

ANN ARBOR PUBLIC SCHOOLS
LEAD. CARE. INSPIRE.



AAPS
Payroll and Finance
Guide:

- New Hires
- Returning Employees
- Payment Processes
- General Retirement Info
- Contact Information



CONTRACTUAL AND HOURLY

Contractual (Spread Pay) Employee Payment Process:

- Contract employees are hired at a specific **GRADE** and **STEP** which defines the annual contract amount to be paid. Questions or concerns with amounts please contact Human Resources: hr_info@aaps.k12.mi.us
- Contract employees work a specific number of days in a school year - according to a bargaining unit's contract. There are several bargaining units in the Ann Arbor district and the length of contract varies.
- Payday is **every 2 weeks and always on Friday**. Paydays may be shifted when Federal holidays fall on a payday.
- Contract employees must complete a **PERMANENT PAY FORM** at hire. One of two options must be chosen. Once this pay choice is made, it **CANNOT** be altered (per IRS regulations) in the current school year!
- Choice #1: Spread pay over the **SCHOOL YEAR ONLY**
- Choice #2: Spread pay over the **SCHOOL YEAR AND SUMMER BREAK**
- **ALL employees are paid via direct deposit only.**

If your hire date is after the official contract start date-PAY IS PRORATED:

Example of Proration:

\$25,000	Full contract amount/year
÷ 180	Days in job
\$138.89	Daily rate
X (-30)	Missed days on Contract
(\$4,166.70)	Unearned Pay
\$25,000	Full contract amount
(\$4,166.70)	Unearned Pay
\$20,833.30	Earned PRORATED amount
÷ # of pays	
EXAMPLE	

Calculation for contract employee ending employment **BEFORE** last contractual day

Example:

\$25,000	Full contract amount/year
÷ 180	Contractually paid days
\$138.89	Daily rate
X 100	Days worked
\$13,889.00	Current amount earned
\$25,000	
(\$13,889.00)	
\$11,111.00	Amount left on contract
\$13,889.00	Amount earned
(\$11,111.00)	Amount left on contract
	DIFFERENCE either owed to you or owed to the district
\$2,778.00	
EXAMPLE	

Hourly Employee Payment Process:

- Hourly employees are paid a specific hourly rate for every hour worked
- Hours **MUST BE** submitted on an official time sheet to the building OP in order to be paid for hours worked OR entered into the new electronic time keeping system called Time Clock Plus or TCP.
- The image below is the accepted timesheet for paper submissions **ONLY!**

ANN ARBOR PUBLIC SCHOOLS **HOURLY EMPLOYEE TIME SHEET**

FULL NAME (PRINT ONLY): _____ PAY PERIOD: _____

EMPLOYEE ID (SIX DIGITS): _____ WORK SITE: _____

DATES WORKED:										
JOB NUMBER	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	TOTAL HOURS	PAY RATE	AMOUNT

G/L ACCOUNT CODE: _____

JOB/PROJECT TITLE: _____

EMPLOYEE SIGNATURE _____ APPROVER NAME (PRINT ONLY) _____

DEPARTMENT _____ APPROVER SIGNATURE _____

SCAN TO PAYROLL FIRST, THEN MAIL SIGNED ORIGINALS TO PAYROLL DEPT.

TCP Staff Entry Instructions:

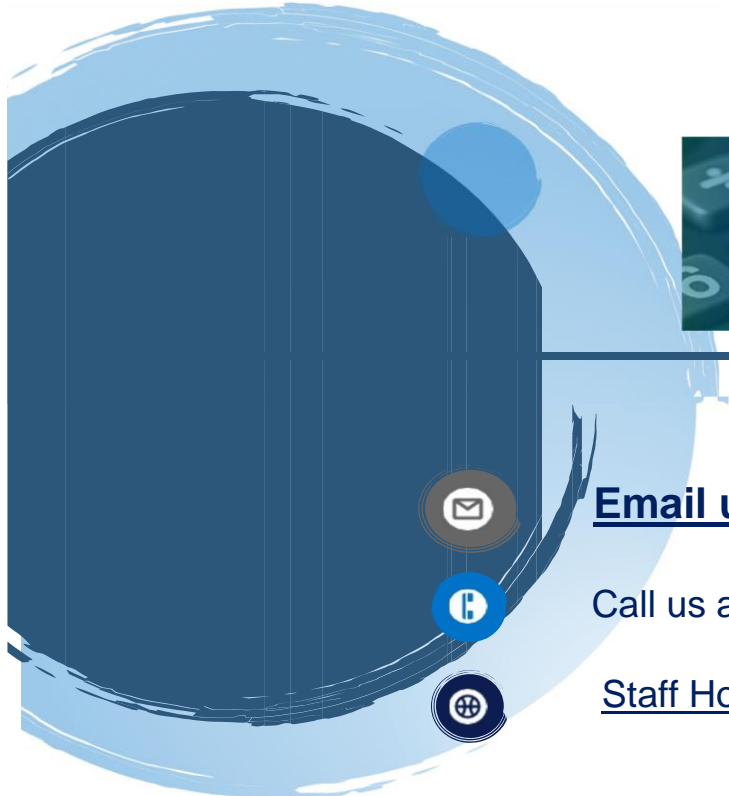
Double-Click the following link for Staff Instructions:

https://mail.google.com/mail/u/0?ui=2&ik=644edaaad0&attid=0.1&permmmsgid=msg-a:r2587464603847678066&th=190f028aa6eccea5&view=att&disp=inline&realattid=f_lz2zx6bi0

Please consult the payroll calendar to see when your 1st pay will be based on the 1st actual workday.

- Payday is every 2 weeks and always on Friday. **DIRECT DEPOSIT ONLY!**
No AAPS employee receives a paper pay check.
- **MEMORIZE YOUR EMPLOYEE ID** This number is used to pay the correct employee and not someone else!!
- **ALL** hourly employees are paid via direct deposit or U.S. Bank Card only.

*****These are General Statements - variations and adjustments may occur.*****



Email us at: finpayroll@aaps.k12.mi.us

Call us at (734) 994-2256

Staff Home / Resources (a2schools.org)

When is it most appropriate to contact AAPS Payroll via Email?

General inquiries regarding the payroll process (specifics regarding compensation should be directed to Human Resources at hr_Info@A2schools.org)

- Assistance with access to eSuite and Time Card Plus
- Direction on changing Direct Deposit information
- Submission of IRS Form W4 x withholding changes
- Transmission of documents (Payroll Forms and Retirement Plan Administration)
- Status on court mandated withholdings
- Processing of Permanent Pay Form (see form for details of eligibility)

Why is email the preferred method of communication?

- All associates of AAPS Payroll monitor this department email box consistently throughout the day, enabling a timely reply and assurance the appropriate associate is tasked to answer.
- Emailing offers a secure process for document transmittal
- Email is a platform that enables easy engagement of other AAPS personnel, if the topic requires escalation or additional research.

Email provides a history of communication for you to retain for future reference if necessary.

ADDITIONAL RESOURCES: [Payroll Forms and Calendars can be found on the AAPS District website](#)

Returning Teachers and Teacher Assistants

- Permanent Pay form- FOR CHANGES ONLY
- Go to: www.a2schools.org
- Click on “For Staff”
- Click on “AAPS Payroll Forms and Documents”
- Click on “Permanent Pay Form”
- Complete and return to Earhart Building-Finance Department
- Forms MUST BE received NO LATER THAN AUGUST 16, 2023
- Forms received after this deadline can NOT be processed for the
- 23-24 school year and your current pay schedule will remain in effect.
- **First pay for all Teachers and Teacher Assistants for the 24/25 school year: September 8, 2024**

Payroll questions/inquiries:

All questions regarding payroll should be emailed to the following email address:

finpayroll@aaps.k12.mi.us

This email is monitored daily by payroll staff. When submitting an email please provide the following information:

- **Name**
- **Work location**
- **Job duty**
- **Identifier-i.e. D.O.B or last 4 of SSN**
- **Answer Detailed questions**

Finance/Payroll Dept. Contact Info:

Main Phone Number: 734-994-2256

<p>Ruth Stagner: Finance OP-Payroll Specialist x. 51249 Contractual/Salaried Staff</p>	<p>Dawn Magee: Director of Finance, Payroll & Fringe Benefit Administration</p>
<p>Shantae Townsel: Finance OP-Payroll Specialist x. 51259 Hourly Staff/FOC/Garnishments/TCP Implementation Team</p>	<p>Rebecca Warren: Finance OP-Payroll Specialist x. 51255 Fringe Benefits/Cost</p>

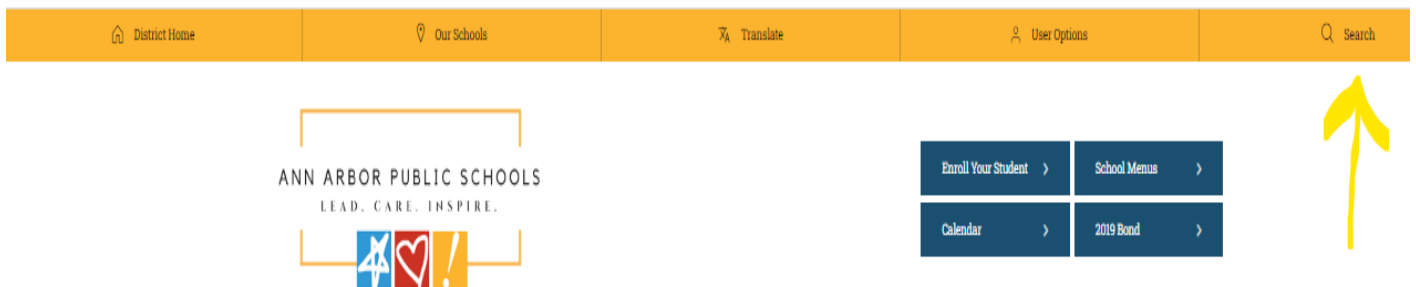
eSuite Access:

eSuite (pronounced ‘e-sweet’) is the employee portal that allows you to do the following:

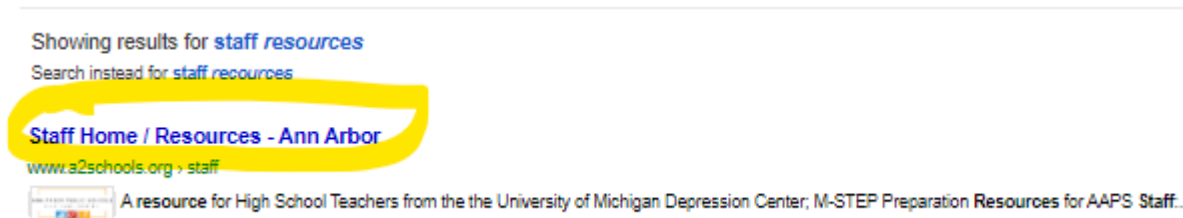
- View/print pay stubs
- View/print W2s
- Address changes
- Go-Paperless for W2 and 1095C Documents
- Direct Deposit Changes CANNOT be made via eSuite and MUST be submitted in person by APPOINTMENT ONLY.

First-Time User:

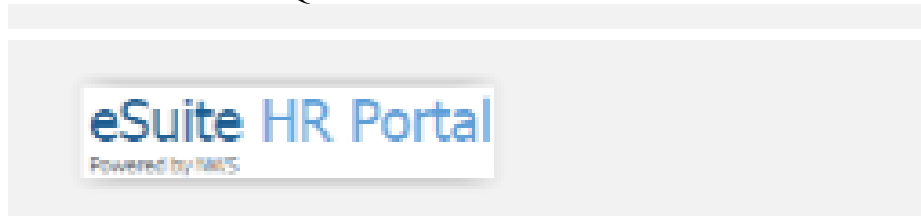
- <https://www.a2schools.org/Domain/4>
- Click the ‘Search’ button



- Type in ‘Staff Resources’ and click the first link:



- Scroll down on the ‘Quick Links’ and find the ‘eSuite HR Portal’ link:



- First time user? Click on “Activate your account”
- an email will be sent to the **email on file** with instructions on setting up your account.



Forgot Username or Password:

- Click on the question’s link that applies to you and follow the instructions.

Common Error Messages:

- “No email address”: contact payroll with an active email address so it can be entered into the system.
- “Locked Out”: Contact Payroll for assistance.

NOTE: payroll **DOES NOT automatically set up accounts in eSuite for employees. This can only be done by the employee. **

eSuite FAQs

How do I reset my Username and Password?

- Click on “Reset Password” Link on the HR Portal login page
- Type in your username
- Close out eSuite site before opening the link sent to your email
- Follow instructions to reset
- Any questions please direct to: finpayroll@aaps.k12.mi.us

What is being deducted from my check?

- State and Federal taxes every pay
- ORS (Office of Retirement Services) mandatory retirement deduction every pay
- Insurance (if eligible) every pay
- Electives include: HSA, FSA, 403B, 457 deductions would be taken every pay

Why doesn't the position date match my hire date?

- The effective date for a position is reflective of the pay period for the purposes of payroll. Employee hire dates are stored in HR/Payroll system, but not in eSuite.

Why does my pay fluctuate sometimes?

- Contracted positions are divided by the number of pays per school year (21, 22, 26 pays). However, if you have missed days, unpaid days, or adjustments to your contract can affect your pay but will not be seen in the Positions and Pay Rate section of eSuite.
- The hourly rate calculation in eSuite **IS NOT CORRECT** due to embedded software programming that cannot be altered (it assumes everyone works all year & 8 hrs./day).
- Here's how to calculate your hourly rate:

Full Contract Amount / # of days worked per school year/ # hours per day

Example:

Contract Amount: \$20,000/yr.

of days compensated days in contract: 260

of hours per day: 7 hours

$\$20,000/260/7 =$ **\$10.98/hr**

What are Accruals?

- Accruals are: sick days, personal business days, or vacations days **(IF APPLICABLE)**
- Accruals can be viewed on the 'Accrual' page in eSuite
- They are displayed as CALENDAR YEAR information, **not** school year
- Typically, 2-4 weeks behind the current date to reflect time used or earned during a pay period
- Sick and Personal Business (PB) accruals are received on the first pay of the contract. Vacation (IF APPLICABLE) is earned as the year progresses.
- Accrual balances are prorated upon termination to remove unearned time.

How do I make changes to information on-line?

- Name, address, phone numbers can be updated in eSuite
- Direct Deposit changes **MUST** be made **in person** in the finance department at the Earhart building. This is for your security! You **MUST** bring picture I.D.
- Tax withholding changes must be made in person, or through inter-office mail to the finance department.

BARGAINING UNIT Information:

You can locate information regarding your bargaining unit in the Human Resources section of the main website.

Link: www.a2schools.org

Search: Human Resources >>> Employee Contracts & Calendars >>> then select your bargaining unit link to open the resource that you need. See below:

The screenshot shows the Ann Arbor Public Schools website. The top navigation bar includes links for District Home, Our Schools, Translate, User Options, and Search. Below this is the school district logo and a secondary navigation bar with links for Enroll Your Student, School Menu, Calendar, and 2019 Bond. A main navigation bar contains links for About AAPS, Teaching & Learning, Students & Families, Community, Superintendent, Board of Education, and Departments. A breadcrumb trail at the bottom of the main navigation bar reads: Home > Departments > Human Resources & Legal Services > Employee Contracts & Calendars. The main content area is divided into two columns. The left column is titled 'Human Resources & Legal Services' and contains a list of links: HRS Home, Job Postings, Forms for Staff, Benefits, Employee Contracts & Calendars (highlighted with a yellow circle), Mandatory Reporting | Harassment, and School Safety Law | Fingerprinting. The right column is titled 'Employee Contracts & Calendars' (highlighted with a yellow circle) and contains a list of links under the heading 'AAAA': AAAA Administrators Calendars 2023-24, AAAA Tentative Agreement 2022-23, AAAA Administrators Salary Schedule 2022-23, AAAA Administrators Calendars 2022-23, AAAA Tentative Agreement 2022-25, and AAAA Administrators Calendars 2021-22.



RETIREMENT CONTACT INFORMATION



PLEASE NOTE:

The contact information provided is strictly for informational purposes. Ann Arbor Public Schools **cannot advise or direct employee decisions** regarding retirement activities outside of those regulated by law. Please contact your financial advisor with questions and inquiries regarding your specific retirement plans. Thank you.

ORS – OFFICE OF RETIREMENT SERVICES (Phone: 517-322-5103):

****Contact ORS within 3 months of the intended date of retirement****

Mailing Address: Office of Retirement Services
P.O. Box 30171
Lansing, MI 48909-7671

Pension Plus members Website: www.michigan.gov/orsmiaccount

Pension Plus members Website: <http://www.mipensionplus.org/publicschools>

MIP, MIP-Plus, Basic members Website: www.michigan.gov/orsschools

MIP, MIP-Plus, Basic members Website: <https://ssprd.state.mi.us/wss/security/login> Website: www.michigan.gov/ors

Phone-Outside of Lansing: 1-800-381-5111

Hours: Monday through Friday; 8:30 a.m. to 5:00 p.m. EST

VOYA FINANCIAL (ORS) Website: <https://stateofmi.voya.com/eportal/welcome.d>

RETIREMENT MANAGER:

www.myretirementmanager.com

Participant Call Center Phone:

1-866-294-7950 (Monday through Friday; 7:00 a.m. to 6:00 p.m. CST)

****Specific company info for investments is available on request****

AAPS RESOURCES:

www.a2schools.org

Human Resources:

Phone: 1-734-994-2240

Hours: Monday through Friday; 8:00 a.m. – 4:30 p.m. EST

Payroll/Finance:

Phone: 1-734-994-2256

Hours: Monday through Friday; 8:00 a.m. – 4:30 p.m. EST

OTHER RETIREMENT RESOURCES:

AARP: Retiree resources such as tips for making the most of your money in retirement, leisure activities, politics, and more: www.aarp.org

Social Security: The official website of the U.S. Social Security Administration :

www.ssa.gov

MiSeniors: Tips for living the good life in retirement: www.ssa.gov

MyMoney: Money advice from numerous federal departments: www.MyMoney.gov

National Institute on Retirement Security (NIRS): A non-profit group dedicated to creating a deep understanding of the value of retirement security to employees, employers, and the economy: www.nirsonline.org

National Association of State Retirement Administrators (NASRA): Research and Resources about issues facing public pensions: www.nasra.org

*****IMPORTANT New Hire Retirement Plan Information:**

If this is your first public school district in Michigan, please note the following important information:

- **AFTER** your 1st pay: you **MUST** go to the following site: www.michigan.gov
- then click on the “Employee Resources” Link
- You MUST CHOOSE the "DC" or "PENSION PLUS 2"**

The screenshot shows the Michigan Office of Retirement Services website. The header includes navigation links for Employer Home, Member Websites, Contact ORS, and MI.gov. The main content area is titled "Employee Resources" and contains several sections: "Publication order form", "Retirement planning handouts", "Education", "Common Questions", "Articles", and "Links". A sidebar on the left lists various services and resources.

This choice must be made within 75 DAYS of the first pay; this is the ONLY TIME you can choose a "pension" option. After 75 days, choice is forfeited and a default plan will be chosen for you by the state.

Pick My Plan:

<https://voyamarketingzone.dmplocal.com/sites/4564/pmp-welcome.html>

2024-2025 PAYROLL SCHEDULE

PAY DATE	FOR TIME WORKED (FROM - TO)			DUE DATE FOR TIME CARDS AND SUBMISSIONS ** 12:00 PM on WEDNESDAY
June 28, 2024	June 2	through	June 15	June 19
July 12, 2024	June 16	through	June 29	July 3
July 26, 2024	June 30	through	July 13	July 17
August 9, 2024	July 14	through	July 27	July 31
August 23, 2024	July 28	through	August 10	August 14
September 6, 2024	August 11-	through	August 24	August 28
September 20, 2024	August 25	through	September 7	September 11
October 4, 2024	September 8	through	September 21	September 25
October 18, 2024	September 22	through	October 5	October 9
November 1, 2024	October 6	through	October 19	October 23
November 15, 2024	October 20	through	November 2	November 6
November 29, 2024	November 3	through	November 16	November 20
December 13, 2024	November 17	through	November 30	December 4
December 27, 2024	December 1	through	December 14	December 17**
January 10, 2025	December 15	through	December 28	December 31**
January 24, 2025	December 29	through	January 11	January 15
February 7, 2025	January 12	through	January 25	January 29
February 21, 2025	January 26	through	February 8	February 12
March 7, 2025	February 9	through	February 22	February 26
March 21, 2025	February 23	through	March 08	March 12
April 4, 2025	March 09	through	March 22	March 26
April 18, 2025	March 23	through	April 05	April 9
May 2, 2025	April 06	through	April 19	April 23
May 16, 2025	April 20	through	May 03	May 7
May 30, 2025	May 04	through	May 17	May 21
June 13, 2025	May 18-	through	May 31	June 4
June 27, 2025	June 1	through	June 14	June 18
July 11, 2025	June 15	through	June 28	July 2

** Represents alternate due date due to holiday.

NOTES