

## Payroll Department Information

Jesus Fonseca, Director Of Payroll/Bus. Operations	Ext. 36977
Gracie Cárdenas, Payroll Specialist Monthly	Ext. 36573
Mary Ann Molina, Payroll Specialist Biweekly	Ext. 36582
Lissete Cardoza, Payroll Bookkeeper	Ext. 36584

Payroll payments for extra-duty pay, stipends, or any payments other than the normal payroll, must be sent to the appropriate department for approval **prior** to being sent to the Payroll Department for processing. A completed overtime memorandum with prior authorization is required prior authorizing employee to work said hours. For staff working staff development hours, a Participant Contract Staff Development Stipend form must be completed.

A copy of the schedule of the Pay Dates and Cut-Off Dates is posted on the WISD website at the following web address (<https://www.wisd.us/employees>). This schedule must be adhered to in order to allow time for the information to be processed by the Payroll Department. **For Biweekly payroll**, please remember that time sheets/forms for payment for work included in the period prior to the cut-off dates (Fridays) must be received in the Payroll Department by the following Monday. **For Monthly payroll** all payroll information is due the 1<sup>st</sup> day of the month to be effective for that pay period. **Failure to follow this timeline will result in the employee receiving payment in the following pay period.**

W-4 form changes need to be completed and submitted via Weslaco ISD Employee Information Portal, prior to the next pay period in order for them to be in effect. Copies of paycheck stubs and Form W-2 can be obtained from the Employee Information Portal or Payroll Department.

## Timecards and Timesheets

All district positions are classified as exempt or nonexempt according to federal law. Professional employees are generally classified as *exempt* and are paid annual salaries. They are not entitled to comp time or overtime compensation. Other employees are generally classified as *nonexempt* and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek.

The FLSA requires employers to keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Therefore, each department supervisor should utilize **Timeclock Plus** to ensure the following is recorded for all hourly and salaried non-exempt employees:

- Pay period covered
- Total hours worked each day
- Total hours worked each workweek

For the purpose of calculating overtime for nonexempt employees, a workweek begins at 12:00 a.m. Saturday and ends 11:59 p.m. on Friday. Overtime is legally defined as all hours **worked in excess of 40 hours** in a workweek. Each workweek stands alone

in computing the number of hours worked. Employees will be compensated for overtime at a time-and-a-half rate with compensatory time off (comp time) or overtime pay.

Weekly time records should be maintained on all nonexempt employees for the purpose of wage and salary administration. Each Department Supervisor must ensure that all reviewed by the employee via **Timeclock Plus** and reviewed by the supervisor weekly. They must reflect the total hours worked per day for all non-exempt employees. If an employee is out on leave (i.e.: sick, personal, vacation, etc) no work hours should be recorded during that time. All comp time earned and overtime paid should be reflected on the Timesheet or Employee Attendance Record. In the event the Timeclock Plus system is not working, a manual timesheet must be maintained for all nonexempt employees.

### **PROFESSIONAL EXTRA DUTY**

Submit Payroll Request Form, with account number, signed by person and principal/department director. Attach time sheets for services rendered signed by each employee and supervisor. Attach documentation that supports approval for compensation by the Superintendent.

### **PARA-PROFESSIONAL EXTRA DUTY**

Submit Payroll Request Form, with account number, signed by person and principal/department supervisor. Attach documentation that supports approval for compensation by the Superintendent. If extra duty is to be paid from regular salary account, employee should record time worked by the following:

### **EXTRA DUTY PAY**

#### **Professional (6118) & Para-professional (6121) Part-Time/Temporary**

Paid minimum daily or hourly rate on pay scale as approved by Compensation Plan.

Submit biweekly time sheet to supervisor and then forwarded to MaryAnn Molina (969-6582)

Attach original signed time sheet indicating extra duty/overtime hours.

Attach Supplemental Payroll Request Form indicating name, social security number, account number and signatures.

#### **Professional (6118) Extra Duty**

Submit signed monthly time sheet to director and then forwarded to Gracie Cárdenas (969-6573)

Attach completed Supplemental Payroll Request Form

Attach extra duty pay memorandum approved by Superintendent

## **PAYROLL ACCOUNT CODES**

6112 Instructional Substitutes  
6118 Professional Extra Duty  
6119 Professional Salaries  
6121 Para-Professionals & Support Personnel Extra Duty/Overtime  
6129 Para-Professionals & Support Personnel Salaries  
6141 FICA/Medicare  
6142 Group Health, Dental & Life Insurance  
6143 Workers Compensation  
6145 Unemployment  
6146 Teacher Retirement

### **SUMMARY**

The following documentation is required for submittal to the payroll department in order for payroll processing to occur:

- Request for Overtime Memorandum approved by Superintendent
- Payroll Request Form and time cards(Biweekly Employees)
- Required Signatures by Fund.

**Failure to submit the preceding documentation will result in nonpayment of employee until the following pay period. You will be responsible in explaining to employee as to why they have not been compensated in current pay period.**

### **END OF YEAR RETIREES**

Professional Personnel who retire at the end of the school year may submit an exit form that contains a written request directing the Payroll Department in May to have their summer pay (June-Aug) paid in full to them on May 31, 20XX. The exit form can be obtained from the Human resource Department. Remind employee that for Form W-2 purposes, a current address needs to be on file with the payroll department.

## **SUMMER PAY**

Address changes should be made through the Employee Information Portal or Human Resources Department. Weslaco ISD employees are required to participate in Direct Deposit, therefore, only Direct Deposit Advices will be emailed individually on payday.

## **PROCEDURE FOR PROFESSIONAL DUES THROUGH PAYROLL DEDUCTION**

The payroll office will make payroll deductions for professional dues for District employees. Listed below are the procedures to be followed:

1. For monthly paid employees wishing to join a professional organization other than TCTA, all forms must be in the payroll office no later than October 1 of each year with the employee's signature and social security number legibly written. The payroll office will take ten (10) equal deductions beginning September through and including May of each year. For those organizations choosing to rollover membership from year to year, only new member applications and drop slips are required.

2. For monthly paid employees wishing to join ATPE, all forms must be in the payroll office no later than September 5 of each year with the employee's signature and social security number legibly written. For ATPE, the payroll office will take four (4) equal deductions beginning October through and including January of each year. For those organizations choosing to rollover membership from year to year, only new member applications and drop slips are required.

3. For biweekly paid employees, all forms must be in the payroll office no later than September 1st of each year with the employee's signature and social security number legibly written. The payroll office will take sixteen (16) equal deductions beginning with the first September paycheck and ending with the last May paycheck of each year.

4. When submitting applications for deduction to the payroll office, separate the monthly applications from biweekly applications.

Any variations from these procedures must be cleared with the Business Office no later than September 1st of each year.

## **SOUTH TEXAS FEDERAL CREDIT UNION**

### **GENERAL PROVISIONS**

Biweekly employees of Weslaco Independent School District may utilize payroll deduction for savings and loan payments to South Texas Federal Credit Union. The total of Regular Share Accounts, Share Draft Accounts, and Share Certificate Accounts are collectively insured up to \$100,000 by the Administrator of the National Credit Union Administration for each member account.

Deductions for the South Texas Federal Credit Union will be made upon receipt of the proper forms from the Credit Union by the 1st of any month. To change or stop an automatic deduction to the Credit Union, the District employee must go to the Credit Union and complete the proper forms. These forms then will be forwarded to the Weslaco ISD Payroll Department.

Weslaco ISD employees seeking more information about utilization of Credit Union services may contact South Texas Federal Credit Union in any of the following ways:

by calling the STFCU office at 969-6295, or

by visiting the STFCU office at 401 North Westgate Drive, or

by mail to the STFCU office at P.O. Box 3309, McAllen, Texas 78502-3309

## **PROCEDURE FOR SUMMER PRE-PAID INSURANCE**

Biweekly employees who do not receive pay during the summer months which is large enough to cover their insurance premiums will be deducted for voluntary insurance premiums in April, May and June for July, August coverage.

Voluntary products should be paid at Risk Management in order to cover for summer months.

Employees will receive notice of the amount to be deducted in March.

## **WESLACO INDEPENDENT SCHOOL DISTRICT**

### **EMPLOYEE PROCEDURE FOR 403(B) ACCOUNTS**

The following procedure is in place for those employees wishing to begin payroll deduction for a 403(B) account:

1. The third party administrator (TSA) can provide a list of approved vendors who have met the requirements of the Teacher Retirement System of Texas and Weslaco Independent School District. Only those vendors on the approved vendor list can solicit new accounts with Weslaco Independent School District employees.
2. Each employee/company will be required to provide Weslaco ISD with a Salary Reduction Agreement and Disclosure Statement completed and signed by the employee and the company by the end of the month preceding the month in which salary reduction is to begin. The completed forms sent to:

**TSA Consulting Group Inc.**

**28 Ferry Road SE**

**Fort Walton Beach, FL 32548**

**Toll Free: 1-888-796-3786 ext. 206**

**Local: 850-362-6840**

**Fax: 1-866-483-3143**

**[www.tsacg.com](http://www.tsacg.com)**

3. The third party administrator will review the forms received by the first day of each month and submit the participant list and their corresponding salary deduction amounts to Weslaco ISD by the tenth of each month. The payroll deduction amount will remain in effect until a new salary reduction agreement and disclosure statement is received and approved by the third party administrator.
4. Cancellations can occur by signing a drop form at the WISD Business Office. For Weslaco ISD purposes, a change occurs when a contribution amount is increased, decreased or ceases altogether. Employees can increase, decrease or cease payroll deduction by providing Weslaco ISD with a district/third party administrator approved salary reduction agreement and disclosure statement signed by the employee by the end of the month proceeding the month in which the change is to be effective.

### **PROCEDURE FOR DIRECT DEPOSIT**

- Weslaco ISD Direct Deposit changes (cancelations/additions) must be made through the Employee Service Portal before the last day of the month to be effective for next pay period
  - Employees can log on to the Weslaco ISD Employee Portal to see the direct pay deposited on their behalf into their respective banks.
  - The District's Depository Bank will advise Weslaco ISD of any rejected direct deposits.
- 
- **If for some reason an employee's account is closed or for any other reason a bank declines a deposit, Weslaco ISD cannot reissue the funds to the employee**

**until they have been returned by the Federal Reserve to Weslaco ISD's Payroll Account.**

- **If an employee's banking information is compromised (lost or stolen purse, wallet) it is imperative that the employee notify their banking institution to close account associated with information lost/stolen. Employee should immediately come to the WISD Payroll Department and cancel their Direct Deposit Authorization. WISD will not be held liable for lost funds if a Direct Deposit is sent and account remains active.**

- Direct Deposit continues from year to year and month unless an employee terminates employment or submits an Weslaco ISD Cancellation of Authorization Agreement form available at the Payroll Department.

## **PROCEDURE FOR PROVIDING PAYROLL INFORMATION**

- Employee whether current or former, should contact the Payroll Department in person to request payroll information desired. Due to the sensitivity of payroll information, phone calls will not constitute a formal request.

- Proper photo identification will need to be provided in order to attest the employee's identity. In case of former employees who no longer reside in area, they will have to email photo identification to Payroll Department. Former employee will have to contact former supervisor that can attest to the individual's identity. Former supervisor will then contact Payroll Department attesting that ex-employee is who he is.

- Payroll information will not be transmitted electronically.