



# HAMPTON COUNTY SCHOOL DISTRICT

## Payroll Frequently Asked Questions

### When will I be paid?

All full-time employees will be paid on the 15th and 30th of each month except when the pay period falls on a weekend. When this occurs, checks will be deposited on the preceding work day. Your annual salary will be divided into 24 equal checks.

**180 - 219 Days**  
**First check 8/15/2024**

**240 - 245 Days**  
**First Check 7/15/2024**

**If you receive direct deposit, your pay stub will be emailed to the email address on file from: [noreply@schoolerppro.tylerapp.com](mailto:noreply@schoolerppro.tylerapp.com) for the pay period. Please check your junk mail folder.**

### How many sick days will I receive?

Full-time employees earn leave based on their contract days. Employees starting after the beginning of the school year will have their sick leave prorated based on the number Sick leave days can be taken as personal days with permission from your supervisor. When Personal days are used, your sick leave balance will be reduced. If you use more than the allotted sick leave, **YOUR PAYCHECK WILL BE DOCKED BY YOUR DAILY RATE OF PAY FOR THE ADDITIONAL DAYS.** Up to date leave information is posted to your Frontline Absence Account.

**180 – 190 days = 12.00 days**

**210 days = 13.00 days**

**200 days = 12.50 days**

**240-245 days = 15.00 days**

### Can I transfer my sick leave days from another District?

If you came from another South Carolina school district or state agency, you can transfer up to 90 days of sick leave. Your previous employer must send verification of the leave on their letterhead.

### Will my first check be sent directly to my bank?

If your direct deposit information is not received timely according to the payroll schedule, You will receive a paper check. In some situations, we do a "Prenote" test. During this test the employee receives a paper check and the next payroll will be deposited into your new account.

### What do I need to do update my degree or years of experience on my certificate?

Human Resources handles these requests. Please always reach out to HR prior to contacting the Finance Office.

### How do I make a change to my withholdings?

You are able to change your withholdings in Frontline Central, or you can submit an updated W-4 to payroll between 8/1/24 to 6/24/25. **No W-4 forms will be accepted outside of this date range.**

### How do I get paid for any extra work?

Extra work requires Administration and/or possibly Board Approval. Please contact HR prior to starting any extra work for the required procedures.

Supplemental Wages will be paid on the 15th or 30th regular payroll according to when they are turned in. If they are turned in after the deadline, the wages will be paid on the next available payroll run.

**If you have questions, please email:**

**[payroll@hcsdsc.org](mailto:payroll@hcsdsc.org)**