

New Employee Orientation Summary

What You Need to Know about Paydays and Your Paycheck

When are paydays? Employees are paid Fridays on a bi-weekly basis. Listed below are the various job classes recognized by the District and how each is paid. A pay calendar is published on the District website under “Payroll”.

- a. 12-month employees (salaried and hourly, exempt and non-exempt) are paid for the two-week period ending on the Friday just before pay day. For example, all hours worked August 23, 2014 – September 5, 2014 will be paid on September 12, 2014. *Note: Exempt employees are paid for only 10 days of their contract, whereas non-exempt employees are paid for all hours worked during the pay period.*
- b. All 11-month, 10.5-month and 10-month hourly employees are paid for all hours worked during the two-week period ending on a Wednesday of the week prior to the week of pay day. For example, all hours worked August 21, 2014 – September 3, 2014 are paid on September 12, 2014.
- c. All 11-month, 10.5-month and 10-month salaried employees are paid bi-weekly on an even payment basis. For example, an employee with a contract amount of \$75,000 will be paid over 26 pay periods for a bi-weekly amount of \$2,884.62.

Payment Information – The District only pays employees through direct deposit. You should sign up for direct deposit during employee orientation. If you did not sign up during orientation, please go to the Payroll Department at 160 S. Hollywood, Room 130 and sign up. You must bring a voided check to attached to the authorization form so that we can verify the financial institution’s information. There is not a pre-note process, therefore your first pay will be direct deposited into your bank account. Maintaining accurate address information is crucial. If your address is incorrect or you need to change your address, please go to the District website under “Employee Hub/Employee Portal.” Once you have logged in, click on the Profile button to make the changes online. If you require assistance, contact the Human Resources Department at (901) 416-5304.

Payroll Contact – At all schools and departments, there is a payroll contact. If you work in a school, it will usually be the financial/school secretary. If you work in a department, it will usually be the department secretary. You should bring any concerns you encounter regarding your pay or general questions you may have about payroll to your payroll contact. Your payroll contact is knowledgeable in most payroll matters and is readily accessible to you. The Payroll Department, on the other hand, is a centralized office dedicated to processing the payroll of over 13,000 regular and temporary employees. Your payroll contact should be able to answer most questions you have regarding your pay or will directly contact the Payroll Department for answers. Attempts to contact the Payroll Department directly will result in employees being referred back to the payroll contact at their location.

What pay frequency am I on? Following are the pay calendars with the contract/duty days in which employees are paid

12-Month (Salaried or Hourly) = 261
 11 Month (Salaried) = 220
 10.5 (Salaried) = 210
 10 Month (Salaried) = 200
 10 Month (Salaried-Family Engagement Specialist)
 10 Month (Hourly) = 207
 10 Month Hourly (Part-time) = 188
 10 Month Salaried (Nutrition) = 218
 10 Month Hourly (Nutrition) = 202

10 Month Hourly (Nutrition Part-time) = 182
 10 Month Hourly (Lunch Monitors) = 180

Employees on the following pay calendars receive 26 pays per year.

- 11-month salaried
- 10.5-month salaried
- 10-month salaried

Employees paid over 26 pays can calculate their bi-weekly pay by taking their annual salary or contract amount and dividing it by the number of pays (26). This is considered even salary basis.

All other groups are on a bi-weekly frequency and paid for time worked during a two week period. Employees in this group can calculate their bi-weekly pay by taking their annual salary or contract amount and dividing it by the number of contract days (the number of days you work in the fiscal year - *i.e.* 261, 218, 207, *etc.*) to obtain a daily rate. This group of employees is paid for 10 work days each pay period, therefore the bi-weekly pay would be the daily rate times 10. If you are unsure about the number of days in your work year, please see the payroll contact at your work location. If you are a full-time employee receiving benefits, your bi-weekly pay will generally remain the same whether there are holidays or days during the period you are not expected to work. *Note: Please keep in mind the first pay you receive as a new hire will compensate you for the number of days in the pay period in which you begin working and the balance owed paid to you at year end. The main reason employees see a difference in pay is when you receive other earnings in a pay period, such as a bonus, stipends or overtime or you have taken time off and don't have sufficient leave to cover your absence.*

What does 26-pay frequency mean? The Department of Compensation and HR Planning will determine your annual salary. Once determined, it will be divided by 26 to arrive at your bi-weekly pay. Year-round employees work and are paid bi-weekly throughout the year. Employees who are salaried but work only 10, 10.5 or 11 months are paid during the summer months. This is due to the fact that funds are deferred, or held in reserve, to pay you during the summer months when you are not working.

What happens to my paychecks during the summer months and other school breaks if I do not work year-round? Employees who are paid on an even salary basis are considered “deferred employees.” They are paid equal amounts bi-weekly, regardless of the number of days in the pay period. As employees work, a portion of their earnings are set aside (deferred), held in a reserve, to be paid during times of the year when they are not scheduled to work, such as winter/spring break and summer. In order to be paid consistently throughout the year, employees must begin their position on the first day of the contract date (*i.e.* July 28, 2014) for their duty day as designated by the school calendar. They must also have no breaks in service, such as unpaid leaves of absence. The number of deferred payments made over the summer is normally four (4).

What happens if I do not begin my position at the beginning of the school year? Employees deferred pay or balance of contract pay over the summer months are directly impacted by a late start in the position. In order to receive full pay, employees must work the full length of their contract . As employees work their duty day contract, a portion of their earnings is set aside (deferred) and held in reserve, and then paid out over the summer (final pays).

The running balance of contract earnings versus salary paid fluctuates in some cases and will not be what is owed to an employee. The contract balance could be higher than what the employee will be paid by the end of the contract period due to unpaid absences. In order for an employee to receive 26 equal checks, they must have worked the entire duty day contract (*i.e.* July 28, 2014 - May 22, 2015). If you are a late start, your contract amount is calculated as follows:

The number of duty days between your contract start date and the contract end date times your daily rate. If you are paid on an Even Salary Basis, this amount will be divided over the remaining pay periods to obtain a bi-weekly amount. Therefore, an employee who starts late will still have a portion of their pay deferred for the summer months. Employees who are not paid on an even salary basis will be paid bi-weekly for 10 work days times their

daily rate. *Note: You should be aware that employees who are not paid on an even salary basis may have two or more work days from one contract year paid on the first payroll of the following contract year. (See the pay calendar listed on the SCS website, which shows the first pay date for your duty assignment.)*

What happens if I take a leave of absence during the school year? When an employee takes an “unpaid leave of absence,” HR will end his or her contract as of the date the leave began. The system will calculate a new contract amount based on the number of days worked times the daily rate. If there is a balance owed on the contract, the employee will be paid the entire balance on the following paycheck (lump sum). This balance is calculated by subtracting the calculated contract amount from the amount paid to date.

If the employee returns to work at a later time during school year, HR will create a new contract for him or her. The contract period will start on the date the employee returned to work and will end on the last day for the particular duty assignment (*i.e. May 22, 2015*). For employees paid on an even salary basis, the new contract balance will be spread over the remaining pay periods. A portion of the new contract balance is again deferred to be paid over the summer months. For employees not paid on an even salary basis, the new contract amount is calculated in the same manner; however the first bi-weekly payment received after returning from leave will be the actual days worked in that pay period times the daily rate. All subsequent bi-weekly payments will be for 10 work days.

Note: In order to receive full pay, employees must work their entire duty day contract (ie. 261, 220, 215, 200, etc.) days. The contract amount shown on the employee portal is calculated as the number of duty work days between the contract start date (your first day of work for the fiscal year) and the contract end date (your last day of work for the fiscal year). Therefore, if your position pays \$80,000 annually for 261 duty work days (i.e. July 1, 2014 – June 30, 2015), and you begin your assignment on July 1, 2014, your job and payment record will show this amount as your contract amount. Your daily rate is \$306.51 (\$80,000/261). However, if you are a late start and begin your assignment on July 21, 2014, your contract duty days will be 247 days and calculated as $247 \times 306.51 = \$75,708.71$. This amount will be displayed on your job and payment screen in the employee portal.

Voluntary & Involuntary Deductions - The District deals with two types of deductions. The first are voluntary deductions, which are deductions that you initiate and authorize to have deducted from your pay, such as health insurance, life insurance, dues, United Way contributions, etc. An involuntary deduction is a deduction of a legal nature, such as tax levies, child support, defaulted student loan, court orders, overpayment, etc. If we receive a deduction order, we will notify you by mail when the deductions from your pay are scheduled to begin and the amount of the deduction. If you should have any questions or concerns with the amount to be deducted from your pay, you should contact the entity issuing the deduction order. *Note: Two months of each year, employees will receive three pays. Depending on the calendar, the months in which this occurs will vary.*

The District currently withholds certain voluntary deductions, such as health, life, dental, etc. over 20 pay periods, beginning with the last pay period in August of each year and terminating with the last pay period in May of each year. Voluntary deductions, such as credit union and retirement plans (*i.e. 403B*) are withheld bi-weekly. In addition, all involuntary deductions will be taken each pay period.

Direct Deposit – The District pays employees via direct deposit only. All new employees are required to enroll in direct deposit. You may sign up manually during orientation processing or you can sign up in the Payroll Department. Be mindful that you can direct deposit your pay to any checking or savings account with a financial institution that's part of the Federal Reserve System. With direct deposit, your net pay will be placed in your account on payday. You can only have your pay direct deposited into one bank account. You will be able to view/print your pay stub online using the Employee Portal. If a delay in enrollment occurs, you will receive your pay through an alternate means. *Currently, the District has a partnership with Regions Bank to provide bank cards that your pay will be loaded. For more information contact the Payroll Department.*

Note: When the Payroll Department processes supplemental pay outside the normal pay date, funds are sent for direct deposit. It can take up to 48 hours before the funds are available in the employee's bank.

How do I change my federal tax status and/or allowances? You can change your federal income tax withholdings by going to the Payroll Department and completing a W4 form. Once the form is completed online, the new calculations will take place immediately.

New Employee Orientation Pay - If you are already working for the District, you will be paid by your work site for today through the normal payroll process. *Note: Employees that are considered temporary or hourly are not paid for orientation.*

Important Points - Utilize your payroll contact at your school/cost center for questions regarding your pay. They will work with the Payroll Department staff to resolve all pay issues. Please go to the Payroll website located under Finance for additional resources and frequently asked questions.