PAYROLL FAQ's

*All forms referenced in this FAQ can be found on the district website.

Links to Frontline for absence management and timekeeping, and Ascender Employee Portal are under Staff Links on the website.

FORMS, DOCUMENTS & CALENDARS:

Q. How do I find my Pay Stub?
A. These are emailed the day before payday each month to your work email address. Copies are also available via the Ascender Employee Portal. If you have not logged on to the portal before, please use the Create Account tab on the portal.

Q. Where can I get a copy of my W-2?
A. These are available via the Ascender Employee Portal. If you have not logged onto the portal before, please use the Create Account tab on the portal.

Q. Where can I get a copy of my 1095c?
A. This is prepared by a third party and delivered to your campus/department.

Q. How do I update my address?
A. You may update your mailing address and other contact information via the Ascender Employee Portal. You must contact TRS directly to update your information in their database.

Q. How do I find my workday calendar?
A. All workday calendars are posted online on the website. If you are unsure of what calendar you are on, please contact the Payroll Office.

WAGES & DEDUCTIONS:

Q. How is my pay calculated?
A. Most employees are paid annualized salaries. This means we take your total salary (your daily rate times your total scheduled calendar work days) and divide that evenly by twelve. If you were hired late, then you will have fewer paid days, and your number

of pays might be less than twelve. Ten-month employees are paid from September-August. Eleven-month employees are paid from August-July. Twelve-month employees are paid from July-June. Supplemental pay is processed as work is performed according to the pay periods on the Monthly Payroll Schedule.

Q. I worked an extra duty (i.e. Saturday School, Homebound, Sub Bus Monitor). How will I be paid for this?
A. This is considered Supplemental Pay and will be added to your monthly paycheck. That being said, you should have filled out either a Supplemental Pay Time Sheet or clocked into the Frontline timekeeping system for this work.

Q. I've had a qualifying event. How do I update my insurance?
A. You would need to contact the Human Resources Office. Any deduction changes will be forwarded to the Payroll Office once any changes have been made.

Q. How do I notify Payroll of a Wage Garnishment or Association Dues that should be deducted from my paycheck?
A. Wage Garnishments for Child Support come to the Payroll Office directly from the Office of the Attorney General. There is nothing you can provide to Payroll directly. The same goes for IRS, Bankruptcy, and/or Student Loan garnishments. Most entities will forward your deduction authorization after they have processed it, but if they told you to turn it in, please do so. The amounts will be verified with them before remitting any dues.

Q. What do the TRS deductions mean? Am I required to participate in the TRS Insurance deduction if I don't plan on using TRS insurance?
A. The "TRS Salary Red" (Red is short for Reduction) deduction refers to your contribution towards your TRS retirement fund. The TRS Insurance deduction is a contribution towards the retirement insurance fund. Both TRS deductions are mandatory employee contributions into TRS based on a percentage of your TRS-eligible income and must be deducted regardless of what you elect upon retirement.

Q. How do I change my tax withholding?
A. You can fill out a new W-4 form at any time. Visit the Payroll website or contact the Payroll Office should you need this form sent to you.

LEAVE & DOCKING:

Q. How do I find out how many days of leave I have left?
A. Log into the Frontline Absence Management system. Go to Account > Absence Reason Balances.

Q. I have to attend Jury Duty. How do I handle this?
A. Enter your Jury Duty leave in Frontline Absence Management, then make sure to get a letter or certificate of attendance before you leave your jury duty. Even if you do not get picked to serve, they will still provide you with a letter that shows you attended and fulfilled your obligation; a jury summons is not sufficient. Forward the documentation to the Payroll office.

Q. I need to be out for an extended period of time. Who do I need to contact?
A. You will need to contact the Human Resources Office as soon as you know you will need off. Once they have gone through your options, any applicable insurance issues, etc. they will contact the Payroll Office, and the Payroll Office will contact you to discuss your leave or docking options.