TAMALPAIS UNION HIGH SCHOOL DISTRICT

FREQUENTLY ASKED QUESTIONS
PAYROLL

1. When do I get paid?

Contracted Employees:
Contract Pay – Last working day of the month | Paychecks/Paystubs are mailed home
Overtime/Extra Hours Pay – 10th of the month | Paychecks/Paystubs are mailed home

Substitute Employees/Professional Experts/Student Workers:
10th of the month | Paychecks/Paystubs are mailed home

Please refer to **When is Payday?** for additional pay dates and pay types.

2. Can I pick up my paycheck?

If you do not have direct deposit, your check will be mailed to your mailing address that we have on file. You can also access your paystubs on our Employee Self Service Portal.

All TUHSD employees are eligible for direct deposit. The Payroll Department recommends enrolling in direct deposit to avoid delay in receiving a paycheck as a result of the postal service.

3. Why am I being docked?

Usually, employees are docked due to the fact that their vacation, sick leave or personal necessity days have been exhausted. Please contact us for additional information and other reasons you may have been docked.

4. Are the sick leave and vacation hours on my pay stub current?

The leave balances on your pay stub reflect balances ending the month prior. (***example: pay stub for May 30 will reflect balances as of April 30***) ~ **NOTE**: if we received any attendance after processing date, your balances may not be current. Please check your balances on the Employee Self Service Portal prior to contacting Payroll.

5. How often can I change my Federal and or State withholdings?

You can change your withholding (Federal form W-4 and CA form DE4) once a month. Any changes must be turned in by the 10th of the month in order to take effect with that month's paycheck. Forms are available on the website or in the Payroll department. Please forward completed original forms to Payroll.