Roseville Joint Union High School District
Accounting Department – Payroll – (916) 782-6565
Ext. 1030 – Employees with Last Names A – K
Ext. 1023 – Employees with Last Names L – Z
Ext. 1028 – District Benefits Coordinator

General Paycheck Information for Employees

District Fiscal Year: July 1 – June 30. **Typical School Calendar**: August – May

The following may or may not affect your paychecks:

Pay Periods:	**Affects:**	**Action:**
July	Teachers – 1st year with District	New Teachers do not receive a prior-to-school-calendar July paycheck.
July	Teachers – 12-months paid	Continuing 12-months-paid Teachers are prepaid in July
August – May	Teachers – Hired **after** July 1, 2013	Newer-hired Teachers receive 10 pay-checks August–May. (Will receive two "net checks" in June and July without any deductions). The net checks are the result of monthly "Summer Pay Withholdings." See FAQ #4 on the next page for details.
August	Teachers – 1st year with District	1st Year Teachers health benefits begin September 1. Benefits are pre-paid one month in advance. (August deduction for September coverage.)
August – May	Teachers – RSEA and CTA members	RSEA and CTA dues are taken out of paychecks over ten months. (August–May)
July – June	CSEA members (Classified employees)	CSEA **State** dues are taken monthly based on an employee's work year calendar (10- 11- 12-month position) with an annual maximum of $472.50. CSEA **Local** dues are taken out of paychecks over ten months (August–May)
August – May	Employees with elective Section 125 Plans (FSA)	Section 125 Plans (Flex Spending Accounts) are effective July 1, however, deductions are taken over ten months (August–May)
June	Employees enrolled in District Health Plans	Health Plan changes, as a result of provider rate or voluntary employee changes (Open Enrollment) are effective July 1. Deductions start with the June 30 paycheck for employee premium co-pays. (Prior month, prepayment required.)

Payroll Frequently Asked Questions

1. **When do I receive my paycheck/direct deposit?**

   - *Regular, monthly-paid employees -- Last business day of the month.*

   - *Supplemental Payroll employees, e.g., Substitute Teachers, Coaches, time-sheet employees, period subbing, overtime – 10th day of the month.*

   - ***DECEMBER EXCEPTION** for all employees**,** except CSEA (Classified) and Confidential employees **– December paycheck/direct deposit is paid on the 1st business day in January**.*

2. **How do I receive my paycheck/direct deposit?**

   - *All Employees and Coaches with assigned positions, including most Substitute Teachers, receive their pay with Direct Deposit and have their payroll advice notices emailed to them. Payroll advices (pay stubs) are sent to the employee's district email address (or personal email address, if requested). Emails are encrypted and require the last 4 digits of employee's SSN# to be opened.*

   - *Employees without assigned positions who are paid from timesheets or Coaches with stipends receive their pay by Direct Deposit or a manual check. Payroll advice notices are emailed to their personal email address or mailed through the US Post Office.*

   - *Substitute Teachers and Coaches electing to receive paychecks are mailed their manual checks the day prior to payday. No email notification is sent when receiving a manual check.*

   - *During the summer and paydays which occur during site closures (holidays), employees paid with Direct Deposit are emailed their payroll advice notices. Manual paychecks are mailed to the address of the employee the day prior to payday.*

3. **How do I sign up for Direct Deposit?**

   - *A Direct Deposit form is available on the district's website. The Payroll Department can email the form to employees on request.*

4. **What is Summer Pay Withholdings?**

   - *Per STRS requirements, Teachers are to be paid over 10 months and not 12 months. (At this time, this requirement affects Teachers hired after July 1, 2013.) The 10 paychecks (August to May) include employee deductions (STRS, taxes, health benefit costs, and other withholdings). In order for Teachers to receive 12 checks, the District creates "Summer Pay Withholdings" so that Teachers are able to receive a June and July check. This is accomplished by deducting "Summer Pay Withholdings" from the 10 paychecks August to May. The June and July checks are then paid from the "Summer Pay withholdings", paying Teachers "Net Checks" (no deductions and no taxes or any other deductions, as this is NOT a regular paycheck. These two "Net Checks" are referred to as the Teacher's "**Summer Pay**".*
     See example on next page.

Summer Pay Withholdings (Cont.)

Simple Example of Teacher Summer Pay Withholdings:

- *Teacher makes $50,000/Year divided by 10 = $5,000.*
- *If an employee were paid $50,000/year divided by 12 = $4,167.*
- *So, the District pays $5,000/month, but holds back a portion monthly ($5,000 - $4,167 =* ***$833****), in order for the employee to receive June and July checks. These are "net" paychecks that have no deductions.*

- *Classified employees working 11 months (or less) may elect to have Summer Withholdings in order to receive a "net check" in the month of July (and June). This voluntary deduction is set up like an automatic savings plan and will be deducted from your paycheck each month. The total amount deducted will then be paid at the end of July as a "net check".*

5. Can I make changes to the amount of my HSA (Health Savings Account) or FSA (Flexible Spending Account) contributions after Open Enrollment?

For HSA, yes. For FSA, no. Health Savings Account contributions can be changed at any time by completing an Optum "salary reduction" form available through the Payroll Department. Flex Spending Account contributions can only be changed when an employee has a "qualifying event" or during Open Enrollment.