

Payroll Information

- **DIRECT DEPOSIT** - information should be turned in within a month of your orientation.
- **W-4 FORM** – You may either fill out and return this form to the Payroll department, or enter your W4 preferences in your Employee Online account under Pay Information; W4 info. Until we have a form or fill out the EO screen, you will be entered in our system as Single, with 0 allowances.
- **SAMPLE EARNING STATEMENT**
- **GENERAL PAYROLL INFORMATION** – *Perm employees*, please be sure to read the information under “Permanent Employees” concerning annualized pay. *Guest/substitute employees*, please be sure to read the information under “Guest Employees”.
- **IMPORTANT DISTRICT ACCOUNT LOGINS SHEET** – identifies the three main account logins that the District uses.
- **WELCOME TO EMPLOYEE ONLINE INFO** – this is where you will be able to view your paystub, view and/or update personal information, and more.

DIRECT DEPOSIT FORM INSTRUCTIONS

Most Important

Direct Deposit is a condition of employment with Highline Public Schools. This paperwork should be turned in within a month of your orientation.

Please be sure to fill out the following sections on your Direct Deposit Form:

- Name, last and first
- Social Security Number
- Bank Name
- Account Number
- Account type – check only one box as we do not split it into different accounts
- Attach to the Direct Deposit form either:
 - A voided check for deposit into a checking account (NOT a deposit slip)
 - A pre-printed savings deposit slip for deposit into a savings account.
 - If you do not have access to checks or a pre-printed savings deposit slip, you may have your bank fax us the following information on their letterhead: Your name, the account number for either checking or savings, and the electronic routing number. Our Payroll Department fax number is **206-631-3386**. Send it to my attention - **Pamela Rutledge**.
 - **PLEASE NOTE** – *if your account information is faxed from your bank, you must still turn in the Direct Deposit Form for your signature. Both pieces must be received in Payroll to set up your Direct Deposit.*
- Sign and date the bottom of the form.

Additional Information

- **Report any changes in your account immediately.** This is especially important if you have had your purse or wallet stolen, or you are a victim of identity theft.
- You may change your direct deposit information at any time by turning in a new Direct Deposit Form and attaching your new bank information.

Check Stub

JANE DOE

Help

A

HIGHLINE SCHOOL DISTRICT NO. 401

NAME: JANE DOE
 W-4: 52
 ADDL FIT: \$0.00
 LOC: 55
 LOCATION: AT.WORK

EMP ID#: 55555
 ISSUE DATE: 09/30/2011
 PAY PERIOD: 09/01/2011-09/30/2011

GROSS PAY 6,914.52
 DEDUCTIONS 2,295.33
 NET PAY 4,619.19

GROSS EARNINGS				EMPLOYEE DEDUCTIONS		EMPLOYER CONTRIBUTIONS	
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
INTERMEDIATE	147.00	47.8405	5,023.25	TR33	345.73	TR33	522.50
TR3 DAYS	14.00	92.2653	753.50	PREMERA BLUECROSS1	442.43	Dental Family UCCI	96.13
EXT SERVICE CERT 26	18.00	26.0000	468.00	TSA	50.00	Dental Fam Vend UCCI	4.85
PROF DEV FULL DAY	14.00	47.8405	669.77	FICA	271.83	NBN VISION	16.00
				MEDICARE	93.85	LONGTERM DISBILTY-CI	13.06
				FEDERAL WITH-HOLDING	998.26	PREMERA BLUECROSS1	670.67
				L&I PENSION	10.40	FICA	401.27
				HEA DUES - 12	81.83	MEDICARE	93.85
				NEAPAC	1.00	L&I PENSION	42.46
						L&I INSURANCE	23.16
						ST UNEMPLOYMENT	27.66
Total			6,914.52	Total	2,295.33	Total	1,911.61

B
Sample

C

D

WAGE BASE INFORMATION			YTD DEDUCTIONS INFORMATION		LEAVE RECORD			
DESCRIPTION	CURRENT	YTD	DESCRIPTION	YTD	TYPE	ACCRUED	USED	BALANCE
GROSS WAGES	6,914.52	54,105.88	FEDERAL INCOME TAX	7,270.72	VAC	0.00	0.00	0.00
FEDERAL TAXABLE WAGES	6,076.36	47,832.87	FICA	2,141.50	SICK	0.00	0.00	444.50
FICA WAGES	6,472.09	50,988.17	MEDICARE	739.35				
MEDICARE WAGES	6,472.09	50,988.17	RETIREMENT	2,705.30				
			TSA	450.00				
			OTHER DEFERRED (*)	3,117.71				
			OTHER DEDUCTIONS (**)	793.18				

E

F

G

MESSAGE(S)

MINI BENEFITS FAIR OCTOBER 6 FROM 3-5PM @ ERAC. OPEN ENROLLMENT FOR INSURANCE CHANGES WILL CLOSE OCTOBER 10, 2011.

DATE: 09/30/2011 DEPOSIT NO. 5555555 NET PAY AMOUNT \$4,619.19

Print

Back

(*) MEDICAL; T-2 PENSION;

(**) L&I, DUES, UNITED WAY; CREDIT UNION DEDUCTIONS;
 SHORT TERM DISABILITY; GARNISHMENTS, ETC.

Take a Look...

HIGHLINE SCHOOL DISTRICT No. 401							
NAME		EMP ID#		GROSS PAY:			
W-4:		ISSUE DATE:		DEDUCTIONS:			
ADDL FIT:		LOC:		PAY PERIOD:		NET PAY:	
LOCATION:		GROSS EARNINGS:		EMPLOYEE DEDUCTIONS:		EMPLOYER CONTRIBUTIONS:	
DESCRIPTION	HOURS	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Section A		Section B		Section C		Section D	
Section E		Section F		Section G		Section H	

Section A

NAME: Name of employee receiving the check.
EMP ID#: Employees' ID# for payroll and HR purposes only.
GROSS PAY: The sum listed in Section B (before deductions).
W-4: Employees' current tax status and number of withholdings. In the example on the front, this person claimed Married (M) with 2 exemptions.
ADDL FIT: Any additional federal income tax money an employee request's to be deducted, will show here.
ISSUE DATE: The date the paycheck becomes valid.
DEDUCTIONS: The sum of all dollars listed in Section C.
LOC: The employees' payroll location code number.
LOCATION: The employees' payroll location name.
PAY PERIOD: The date range of the annualized pay reflected on the paycheck. (*Exception-Subs will be paid for time worked from the 11th of one month to the 10th of the next month, paid at the end of the month.)
NET PAY: The amount paid to the employee for this period. This amount is the result of deducting the Total Employee Deductions from the Total Gross Pay.

Section B

GROSS EARNINGS: This section includes all earnings. All basic contracts or annualized pay, supplemental contracts, regular pay, timesheet pay, optional days, extra service, stipends, overtime, etc.
DESCRIPTION: The description of the hours the employee is being paid for.
HOURS: The amount of hours related to each pay description.
RATE: The rate of pay related to each pay description.
AMOUNT: The total amount due to the employee (before deductions) for each pay description.
TOTAL: The total amount of money earned by the employee.

Section E

EMPLOYEE DEDUCTIONS:

This section includes all deductions that will be subtracted from the employees' Gross Pay to determine the Net Pay. These deductions include both mandatory benefits (FICA, Medicare, L&I, and Federal Withholding), in addition to insurance and other deductions the employee has elected. Retirement deductions will show as PRS1, SERS2, SERS3, TRS1, TRS2, etc. depending on your membership enrollment.

DESCRIPTION: The description of the benefit paid for by the employee.
AMOUNT: The amount of money being deducted from the paycheck for each related benefit.

TOTAL: The total amount of employee paid deductions.

Section D

EMPLOYER CONTRIBUTIONS:

This section includes all "employer" contributions that are paid on the employees' behalf. These include the employers' portion of the mandatory benefits, in addition to any insurance, medical, dental, or any other deductions that employees' have elected, and/or are eligible, to receive.

DESCRIPTION: The description of the benefit paid for by the employer.
AMOUNT: The amount of money paid to each related benefit by the employer.

TOTAL: The total amount of employer paid deductions.

Section E

WAGE BASE INFORMATION:
DESCRIPTION: The description of the wage being calculated.
CURRENT: Amount totals pertaining to current pay period only.
YTD: Year-to-date money earned for each description.

This section is accumulated each month to reflect year-to-date dollars (January through December).
 The description of the wage being calculated.
 Amount totals pertaining to current pay period only.
 Year-to-date money earned for each description.

Section F

YTD DEDUCTIONS INFORMATION:
DESCRIPTION: The description of the deduction being calculated.
YTD: Year-to-date amount totals for each description.
OTHER DEFERRED: Amount totals for medical deductions.
OTHER DEDUCTIONS: Amounts totals for L&I, STD, UGN, Union Dues, etc.

This section is accumulated each month to reflect the year-to-date deductions (January through December).
 The description of the deduction being calculated.
 Year-to-date amount totals for each description.
 Amount totals for medical deductions.
 Amounts totals for L&I, STD, UGN, Union Dues, etc.

Section G

LEAVE RECORD:

TYPE: A description of the type of leave the employee has.

This section will display the current leave(s) accrued and used for the appropriate reporting period, along with the balance.

ACCRUED: The amount of leave the employee accrued for the current pay period.

VAC = vacation leave SICK = sick leave

USED: The amount of leave the employee used for the current pay period.

The amount of leave the employee accrued for the current pay period.

BALANCE: This is the balance of each leave type the employee has earned and/or used in appropriate reporting period.

The amount of leave the employee used for the current pay period.
 This is the balance of each leave type the employee has earned and/or used in appropriate reporting period.

Section H

MESSAGE(S):

Any information that the payroll department would like to share with the employee, will display here.

This sample paycheck shown in 50% reduced size.

GENERAL PAYROLL INFORMATION

- Payday for all employees is once a month and is always the last **business** day of the month. “Pay stubs” for all District employees will be available on their Employee Online (EO) account.

PERMANENT EMPLOYEES

- **Annualized pay** – ALL the pay a permanent employee is to receive for the current school year is divided by the months remaining in that fiscal school year (September thru August). *For example, a 9-month employee beginning in September, will work from September through June, but will also receive pay for July and August. The “pay” earned working from September through June is “spread out” over September thru August.*
- The **pay period** is from the 1st thru the end of the month, but the **reporting period** for absences and additional pay (ie. overtime) is from the 11th of one month through the 10th of the next month, paid at the end of the month.
- **Sick leave** – all permanent employees receive sick leave each school year. The amount of sick leave each employee receives is determined by their individual bargaining agreement (CBA), which can be viewed on the District website under Departments; Human Resources; Contracts. (Some employee group examples below.)
 - **HEA (certificated)** - receive 12 days frontloaded at the beginning of the school year. If the employee’s start date is later, the amount of the frontload will be adjusted. *For example, at the beginning of the school year a full-time teacher will be frontloaded 84 hours.*
 - **Teamsters 1** – accrue sick leave on a monthly basis, based on scheduled hours worked per day.
 - **Teamsters 2** – accrued based on base contract hours, half frontloaded twice a year, in October and February.
 - **Teamsters 3** – accrued based on base contract hours, half frontloaded twice a year, in September and February.
- **Vacation** – most classified employees receive accrued vacation based on hours worked and using a years-of-service accrual factor found in their CBA. Classified 9, 10 and 11-month employees will receive an annual vacation cash-out for all vacation hours accrued through the end of May, on their June paycheck, and for hours accrued in June, on their July paycheck.

GUEST EMPLOYEES

- Pay period is from the 11th of one month through the 10th of the next month, paid at the end of the month. *For example, a Guest Employee who works from January 11th through February 10th will be paid at the end of February for those hours. If they work February 11th through March 10th they will be paid at the end of March for those hours.*



Important District Account Logins

***Computer Login** (This will allow you to log onto the computer and district network)

Username: (***usually*** the first 6 letters of your last name, 1st initial of your first and 1st initial of middle name, if you have one. However, if you have not been assigned a Username yet, please check with the Help Desk first.)

Password: (default is your birthday (XX/XX/XXXX))

****For assistance contact the Help Desk at 206-631-7676***

***Employee Online Login** (This will allow you to access your pay stub, edit your personal information, current pay information and more!)

User: (your 5 digit employee ID#)

Password: (the last 4 numbers of your social security number)

****For assistance contact Payroll at 206-631-3058***

***Substitute Login – AESOPonline.com** (This allows you to log into the substitute system - for subs, to pick up sub assignments; for perm employees, to request a sub for an absence)

ID#: (your 10 digit phone number)

PIN#: (this number will be assigned to you)

****For assistance contact the Sub Office at 206-631-3060***