax Withheld
MED – Medicare Withholding
NJ – New Jersey State Income Tax Withheld
NJFLI-E – New Jersey Family Leave Insurance
NJSDI-E – New Jersey State Disability Insurance
NJSUI-E – New Jersey State Unemployment Insurance
NJWD-E – New Jersey State Workforce Development
SS – Social Security
MEDICAL – Minimal Essential Coverage (MEC)
Medical Insurance

If you are a PA resident:

FITW – Federal Income Tax Withheld
MED – Medicare Withholding
PA – Pennsylvania State Income Tax Withheld
PA-151205 (or other numbers) – Local Earned Income Tax
(% due where you live vs work – whichever is higher)
PA-WE4B – Pennsylvania Local Service Tax (\$1/wk for
where you work)
PASUI-E – Pennsylvania State Unemployment Insurance
SS – Social Security
MEDICAL – Minimal Essential Coverage (MEC) Medical
Insurance