

## **PAYROLL MOST COMMONLY ASKED QUESTIONS**

### **1. WHEN AM I PAID?**

All school district employees are paid every two weeks.

### **2. I AM AN ESP MEMBER. HOW IS MY PAY FIGURED?**

Take your hourly rate and multiply it by the number of days you work in a year. Divide the answer by the number of pays you elected (21, 24, 25, 26, 27) to get your bi-weekly pay.

### **3. I WANT TO CHANGE MY DIRECT DEPOSIT INTO MY FINANCIAL INSTITUTION. HOW DO I DO THAT?**

You may obtain a form from the District's website under the section "A to Z" under "Direct Deposit" or from the Payroll Department. Complete the form, attach a voided check and return to the Payroll Department. "Direct Deposit Frequently Asked Questions" follow.

### **4. I HAVE A CHANGE IN MARITAL STATUS, HOW DO I CHANGE MY TAX STATUS?**

Each building office has tax forms. Fill out, sign and return to the Payroll Department. If your office does not have the forms please contact the Payroll Department.

### **5. I WAS RECENTLY MARRIED OR DIVORCED AND WANT TO CHANGE MY NAME.**

To change your name, you need a new social security card with your new name on it. Your name will remain unchanged until Payroll and Human Resources receive your new social security card.

### **6. I WANT TO CHANGE MY ADDRESS.**

Fill out the address change form and send it to the Payroll Department. You only need to fill out one form, which will be distributed to those appropriate departments. You can find this form on the District's website in the Staff Handbook or under the section Staff. Click on "Benefits" and then on "Forms". The "Change of Address/Name Form" can be found listed under "other".

### **7. THERE IS AN ERROR IN MY ATTENDANCE BANK ON MY CHECK.**

Contact the secretary in your building to verify/locate the error. They will contact Shelley in the absence management/sub office who will take the steps to make the necessary corrections.

### **8. JURY DUTY**

To be eligible for the Jury Duty differential, you must furnish a written statement from the appropriate public official, listing the amount and dates you received compensation for Jury Duty. Please send this information to Payroll along with a check in the amount of the daily rate paid to you, less any additional compensation such as mileage.

### **9. PROCEDURE FOR FILLING OUT INJURY REPORTS FOR EMPLOYEES**

An injury report MUST be filled out by the employee, signed by their supervisor, and sent to the Human Resources Department. The employee must go to either Concentra or Providence. After treatment with Concentra/Providence and 21 days time, the employee may go to his/her own doctor. Return all paperwork to Human Resources.

When filling out the employee payroll sheet while on workers' compensation or bridging/modified duty, there is a code that must be entered for accurate records. The day of injury is not counted. Start counting the next day for compensation or bridging code.

#### **10. WHY DO HOURS SHOW ON MY PAYCHECK?**

Hours are for retirement credit purposed only. These hours accumulate and are submitted to the retirement board along with your earnings for a given period. You are not paid based on the hours shown on your check. FEA and ESP members are paid on a contract, which can be calculated based on the information given in question #2.

#### **11. WHAT HAPPENS IF I GO ON A LEAVE?**

Your contract is calculated for the number of days that you actually work during the school year. If for some reason you leave prior to the end of your contract period, payroll will adjust your contract to reflect the actual days worked, and subtract the amount you have been paid up to that point. If you are overpaid, payroll will stop your pay at that point and recalculate it when you return. Please know that depending on the number of days worked and the time in which your leave takes place, you may notice a decrease in your bi-weekly.

#### **12. WHAT HAPPENS IF I RUN OUT OF BANK DAYS AND I AM OFF?**

This varies for different bargaining groups. Please see your contract for further information.

## **DIRECT DEPOSIT FREQUENTLY ASKED QUESTIONS**

**1. HOW MANY FINANCIAL INSTITUTIONS MAY I ENROLL WITH?**

The District allows you to direct deposit into one account of your choice. Direct Deposit is available to all financial institutions.

**2. HOW DO I INITIATE HAVING MY PAYCHECK DIRECT DEPOSITED TO MY FINANCIAL INSTITUTION?**

Obtain a form from the District's website in the Forms section of the Staff Handbook or under the section Employee Information under "Direct Deposit". Complete the form, attach a voided check or deposit slip and turn it to the Payroll Department.

**3. HOW LONG DOES IT TAKE TO HAVE MY PAYCHECK DIRECT DEPOSITED?**

The direct deposit form along with a voided check or deposit slip attached must be returned to Payroll at least four weeks before the payroll that it is effective for. For example, for direct deposit to take effect for the May 23rd pay, you must submit the required forms by April 23rd.

**4. WHY DOES IT TAKE SO LONG FOR THE DIRECT DEPOSIT TO TAKE EFFECT?**

The bank requires a test of new bank information before the "live" direct deposit takes effect. Therefore, using the dates above, the test file would be submitted for the April 25th pay.

**5. WHAT HAPPENS IF THERE IS A PROBLEM WITH MY BANK ROUTING NUMBER OR MY BANK ACCOUNT NUMBER?**

If there is a problem with any of the information that has been provided, you will be contacted by our Payroll department and notified that you will be receiving a "live" check that you must cash at your bank. Another test file would need to be sent; therefore your direct deposit will be delayed by one pay cycle.

**6. WHAT HAPPENS IF A PAY FALLS DURING A BREAK PERIOD?**

Since the pay will be submitted electronically, interruptions to your regular cash flow are no longer a concern as your money will still be deposited to your account on the regular pay schedule (bi-weekly). Your funds would be available on the date pay is scheduled. Remember, all financial institutions offer access to your bank information 24 hours a day, 7 days a week.

In the case of an immediate closing of your account that we have on file (due to fraud, etc.), you will need to contact the Payroll department immediately. The account on file will need to be stopped and a "live" check will be issued to you the week your new account information is tested.

**7. WHAT IF I WANT TO CHANGE MY BANK OR ACCOUNT INFORMATION?**

Obtain a form from the District's website in the section Employee Information under "Direct Deposit". Complete a new Direct Deposit form, attach a voided check or deposit slip and return it to the Payroll Department. Please remember your new account will need to be tested. Your payroll will still be transferred to your current account that you already have had set up until the test of your new account is complete. Please refer to question three for the estimated time lines.

**8. WHAT IF I AM CURRENTLY USING DIRECT DEPOSIT WITH LOC CREDIT UNION?**

You still have the option of direct depositing your check to LOC. You may not use the flat dollar option any longer. Your net check must be deposited into LOC.

**9. WHAT IF THERE IS AN ERROR ON MY PAYCHECK?**

Any corrections that need to be made immediately will be issued through a "live" check. All other corrections will follow contract guidelines and be included in a future pay.