

# PAYROLL FAQ

## **When is Payday?**

Payday for ALL employees is the last working day of the month. Please refer to the list of Pay Dates.

## **Where do I pick up my paycheck paystub?**

Permanent employee: Checks and pay stubs are delivered to the sites the morning of payday.

Substitutes: Checks and pay stubs are mailed to the address we have on file for you.

*Note: During the summer and any other time when the schools are closed on paydays, live checks and direct deposit stubs will be mailed to the address on file.*

## **How do I sign up for Direct Deposit and when will this be effective?**

Please contact Payroll to obtain a form. After filling it out, please attach a voided check or bank direct deposit authorization form then return the ORIGINAL to Payroll/Benefit Services via mail/PONY. Due to security reasons, if mailed/PONY, Payroll will contact employee for verification. If you personally drop it off with one of the Payroll employees, please bring a valid ID. You will receive an ACTUAL warrant for the first month. Please allow 1-2 pay periods for your direct deposit to be effective.

## **I am resigning from SMFCSD. Will my accumulated sick leave be paid out to me?**

PERS and STRS regulations prohibit any district from paying out sick leave. However, it can be transferred to a new school district, county or city in California. Notify your new employer that you have sick days from SMFCSD and they will send us a form to transfer. If you are retiring, your sick days will be forwarded to PERS or S'TRS and used to increase your service credit.

## **Who Should I contact about my rate of pay and salary placement?**

Please contact Human Resources to learn your rate of pay and salary placement.

## **Why didn't I receive my paycheck?**

Several situations can cause delay or non-receipt of compensation.

- No pre-approved position control is on file.
- Approved time sheet was not submitted to the Payroll office
- Approved time sheet was submitted after the due date
- Your credential (for certificated personnel only) has expired.
- Medical or personal unpaid leave was taken in pay period.
- You were hired after the payroll closed.
- Timesheet missing approval

## **I lost my paycheck. What can I do?**

A lost paycheck must have a stop payment placed on it. Fill out an affidavit form and return it to payroll. It takes at least 5-10 business days to complete and reissue the check.

## **I worked extra hours and/or overtime. When am I paid for this extra work?**

Extra hours are paid on the end of the following month. For example, if you had extra hours/overtime in February, the extra hours/overtime will be paid out on March 29<sup>th</sup>.

## **What if there is an error on my paycheck?**

Discrepancies in pay, time reporting, and any issues relating to payroll should be reported immediately to payroll. After researching the issue, payroll will make the necessary corrections as needed and notify you describing the corrections.

## **What if I resign or retire, what will happen to my last paycheck?**

Your last paycheck will be a live check and will be mailed to the address on file.

## **What if I need copies of my W2(s) or Pavstub(s)?**

Please contact Payroll. You need to fill out a request form and upon receipt please allow 7-10 business days for processing. Additional option is registering for Employee Self Service (ESS). For instructions please contact Payroll.

Payroll Contacts:

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