



PAYROLL INFORMATION

Selection of Pay Frequency:

Richland County School District One employees are paid every two weeks according to the approved salary schedule. All 12 month employees receive 26 paychecks. All employees who work less than 12 months are provided the opportunity to select one of two options for payment of their salaries. **Employees starting work after October 31 each year, who are not 12 month employees, will not be offered year round pay (26 pays) in their first year of employment. They will receive notification from Payroll in the spring giving them the option for 26 pays for the following school year.**

The options for each work group follow:

- 9 month employees, choose either 21 (work year only) or 26 (year round) paychecks. (Note: 9 month employees at Forest Heights have a choice of 23 or 26 year round paychecks).
- 10 month employees, choose either 22 (work year only) or 26 (year round) paychecks per year.
- 11 month employees, choose either 24 (work year only) or 26 (year round) paychecks per year.

An employee's annual salary is divided by the number of paychecks in the payment option selected to determine the salary for each paycheck. This becomes the gross amount of the check. Out of this amount, taxes and other deductions must be taken. The remaining amount after all deductions is the net salary and is the amount actually received in the paycheck.

New employees are provided a form in orientation to select the number of paychecks they wish to receive. Once 26 (year round) paychecks is selected, employees will not be allowed to change. Therefore, it is important that careful consideration be given to the decision of which pay option to select. Selecting fewer pays means receiving more money per payday, but then there will be periods of time (summer) that no income is received.

Employee work year:

No employees are paid for holidays, winter break, or spring break. The days in the work year do not include holidays.

Verifying salary accuracy:

Estimating Bi-Weekly Salary:

Step 1. Enter annual salary as provided by Human Resources	\$35,000
Salary is based on work days only	
Step. 2. Enter number of pays you have selected:	26

(use chart below to assist you)

<u>Employee Category</u>	<u>Work Year</u>	<u>Pay Options</u>
Twelve Month Employees	240 days	26 pays
Eleven Month Employees	220 days	24 or 26 pays
Ten Month Employees	200 days	22 or 26 pays
Nine Month Teachers	190 days	21 or 26 pays
Nine Month Forest Hts Teachers	190 days	23 or 26 pays
Nine Month SNA Managers	186 days	21 or 26 pays
Nine Month Classified	184 days	21 or 26 pays
Nine Month Forest Hts Classified	184 days	23 or 26 pays
Nine Month SNS workers/cashiers	182 days	21 or 26 pays
Nine Month STS Drivers/Aides	180 days	21 or 26 pays

****Estimating Bi-weekly Salary**** (\$35,000/26 pays) = \$1,346.15

****Exceptions:** Persons starting after the first day of their scheduled work year will have their pay pro-rated based on the number of work days remaining multiplied times their daily rate to determine the salary to be paid in their initial year of employment.

Example of Computing Daily Rate of Pay:

Step 1. The annual salary as provided by Human Resources =	\$35,000
Step 2. Divide by days in your work year (see chart above) =	190
Daily Rate of Pay	\$184.21

NOTE: For employees working less than 240 days who select the 26 pay option, absences could result in deductions over more than one pay period. For example, a 190 day employee with an annual salary of \$35,000 selects 26 paychecks. Their daily rate is \$184.21. A deduction of ten days would be \$1,842.10. However, because the employee selected 26 pays, their bi-weekly is \$1,346.15. Therefore, the employee would not receive a check and have \$495.99 (\$1842.10-\$1345.15) deducted from their next pay check. Salary is based on work days only.

Absence Records:

Absences are reported two weeks behind. Therefore, the information on absences and leave balances is NOT current on paychecks or on Munis Online and in the payroll system. Please keep that in mind when calling in and taking days off. If an employee takes more time than the allowed allotment of time off he or she will be docked. Also because of the two week delay in recording, docks will occur two weeks later. The dock will be at the employee's full daily rate of pay.