



Santa Maria Independent School District

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Payroll Department

Procedure Manual

Fiscal Year 2014-2015

Payroll/Benefits/Workers' Compensation Table of Contents

Introduction	3
Biweekly/Monthly Payroll	4
Employees' Paychecks	5
Distribution of Checks	5
Paycheck Discrepancies.....	6
Voluntary Deductions	7
TRS, Court Orders/IRS Deductions	8
State and Federal Income Tax Withholding	8
Social Security and Medicare Tax.....	9
W-2 and Workers' Compensation Insurance.....	9
Payroll Procedures.....	13
District Board Approved Policy	17
Appendix A	18
Payroll Forms.....	19

Payroll/Benefits/Workers' Compensation Manual

Payroll/Benefits/Workers' Compensation (Payroll Department) manual is designed to provide a set of standardized guidelines for SANTA MARIA I.S.D Employees. The Payroll Office abides by state and federal laws, labor agreements, Bureau of Labor standards, and the policies of SANTA MARIA Independent School District

The ***Payroll Department*** provides guidance for processing to employees pay/ deductions and workers compensation. The policies and procedures apply to all campus and departments. The manual is managed by the Payroll Department, which is part of the Business Office.

Payroll Department is responsible for two types of payrolls: biweekly and monthly.

Biweekly Payroll

It is required that the Biweekly Payroll Timesheet be used to sign-in and sign-out and that hours be recorded daily. The campus or department may utilize sign-in/sign-out records for all employees, including cafeteria workers, custodians, transportation workers and cross guards. This sign-in/sign-out sheet is the source of document for preparing biweekly payroll timesheet. The timesheet is to be maintained by the secretary or other designee as authorized by the Principal/Department Head. If an employee is absent, an absent duty timesheet should be fill out with employee's signature (signature should be obtained if employee is available to sign and submitted to Human Resources).

Monthly Payroll

A scheduled date on which pay authorization documents must be received in Payroll Department to be processed for a specific month is available on the monthly payroll calendar schedule, usually by the 10th of the month.

Extra Duty Pay – Para-Professional

- ✚ Submit Payroll Request Form, with account number, signed by person with purchase order approval path authorization.
- ✚ Attach original time sheets for extra duty services.
- ✚ Attach a copy of regular job time sheets.

Extra Duty Pay –Professional

- ✚ Submit Payroll Request Form, with account number, signed by person with purchase order approval path authorization.
- ✚ Attach original time sheets for services rendered signed by each employee and supervisor.

Payroll Procedures

Please abide by these procedures. Failure to abide by these procedures may result in certain payroll checks being held for payment until the following payroll cycle. These procedures are being implemented and enforced so that our payroll department can become more efficient, consistent and timely in its operations.

Direct Deposit

Direct deposit is available to all SMISD employees. Direct deposit can be made to any bank account in the United States Federal Reserve Banking system as long as an account number and routing number are available. The appropriate form is available from the Payroll Department or online on misdtx.net website. Employees should check their bank account on the payroll date. In the event the employee's pay does not post to their account, please contact the payroll department. A replacement check will be issued to the employees once the employees' bank rejects the ACH direct deposit. ACH direct deposit returns may take as long as two to three banking days.

Direct deposit will be cancelled and the employee will be paid by check in the following situations: employees, who retire, resign, are terminated or request a payoff. It is the employee's responsibility to properly plan for delays in availability of their funds.

Employees' Paychecks

All professional employees are paid monthly. Auxiliary, para-professionals and substitute teachers are paid every two weeks. If an employee is unable to receive their check, the employee's pay check will be released to another person with the employee's written authorization. An employee's paycheck contains detailed information including deductions, withholding information, and amount of leave accumulated.

Distribution of Checks

An employee's paycheck is routed to the employee's campus or department. The campus secretary or other designee as authorized by the Department Head or Campus Administrator/Principal delivers checks to employees.

If you erroneously receive a paycheck for an employee who is not located at your campus/department or for an employee who is no longer assigned to your campus/department, or for an employee out on an approved leave, such as workers' compensation, medical or education leave, please return the check to the Payroll Department. Please do not mail or hold any checks.

Payroll Calendar

The payroll calendar is used to define the payroll pay periods, pay dates, and the deadline to have the source documents of activity for the defined pay periods to the payroll department for processing by the appropriate pay date. See monthly/biweekly payroll calendar on the district's website.

Paycheck Discrepancies

In the event an employee does not feel he/she has received proper payment for extra duty, tutorial, or any other after school activities, the employee should first contact the campus/department secretary. They will contact the payroll department.

Salaries

Any question regarding salaries, absences, FMLA and leave balances, must be directed to Human Resources. (956) 565-6308 ext. 1010.

Employees' Records Updates

It is important that employment records be kept current. Employees must notify Human Resources Office (956) 565-6308 ext. 1010 if there are any changes or corrections to their address, legal name and/or telephone/cell number.

Update your beneficiary designation any time you experience a life change event such as marriage, divorce, or death of your beneficiary. To update your beneficiary, you will need to complete "Designation of Beneficiary" all original forms are available at Payroll Department (956) 565-6308 ext. 1007.

Policy

Both mandatory and voluntary deductions may be withheld from an employee's paycheck once authorized by the employee.

Voluntary Deductions

Voluntary deductions are authorized by the employee and include, but not limited to:

- Voluntary Insurance Elected
- Other deductions

Charitable Deductions(if applicable)

These deductions are authorized by the employee during the year.

Optional Deductions

Health insurance, vision, dental, cancer, additional life, short-term disability and other health related coverage are available.

Annuities

The district also allows purchase of annuities.

Required Deductions

Full-time employees of the SMISD do not contribute to the social security system. Instead, they participate in the Teacher Retirement System of Texas, local and member funded program.

All SMISD employees are required to file an IRS form W-4. The amount deducted from an employee's check depends on how many exemptions and filing status claimed by the employee. Employees file this form when they are first hired, but may change their exemptions or status once a year or whenever an event occurs (new baby, divorce, death of spouse, marriage).

TRS Deductions

All full time employees are required to contribute 6.4% of their salary, which is sheltered from income tax, to their individual retirement account with Teacher Retirement System of Texas and .65% to TRS-Care for a total of 7.05% deduction from wages. Santa Maria ISD pays an additional .55% to TRS-Care on the employees' behalf. It is the responsibility of the member to report changes to TRS, such as, change of address, change of beneficiary, name change, etc.

Appropriate forms are available from the Human Resource or Payroll Departments. Any questions concerning TRS can be directed to the Payroll Department or call TRS directly at 1-800-223-8778.

Court Orders/IRS Deductions

Child support payments are processed by payroll only when properly received from a county Child Support Office, from the Child Support Services division of the Attorney General's office or appropriate court of jurisdiction. It is the employee's responsibility to file a change of employment request with State Child Support Office. Tax levies from the Internal Revenue Service or payment orders from the Texas Guaranteed Students Loan Fund for repayment of student loans are also processed by Payroll Department, and are mandatory employee deductions when properly received by the SANTA MARIA ISD.

State and Federal Income Tax Withholding

Deductions are determined by the filing status provided by the employee's W-4. If no W-4 is filed, employee's withholding is based on

a default of single status with zero dependents. Withholding is determined by graduated tables provided by the Federal and State governments (see Appendix A).

Social Security and Medicare Tax

Deductions for Social Security and Medicare tax are based on certain percentage rates set by the federal government. Annual **maximums** are set by the Social Security Administration for Social Security subject wages. Once the maximum amount has been withheld, no further deduction is taken until the following January. The percentages for Social Security and Medicare tax may differ from year to year. Both the rate and the maximum amounts are on the online Fact Sheet available at the Social Security Website. Members of TRS do not pay into Social Security.

W-2

On or before January 31st each year, the District issues W-2's. Employees should verify their information on the W-2 and should report discrepancies to the payroll department.

Workers' Compensation

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to a supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

PROCEDURES 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:

Texas Federation of Teachers/AFT (TFTAFT), Texas State Teachers Association/National Education Association (TSTA/NEA), and Association of Teachers Professional Educators (ATPE) are rollover membership from year to year, only new member applications or drop slips are required on/or before September 1, of each school year.

Texas Federation of Teachers/AFT (TFT/AFT) – the Benefits Department will take four(4) equal payments for monthly and eight(8) equal payments for Bi-Weekly, beginning September.

Texas State Teachers Association/National Education Association (TSTA/NEA) - the Benefits Department will take nine(9) equal payments for monthly and eighteen(18) equal payments for Bi-Weekly beginning September.

Association of Teachers Professional Educators (ATPE) – the Benefits Department will take three (3) equal payments for monthly and six (6) equal payments for Bi-weekly beginning October and including the month of December.

Employees wishing to join a professional organization such as Texas Industrial Vocational Association (TIVA), Texas Association of Secondary School Principals (TASSP), Family and Consumer Sciences Teachers Association of Texas (FCSTAT), Texas Classroom Teacher Association (TCTA), AND Texas Elementary Principals & Supervisors Association (TEPSA) must turn in all membership forms to the Benefits Department no later than September 1, of each year with the employee's signature and social security number legibly written. The Benefits Department will take four (4) equal deductions for monthly and eight (8) equal payments for Bi-weekly employees beginning September and including the month of December of each year.

Employees submitting applications for deductions to the Benefits Department must note whether the employee is a monthly or Bi-Weekly employee.

Any variations from these procedures must be cleared with the Business Office no later than September 5th of each year.

Employee Health Insurance

The District provides full time employees the opportunity to choose one of two levels of health insurance coverage, the basic and high plans. The plan will be administered by TRS ACTIVE CARE. The District contributes the monthly premium for basic health insurance coverage for all full time employees. Premiums for the high health insurance coverage plan may be paid under the Flexible Benefits Plans or Section 125 "Cafeteria" plan. Coverage becomes effective on the first day of employment.

For details of the plan structure and benefits payable, contact Payroll Department at 565-6308 ext. 1007.

Procedure for Summer Pre-Paid Insurance

Bi-Weekly employees who do not work year round will be deducted for their insurance payments in 9 months (18 deductions).

Only the following insurance premiums will have an extra summer deduction: Health insurance plan, and Ameritas. The premiums for June, July and August will be collected beginning September 1 and ending May 31.

Life Insurance

Available for Employees as a deduction.

District and Employee Medical Contributions

The current health insurance plan premiums may be viewed on the district's website.

Helpful Contacts

From time to time, employees may have questions or concerns regarding mandatory or voluntary deductions, employees are encouraged to contact the appropriate department as listed on the district's website.

Accounting Codes

Account codes define the type of activity paid or deducted, such as academic pay, classified pay, and other payroll expenses.

Payroll Cost Codes

This major classification includes the gross salaries or wages and benefit costs for employee service. And employee is paid a salary or wage.

6112 Salaries or wages for substitute teachers'

6116 Retired Teacher (Locally Defined)

6118 Extra Duty Pay for Teachers and Professional Personnel

6119 Salaries or Wages for Teachers and other Professional exempt personnel as defined by the Fair Labor Standards Act.

6121 Extra Duty Pay/Overtime for support personnel

6125 College Tutors

6129 Support Personnel

Accounting Payroll Codes

Any question regarding accounts or budget balances must be directed to your immediate supervisor, Business Manager, and Accounts Payable Clerk in in the business office.

SANTA MARIA ISD

Extra Duty Pay/College Tutors/Curriculum Writing

Time Card

- Position
- School/Department
- Full Name As On Social Security Card
- Social Security #
- Pay Period
- Signed by Employee
- Signed by Principal or Administrator (No Stamps Allowed)

Payroll Request Forms

- Must be alphabetized
- Employee name column must be **last name first** and then first name. **(No Nicknames)**
- Social security numbers must be correct or form will be returned and the employees will not get paid on time.
- Attach the copies of the time card to the payroll request form in the order that the names appear on the payroll request form.
- Make sure that the totals are correct at the bottom of each payroll request form.
- Must be signed by the Principal or Administrator (No Stamps Allowed)
- **Original payroll request form and a copy of the timecard must be submitted to the Payroll Department by the 10th of every month unless notified of a different date.**

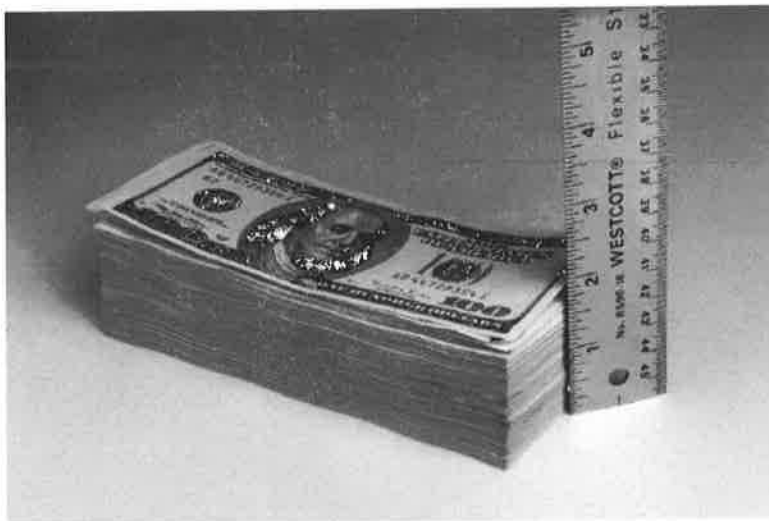
General Information

- All due dates and times must be kept in order for central office to process and the employee gets their check on time. **There will be no exceptions.**

***Original Forms
Must be
Submitted to
Payroll
Department***

Appendix A

Income Tax Withholding



Payroll Forms

