



# Payroll & Benefits Department

## DIVISION OF BUSINESS AND FINANCE

# *FWISD Employee Guide to Payroll 2024-25*

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[www.fwisd.org/payroll](http://www.fwisd.org/payroll)



7060 Camp Bowie Blvd.  
Fort Worth, TX 76116  
817.814.2101  
[www.fwisd.org/business](http://www.fwisd.org/business)



DIVISION OF  
**BUSINESS AND FINANCE**

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# General Information

## Purpose

Welcome to the Employee Guide to Payroll. This comprehensive guide has been created to provide employees, administrators, and stakeholders with an understanding of the district payroll process. By outlining the policies, procedures, and resources that govern payroll, this manual aims to ensure transparency, consistency, and accuracy in managing payroll operations and administering employee pay within the Fort Worth Independent School District.

This manual outlines the policies, procedures, and guidelines that comply with district, state, and federal payroll processing regulations and compensation distribution. This manual provides this information to empower employees with the knowledge they need to understand their employee pay, make informed decisions, and access the available resources.

Ultimately, this Employee Guide to Payroll contributes to the school district's commitment to fostering a supportive and productive work environment by promoting understanding and compliance with payroll policies. It is a dynamic document that will be updated as needed to reflect any changes in regulations, laws, or internal procedures, ensuring that employees receive accurate and up-to-date information at all times.

## FWISD BOARD POLICIES AND PROCEDURES FOR PAYROLL:

- **Salary Deductions and Reductions** can be viewed [here](#).
- **Compensation Plan: Wage and Hour Laws** can be **viewed** [here](#)
- **Compensation and Benefits: Compensation Plan** can be viewed [here](#).
- **Compensation and Benefits: Retirement** can be viewed [here](#).
- **Employee Handbook** can be viewed [here](#).
- **Benefits Manual** can be viewed [here](#).



# Policies and Controls

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Payroll policies and controls are of paramount importance within a school district to ensure accurate and timely compensation for employees while adhering to legal regulations and maintaining financial integrity. The Payroll Department shall adhere to guidelines provided by the Internal Revenue Service, the Fair Labor Standards Act, and the State of Texas and establish clear guidelines for payroll processing, encompassing aspects such as timekeeping procedures, extra duty pay, and deductions.

Regular audits and reconciliations of payroll records against documented attendance and employee information are crucial to detect any discrepancies promptly.

In terms of benefits, well-defined policies regarding health insurance, and retirement plans shall be established, ensuring that eligible employees receive the appropriate benefits while complying with applicable laws. Strong communication channels are also vital, as employees should have access to information regarding their annuities and benefits, and avenues to address any concerns that may arise. For more information on benefits, the Benefits Manual can be viewed [here](#).

To maintain a high level of transparency and accountability, the school district shall regularly review and update its payroll policies to adapt to changing regulations and organizational needs. Monitoring adherence to these policies should involve routine internal audits and evaluations. The school district has implemented technology solutions for streamlined payroll processing and record-keeping, minimizing the potential for human error. By fostering a culture of compliance and accuracy, the school district can effectively manage its financial obligations to employees and ensure a smooth and equitable operation of payroll processes.

## DIVISION OF DUTIES


- Maintain segregation of duties in payroll processing. The same employee may not be assigned responsibilities for payroll preparation, payroll authorization, and warrant/check/direct deposit distribution.
- Although most transactions are automatically posted to the general ledger when the payroll is posted, payroll processing and the posting of any manual entries or changes to employee records on the financial management system shall have proper authorizations. Changes, revisions or errors shall be thoroughly authorized and documented for auditing purposes.
- Employees responsible for the processing of payroll data, at Service Center and remote offices, do not certify their own time.
- Cross-checking staff members occurs when payroll is processed to minimize posting errors and ensure accurate reconciliation



# Business and Finance Division

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The Business and Finance Division will perform multiple roles; however, adequate controls of separation of duties will be maintained at all times. The departments are

- Benefits
  - Leaves Management
- Budget
- Business Intelligence
  - Business Systems 
- Financial Services
- Procurement
- Grants
- Payroll
- Risk Management
- Student Information Systems
- Student Records

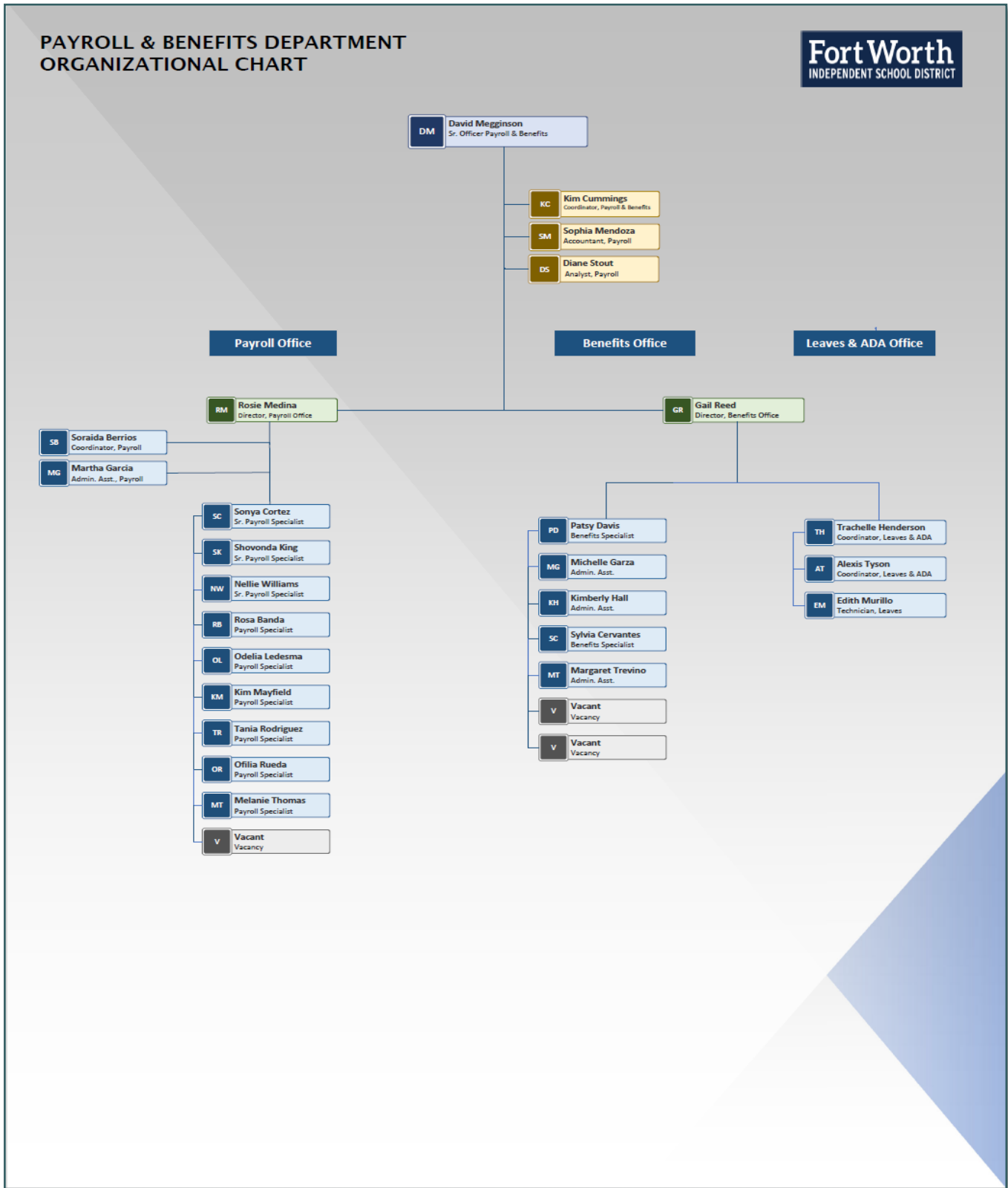
## All Business and Finance Division staff members shall comply with:

- Code of Ethics and Standard Practices for Texas Educators BP DH(EXHIBIT)
- School Board Policy BP CAA(LOCAL) regarding fraud
- FWISD Code of Conduct (Employee Handbook)
- Confidentiality Agreement and FWISD Acceptable Use Guidelines



# PAYROLL & BENEFITS DEPARTMENT

## ORGANIZATIONAL CHART



# Definitions

**Accruals:** Refer to the paid time off hours granted by the school district to their full-time employees.

As employees work, they may accrue sick and state personal leave based on their tenure, predetermined position, and last hire date. Local Personal Leave days are awarded to 239 Calendar employees and set to expire every year on August 31<sup>st</sup>. New accrual totals are awarded in September. New employees will receive prorated accruals based on their hire date. Accruals can be viewed in the Kronos timekeeping system.

Accrual Code
Local Personal Leave
Sick Local
State Leave
State Personal Leave

For more information on accruals and leaves, refer to [DEC](#), [DECA](#), [DECB](#) of the Board Policy and the [FWISD Employee Handbook](#).

**Annuity:** An annuity is a financial product or investment that involves a series of regular payments made at fixed intervals.

**Benefits:** are non-wage compensations provided by employers to their employees in addition to their regular salaries and wages. These benefits are designed to enhance the overall well-being of employees and can include offerings such as health and life insurances, disability coverage, and retirement plans.

**Compensatory (Comp) Time:** This is a practice in which employers provide non-exempt employees with additional time off from work in lieu of paying overtime wages. Comp time in lieu of overtime is an agreement made between the principal/department head/manager and the employee. Comp time is earned at 1.5 times the hours worked past the 40 **physically worked** hours scheduled.

**Deductions:** Payroll deductions are amounts of money that are withheld from an employee's gross pay. These deductions serve various purposes, such as covering taxes, benefits, and other mandatory financial obligations. Employees should review their pay stubs to ensure deductions are correct and in line with their expectations.

**Direct Deposit Form:** An electronic form used to add, cancel, or change a direct deposit agreement with Fort Worth ISD. See page 20.

**Employee Self-Service:** An application that allows employees to view and print their payroll and tax information and make limited updates to their information. See page 24

**Exempt:** Is a classification typically used concerning labor laws and regulations, such as the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay and are excluded from certain labor protections because they meet specific criteria related to their job duties, salary level, and responsibilities.

**Full-Time Employee:** An employee who is someone who works a standard number of hours typically 40 hours a week. They usually receive benefits such as health insurance and accruals.

**Kronos:** The timekeeping system designated to help the school district track and manage employee work hours, attendance, and other labor-related data.

**Munis:** The ERP system for the district. It is a software application supporting finance, talent management, budget, and payroll operations.



**Non-Exempt:** An employee who is entitled to receive overtime pay when they work over their typically scheduled hours and other labor protections as defined by labor laws and regulations, such as the Fair Labor Standards Act (FLSA). Non-exempt employees do not meet the criteria for exemption from overtime pay due to the nature of their jobs.

**Overtime:** Refers to the additional hours that an employee **physically works** beyond their regular scheduled working hours, typically 40 hours. The purpose of offering overtime pay is to recognize and reward employees for the extra time and effort they put into their work beyond their regular duties. Overtime pay is calculated at 1.5 times the hourly rate of pay.

**Overtime Straight:** Employees shall be compensated at the straight-time rate for hours of overtime not exceeding 40 hours of actual work in a workweek, and shall be compensated their hourly rate.

**Part-Time Employee:** An employee who works fewer hours than a full time employee and may receive fewer benefits.

**Payroll Inquiry Form:** An electronic form used to submit payroll questions to the Payroll Department. See page 19.

**Retirement:** Eligible separation from regular employment with FWISD. This is typically due to reaching a certain age or meeting specific eligibility criteria.

**Retired/Rehire Employee:** Must follow TRS rules.

**Schedule:** This is a predetermined plan to outline the specific days and times an employee is expected to work. It includes details such as the start and end times of shifts, days off, and any variations in the schedule due to holidays or accrual use.

**Semi-Monthly:** A semi-monthly employee is someone who is paid on a schedule that occurs twice a month. This type of payroll frequency results in 24 pay periods a year.

**SmartFind Express:** An application used to streamline absence reporting and scheduling of substitutes. SmartFind information can be found [here](#).

**Stipend:** Supplemental pay (stipends) represents remuneration in addition to, but separate from, regular base salary. Page 53 Compensation manual.

**Substitute:** For TRS purposes, a substitute is a person who serves on a temporary basis in the place of a current employee. (TRS Web Site: [https://www.trs.texas.gov/Pages/re\\_rule\\_substitutes\\_summer\\_school.aspx](https://www.trs.texas.gov/Pages/re_rule_substitutes_summer_school.aspx)) All substitutes are required to record their attendance using the district timekeeping system.

**Substitute Pay:** Substitute pay is a predetermined rate for each day worked.

**Tax Sheltered Annuity:** A tax-sheltered annuity is a retirement savings arrangement available to employees of public schools. This type of retirement plan allows eligible employees to save for retirement on a tax-advantaged basis. These annuities are available through payroll deduction [403(b) and 457(b) plans].

**Temporary Employee:** Is an individual who has previously retired from the district and has been rehired. Retire/Rehired employees do not work more than 14.50 hours a week.

**Timecard:** An electronic record used to track and document an employee's work hours and attendance. It typically includes details such as the employee's name, the dates and times they start and finish work, and the total hours worked during a specific period. The district's weekly period begins on Saturday and ends on Friday. Employees are expected to approve and/or report any issues for correction with their timecards by the end of business the following Tuesday.

**Weighted Average:** When a non-exempt employee is paid at a different rate for "non-like" duties during a workweek that exceeds 40 hours, the rates of pay are used to compute overtime payments. This will be calculated as a "weighted average".






# Internal Controls

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- The FWISD Payroll Department has written policies that are communicated to all employees.
- Policies are reviewed regularly and updated as appropriate.
- All salary, increment, stipend and wage schedules are approved by the Compensation Department.
- The Compensation Initialization yearly process is run by the Compensation Department to apply school board approved wage increases.
- Access to payroll files is secure and limited.
- Appropriate training is provided to payroll personnel.
- A system has been established and is maintained which accounts for the accrual and balance of local personal leave, sick leave, and state personal leave for all full-time employees.
- Fort Worth ISD has established policies on leave that include prescribed accrual rates, maximum amounts allowed to be accrued, and disposition of accrued time upon separation of employees.
- Records and procedures exist for timekeeping and attendance, including local personal, sick, and state personal time.
- Clock-in and Clock-out times allow for a 10-minute time window before and after the designated employee schedule in the district timekeeping system.
- A procedure exists to verify reported time or changes (time clock, supervisor approval, etc.)
- Time cards are approved weekly via electronic timekeeping devices/systems.
- Supporting documents for absences that are submitted to the payroll secretary are used for the validation of absences.
- The employee roster is verified to document that all listed employees exist and are currently employed. Verification is performed semi-monthly.
- Overtime is properly authorized by principals/ department heads and audited for accuracy.
- Procedures exist to ensure the reasonableness of payroll amounts.
- Procedures exist to ensure that payroll reports are reviewed and preserved according to school district policy.
- A Personnel Action is used to document all new hires, changes in employment, and separations.
- All necessary changes to payroll records are maintained on the financial management system, including local personal leave, sick leave, and state personal leave.
- Year-end balances of payroll records are reconciled on the financial management system after each payroll is generated. Carry forward totals are verified and properly recorded.
- Thorough control is maintained over the processing, storing, and issuing of warrants/checks.
- Conflict of Interest policies are enforced according to board policy.



- Nepotism policies are enforced. [DBE – Employment Requirements and Restrictions: Nepotism Local Policy](#) 
- FWISD limits the issuance of manual checks.
- Each district location/department is assigned to a Payroll Specialist. Each Payroll Specialist is assigned to a Senior Payroll Specialist.



# Employee Responsibilities



As an employee of FWISD, you have timekeeping responsibilities which affect your timecard and potentially your paycheck. The transition to a semi-monthly payroll means a shorter time window for submitting timecard corrections and absence documentation. The following is a list of the employee timekeeping responsibilities.

- Non-exempt, Substitutes, and Exempt employees working extra duty will perform clock-in and clock-out procedures using the timekeeping clock, computer, or mobile application according to your scheduled times. [DEC Reg](#). Instructions can be found [here](#).
- Ensure that you report any absences promptly using the absence reporting application. [DEC Reg](#) Generally, absences should be reported in 4- or 8-hour increments, unless you are a Transportation or Child Nutrition employee. [DEC Reg](#)
- If you have absences due to jury duty, military leave, or bereavement, provide the necessary documentation to your payroll secretary. [DEC Reg Jury Duty](#), [DEC Reg Military Leave](#), [DEC Reg Bereavement](#)
- Non-exempt employees should review their timecards daily or weekly for accuracy and report any discrepancies to the payroll secretary
- All employees should review their timecards for imported absences and accrual usage accuracy.
- Non-exempt employees should approve your timecard by the end of business on the following Tuesday unless there are unresolved discrepancies. [DEC reg](#)
- Review your paycheck earnings statements for accuracy. Your earning statement has the gross amount, deductions, and year-to-date totals.
- If you notice a discrepancy in your paycheck, please contact your payroll secretary, who is your first point of contact for payroll-related issues or questions.
- Ensure your contact information such as address and phone number are current in Employee Self Service. Instructions can be found [here](#).
- Respond to payroll-related notifications from your supervisor, payroll secretary, or the Payroll Department.
- Please make sure to transfer to the correct department or location when working extra duty. Remember to include the pay code for your extra duty job, and ensure that the budget number has been added by the payroll secretary before approving your timecard.
- The District compensates for overtime for nonexempt employees. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. [DEC Local](#)
- Instructions for the FWISD Timekeeping application can be found here: [Kronos Instructions](#)




# Payroll Preparation

Payroll preparation involves the processing of employee salaries wages and deductions. It includes such tasks as collecting hours worked, calculating gross pay, deducting taxes, voluntary and mandatory withholdings.

Overview of the Payroll preparation process:

- **Collecting Time and Attendance:** Employees submit their daily hours worked through the district timekeeping system, via the web or timeclock. Employees report all absences through the absence reporting system (SmartFind).
- **Approving Time and Attendance:** The employee and supervisor approve the time reporting document weekly.
- **Data Import:** Overtime, extra duty hours worked by employees, and docks are imported from the district's timekeeping system. This data includes details of each employee's worked hours beyond regular hours or docked incremental hours.
- **Data Import Absences:** All employee absences are reported through the District reporting site. The data is exported from the District reporting site, imported into a time and attendance batch, and moved to the warrant. If the employee is out of leave, a daily dock will be recorded in the employee's pay.
- **Time and Attendance Batches:** These are entered as needed in the district financial application then approved by the principal or department head and moved to be processed. Reasons for a payroll batch could include extra students or stipends. Extra duty paid at an hourly rate must be recorded in the district timekeeping system and not included in a time and attendance batch.
- **Data Integration:** The imported timekeeping data is integrated into the district's financial system, where employee payroll calculations will take place.
- **Gross Pay Calculation:** The financial system calculates the gross pay for each employee. Hourly and daily rates and applicable pay scales are used to determine pay.
- **Payroll Taxes Calculation:** Federal taxes are calculated on taxable gross pay, yearly tax brackets, and the employee's W4, minus any non-taxable deductions.
- **Deductions and Benefits:** Deductions such as healthcare premiums, retirement contributions, and other employee-specific deductions are subtracted from gross pay. After deductions and benefits are accounted for, the system calculates the net pay, which is the final amount employees will receive on their paychecks.
- **Payroll Approval and Posting:** Once the payroll calculations are verified and approved, the payroll information is posted to the system. This step ensures the correct pay amounts are recorded for each employee.
- **Electronic Funds Transfer (EFT):** Employees are paid via electronic funds transfer (EFT) directly to their designated financial institution accounts. This secure method of payment ensures timely and accurate compensation distribution.



- **Employee Self-Service Portal:** The payroll system updates the employee self-service portal with the latest pay information. Employees can log in to view their deductions, taxes, and earnings and print their pay stubs. 
- **Recordkeeping and Compliance:** All payroll records, reports, and tax calculations are maintained for financial and regulatory compliance purposes. This includes maintaining records of paid and withheld taxes.

By following this comprehensive process, the district ensures accurate and timely compensation for employees adhering to tax regulations and providing transparency through the employee self-service portal.



# Adjustments to Payroll

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Adjust to payroll involves modifying an employee's pay after the regular payroll process has taken place.

- **Identify the Need for Adjustment:** Adjustments may be necessary due to errors, retroactive changes, corrections, or other circumstances that require updating and employee's pay.
- **Reason for Adjustment:** Clearly define the reason for the adjustment, it could be due to an error in hours worked, incorrect deductions, or changes in employment status.
- **Documentation:** Document the reason for the adjustment and the specific details that need to be corrected. This documentation is important for recordkeeping and auditing purposes.
- **Approval Process:** Adjustments may require approval from supervisors, managers, directors, Payroll Senior Officer, and/or Cabinet members.
- **Calculations:** Recalculate the employee's pay based on the new information. This includes considering adjustments to regular pay, change in position, overtime, extra duty, benefits, taxes, and deductions.
- **Tax consideration:** If the adjustment involves a change in taxable income, it could affect withholding amounts and tax calculations.
- **Retroactive changes:** If the adjustment is retroactive, ensure the changes reflect the appropriate pay period and the appropriate document has been executed by the supervisor and cabinet member.
- **Payroll Reconciliation:** After adjusting, reconcile the payroll records to ensure the corrections have been accurately applied.
- **Reporting and Documentation:** Update any payroll reports to reflect the adjusted amounts. Maintain proper documentation of the adjustment process, including the initial reason, calculations, approvals, and communications.
- **Compliance:** Ensure that any adjustments adhere to labor laws, tax regulations, and internal policies.

By following these steps, the district can accurately and transparently adjust payroll while maintaining compliance and employee satisfaction.



# FWISD Overtime Procedures

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Effective Date: September 1, 2002

The Fair Labor Standards Act provisions that apply to school districts and the related Board of Education policy are summarized below. Following the summary is the District's overtime procedures. These procedures were developed jointly by the Talent Management and Business Finance Departments.

## FAIR LABOR STANDARDS ACT (FLSA)

The FLSA provisions pertaining to public sector employees include:

- All covered employees must be paid at least 1½ times their “regular rate of pay” for all hours physically worked over 40 in a workweek. Covered employees are typically referred to as “nonexempt” employees. Nonexempt employees generally include positions not classified as “professional employees.” Examples include secretaries, clerks, maintenance, custodial staff, and other nonprofessional positions.
- The employer is responsible for establishing its workweek – a regular recurring period of 7 consecutive 24-hour periods. The workweek is the longest period for which an overtime determination can be made. Employers may establish different workweeks for different facilities and groups of employees, so long as each workweek remains fixed once it is established.
- Federal law does not require lunch or coffee breaks. However, when employers do offer breaks of 20 minutes or less, federal law considers the breaks work time that must be paid. They help promote employee efficiency that benefits the employer. Meal periods, which are generally 30 minutes or 60 minutes, are not work time and are not paid.
- **Overtime pay** is only required for hours **physically** worked over 40 in a workweek. Hours that employees are paid for but during which no actual work is done are not counted when calculating the number of hours worked. Therefore, paid time off for local personal, holidays, sick leave, state local personal, jury duty, compensatory time off, etc., are not counted when determining whether the 40-hour threshold was exceeded.
- Public sector employers, such as school districts, can give 1½ hours of paid compensatory time off for each hour of overtime worked instead of paying a premium rate for the overtime.

## BOARD OF EDUCATION POLICY

Board of Education policy DEA (LOCAL), Compensation and Benefits: Salaries and Supplements, provides:

Supervisors of nonexempt employees shall ensure an agreement or understanding with the employees regarding the form of compensation for overtime (cash or compensatory time off) prior to the performance of the work occasioning the overtime duty. These agreements or understandings need not be in writing, but the supervisor shall maintain some record of them, such as a calendar notation, a memo to the file, or some similar indication that the employee was notified of the type of compensation to expect.

It is important for supervisors and employees to understand the above provisions when applying the following procedures. **If there is a conflict between the procedures set forth below and provision of law and Board of Education policy, the law and Board policy will govern.**



## OVERTIME PAY PROCEDURES

The following procedures govern the payment of overtime:

1. Approvals - Principals or supervisors shall approve overtime in advance of it being worked, except in emergency situations as governed by the Emergency Callback section of DEC(REGULATION). When emergency situations are involved, the affected employees and supervisors shall subsequently document the overtime worked and record the reasons for the overtime.
2. Workweek and Workday - The District's standard workweek is Saturday through Friday for the purpose of computing overtime. Principals and department heads should establish a fixed 40-hour workweek and a fixed 8-hour workday for each employee, which should be based on work requirements. A 30- or 60-minute lunch period should be included in each workday schedule. Principals and department managers can also allow up to, but not to exceed, two 15-minute breaks during the day, as workloads permit.

In accordance with the FLSA, the lunch period is not counted as work time while the allowed breaks are paid as work time.

3. Entitlement - Nonexempt employees **must physically "work" over 40 hours in a workweek to be entitled to overtime pay**. Hours for which employees are paid but for which no actual work is done are not to be counted when calculating the number of hours worked. Paid time off for local personal, holidays, sick leave, state personal leave, jury duty, and other reasons are not to be included when determining whether the 40-hour threshold was met.
4. See Bulletin One, Section 8:3 - Nonexempt Personnel, Length of Workday.

For the above schedules, computation for overtime begins with hours worked in excess of the 8-hour workday schedule – after 4:00 PM, 4:30 PM, or 5:00 PM, respectively. Employees will not earn overtime by working through break periods or lunch. Overtime pay will be computed based on a 40-hour workweek.

5. Compensation for Overtime: The District has two options for compensating nonexempt employees who physically worked over 40 hours during a workweek.

Option 1 – Paid Overtime: The District can pay nonexempt employees 1½ times their "regular rate of pay" for all hours worked over 40 in a workweek.

Option 2 – Compensatory Time Off: The District can also give nonexempt employees 1½ hours of paid compensatory time off for each hour of overtime worked rather than paying a premium rate for the overtime.

**Principals or department managers** will decide which of the above two options will be used based on workload demands, staffing needs, and budget considerations. The use of compensatory time off is strongly encouraged.

6. Compensatory Time Limits: District policy provides that Compensatory time earned by nonexempt employees may not accrue beyond a **maximum of 60 hours**. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

An employee shall use compensatory time within the duty year in which it was earned. Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. The District may require an employee to use compensatory time when in the best interest of the District.





Employees must obtain the supervisor's approval to take compensatory time off. However, supervisors must allow employees to take compensatory time owed them within a reasonable period of time, considering the work requirements. The Deputy Superintendent or the Chief Financial Officer must approve exceptions to this policy for their respective staffs.

If employment is terminated for any reason, the employee must be paid for all compensatory time owed. The FLSA provides that the unused compensatory time be compensated at a rate not less than:

- the average regular rate received by the employee during the last 3 years of employment, or
- the final regular rate received by such employee, whichever is higher.

7. All unused comp-time as of the District's annual specified deadline usage date will be "paid out" in their normal paycheck.

**Note: The payment for unused compensatory time is based on a straight pay basis, using the computation shown above, and is not to be multiplied by 1½ because the 1½ multiple should be applied, when required, at the time the compensatory time was earned.**

**When compensatory time is used by the non-exempt employee a substitute is not allowed to work during the employee's absence from duty.**

8. Different Pay Rates Involved: When an employee is paid at two or more different rates for doing two or more different jobs during a workweek, the rate of pay that is used to compute overtime payments must take into account the different rates of pay. This will be calculated as a "weighted-average": total rate of pay for the workweek from all jobs divided by total hours worked = rate of pay used to compute overtime payments.

As of November 7, 2005, the Internal Audit Department recommended the District make the DOL method its standard method for calculating overtime for employees working overtime hours in a job that is unrelated to their regular job. Using the DOL method to calculate weighted average will ensure the District is consistent in complying with the law.

If additional help or clarity is needed, please enter a [Payroll Inquiry form](#).

9. Other Options to Minimize Overtime Costs: Principals and supervisors should continually review the work requirements to identify options that will minimize premium payments for overtime. Options include adjusting the employees' standard work schedules to best fit the work requirements. If some employees are routinely required to work evenings and weekends, the work schedules should be changed to include the times routinely worked. The FLSA permits employers to establish different workweeks for different facilities or groups of employees and to include evenings and weekends as part of the work schedule. If a supervisor decides that changing work schedules is in the District's best interest, the employee(s) should be notified at least two weeks in advance of the effective date of change.

Other options to minimize overtime costs include employing students and other part-time help to support the existing staff in meeting work requirements.

10. Monitoring Overtime Expenditures: Please contact the Budget Department for information on available budget reports that can be used to identify overtime expenditures.



# Overpayments

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In the event that an employee is paid more than the amount they should have been paid for their assigned pay grade and/or related supplemental earnings, it is considered an overpayment. In the event of overpayment, the District will communicate with the employee regarding repayment. It is important to note that employees are not entitled to any funds the District overpays them, and the District reserves the right to deduct any wage overpayments from one or more of the employee's paychecks. The District reserves the right to amend its procedures at any time, in accordance with Board policy.



# Payroll Calendars



## Payroll Calendar - Semi Monthly

SEMI Payroll Pay-Period	Payroll Due Dates	Paydate
May 25 – June 7, 2024	06/13/24	July 15, 2024
June 8 – June 21, 2024	06/27/24	July 31, 2024
June 22 – July 05, 2024	07/11/24	August 15, 2024
July 06 – July 19, 2024	07/25/24	August 30, 2024
July 20 - August 09, 2024	08/15/24	September 13, 2024
August 10 - August 23, 2024	08/29/24	September 30, 2024
August 24 - Sept 06, 2024	09/12/24	October 15, 2024
Sept 07 - Sept 20, 2024	09/26/24	October 31, 2024
Sept 21 - Oct 04, 2024	10/10/24	November 15, 2024
Oct 05 - October 18, 2024	10/24/24	November 27, 2024
Oct 19 - Nov 01, 2024	11/07/24	December 13, 2024
Nov 02 – Nov 15, 2024	11/21/24	December 20, 2024
Nov 16 – Dec 06, 2024	12/12/24	January 15, 2025
Dec 07 – Dec 20, 2024	01/08/25	January 31, 2025
Dec 21 – Jan 17, 2025	01/23/25	February 14, 2025
Jan 18 – Jan 31, 2025	02/06/25	February 28, 2025
Feb 01 – Feb 14, 2025	02/20/25	March 14, 2025
Feb 15 – Feb 28, 2025	03/05/25	March 31, 2025
March 01 – March 14, 2025	03/27/25	April 15, 2025
March 15 – April 04, 2025	04/10/25	April 30, 2025
April 05 – April 18, 2025	04/24/25	May 15, 2025
April 19 – May 02, 2025	05/08/25	May 30, 2025
May 03 – May 16, 2025	05/22/25	June 13, 2025
May 17 – May 30, 2025	06/05/25	June 30, 2025
May 31 – June 13, 2025	06/19/25	July 15, 2025
June 14 – June 27, 2025	07/02/25	July 31, 2025
June 28 – July 11, 2025	07/17/25	August 15, 2025
July 12 – July 25, 2025	07/31/25	August 29, 2025
<b>*Subject to change without notice</b>		



# Employee Paycheck

An employee paycheck with deductions typically includes the employee's gross earnings (before deductions), followed by various deductions such as federal taxes, Medicare, TRS (Teachers Retirement System), health premiums, retirement contributions, garnishments, partial direct deposits, and any other deductions selected during benefits enrollment.

The net pay, also known as take-home pay, is the amount the employee receives after all these deductions are subtracted from the gross earnings. Employee's paychecks will be electronically deposited into an account the employee must designate.

The district pays into a FICA Alternative instead of social security. Any employee working in a substitute, temporary, or part-time position not eligible for membership in the Teacher Retirement System of Texas, and excluding TRS retiree, will participate in the District's Tax-Sheltered Annuity Plan for Part-time Employees in lieu of participating in social security.

All employees are paid semi-monthly. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization (Fort Worth Independent School District Handbook – Revised July 2022 -21). The schedule of pay dates for the school year is listed on the employee calendar available on the printable calendars page. [Employee Calendar Page](#)

## TRS (TEACHER RETIREMENT SYSTEM)

Your membership begins on your first day of eligible employment with a TRS-covered employer. Your employer provides TRS with information about you and your employment, such as your full name, current mailing address, social security number, date of birth, date of hire, and the type of position you hold.

As a TRS member, you're required by state law to contribute a percentage of your eligible compensation as your share of the funding for your benefits. The contribution rate is set by the Texas Legislature. Your employer is required to deduct the contributions from your salary on a pre-tax basis and forward them directly to TRS each month of eligible employment. As a full-time employee, participation in the retirement plan cannot be waived.

The member contribution rate is established by the Texas Legislature. The rate beginning Sept. 1, 2023, will be 8.25%.

NTRS - 8.25% As a TRS member, you're required by state law to contribute a percentage of your eligible compensation as your share of the funding for your benefits.



TRS - .65% Member compensation withheld by the reporting employer for the benefit of the retiree's health insurance program, TRS-Care. This contribution is: (1) not tax-sheltered, (2) not applied to the member's account, (3) not included in the amounts shown on the member's annual Statement of Account, and (4) never refunded to the member.

FICA ALT – Alternative Retirement Savings plan excluding fulltime and retire/rehire employees.

## DEDUCTIONS

**The District is required to make the following automatic payroll deductions:**

- Teacher Retirement System of Texas (TRS) or a FICA Alternative Plan.
  - Rate is 8.25% and displays as NTRS on pay advice.
  - Rate is .65% and displays as TRS on pay advice.
- Federal income tax is required for all employees.
  - Based on earnings, annual federal tax bracket, W4 filing status, exemptions, and additional withholding allowances, and displays as TAX US on pay advice.
- Medicare tax (applicable only to employees hired on or after April 1, 1986).
  - Rate is 1.45% and displays as Medicare on pay advice.
- Child support and spousal maintenance, if applicable.
- Delinquent federal education loan payments, if applicable.
- Other Legal Garnishments.

### Employee Elected Deductions

- Insurances such as Health, Dental, Life, and Vision.
- Tax Sheltered Annuities
- Employee requested deduction for payment of district-approved membership dues to professional organizations.
- Salary deductions are automatically made for unauthorized or unpaid leave.



# PAYCHECK EXAMPLE SHOWING MANDATORY DEDUCTIONS:

Fort Worth Independent School District						Advice Amount	997.48
Emp No	Employee Name		Loc	Advice Date	Type	Advice No.	
000001	JOHN SMITH		100	07/27/2023	MONTHLY	3305593	
Type	Rate	Days/Hrs.	Earnings	YTD Earnings	Deductions		Current YTD
BASE D			1250.00	10000.00	MEDICARE		18.13 36.26
LOCP		1.25			TAX US		95.63 191.26
PER BU		1.00			NTRS		103.13 206.26
					TRS		15.63 31.26
TOTAL		2.25	1250.00	1250.00			
					TOTAL	232.52	465.04
					DEPOSITS:		
					DDF	997.48	1994.96
					YOUR BANK NAME HERE		
Advice Totals							
Year to Date Gross Pay						1994.96	
Year to Date Deductions						465.04	
Year to Date (Partial Direct Deposits)						0.00	
Year to Date Net Pay						1529.92	
			Current Gross Pay	Current Deductions	Current Net Pay		
			7,592.00	2,193.08	5,398.92		

Leave Codes	Earned	Used	Balance
LOCAL PERS		1.250	4.250
PERS BUSIN		1.000	0.875
SICK			4.500

Withholding Allowances			
Filing Status	Exemptions	Extra Amount	
Federal	M	0	0.00


**Fort Worth**  
 INDEPENDENT SCHOOL DISTRICT  
 Fort Worth Independent School District  
 100 N. University Drive, NW140-H  
 Fort Worth, TX 76107  
 (817) 814-2180 Fax: (817) 814-2185

Advice Date: 07/27/2023  
 Advice Number: 3305593

\$1529.92

\*One Thousand Five Hundred Twenty-Nine Dollars and 92 Cents\*

Deposit To The Account of  
 100 JOHN SMITH  
 100 MAIN STREET  
 FORT WORTH TX 76107

**DIRECT DEPOSIT  
NON-NEGOTIABLE**



# Accruals

Accruals refer to the paid time off hours granted by the school district to their full-time employees. As employees work, they may accrue leave based on their tenure, predetermined position, and last hire date. Leave will be prorated if an employee leaves before completing their work calendar.

Leave must be used in half or full-day Employees should consult Policies [DEC \(LOCAL\)](#) and [DEC \(REGULATION\)](#) to review their options to select which type of leave accrual they may use for an absence from duty.

Employees must follow District and department or campus procedures to request and report any leave of absence and submit any required forms and certification required for the absence. Any unapproved absences or absences beyond accumulated or available paid leave shall result in a deduction from the employee's pay.

## LOCAL PERSONAL LEAVE

Policy [DEC \(REGULATION\)](#)

Each Full-time District employee in a position normally requiring 239 or more workdays per year will earn paid local personal leave. The number of local personal days earned will be based on the number of years of completed service, as follows:

Years of Completed District Service	Local Personal Leave Days Earned Per Fiscal Year
1-10 Years	10
11-20 years	15
More than 20 years	20

## STATE-PERSONAL LEAVE

Policy [DEC](#)

State law entitles all full-time employees up to five (5) days of paid state personal leave per year, pro-rated based upon the employee's first day of employment with the District.

## SICK LOCAL

Policy [DEC](#)

Local leave applies to all District employees (not substitute or temporary) who have contributed to the Teacher Retirement System of Texas (TRS). Local leave is earned at a minimum rate of one half-day per month (full-time).

- Employees in positions that normally require ten months of service earn five days each year.
- Employees in positions normally requiring 11 months of service earn six days each year.
- Employees in positions normally requiring 12 months of service earn seven days each year.

The District does not limit the number of local leave days employees may accumulate.



# STATE SICK LEAVE

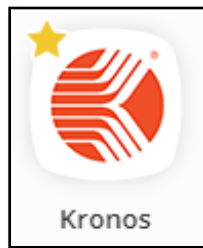
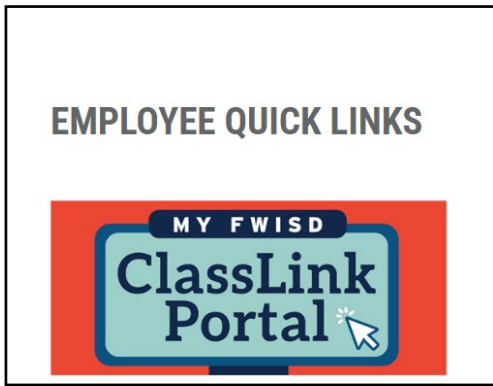
## Policy [DEC](#)

State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas. State sick leave may be used for the following reasons only:

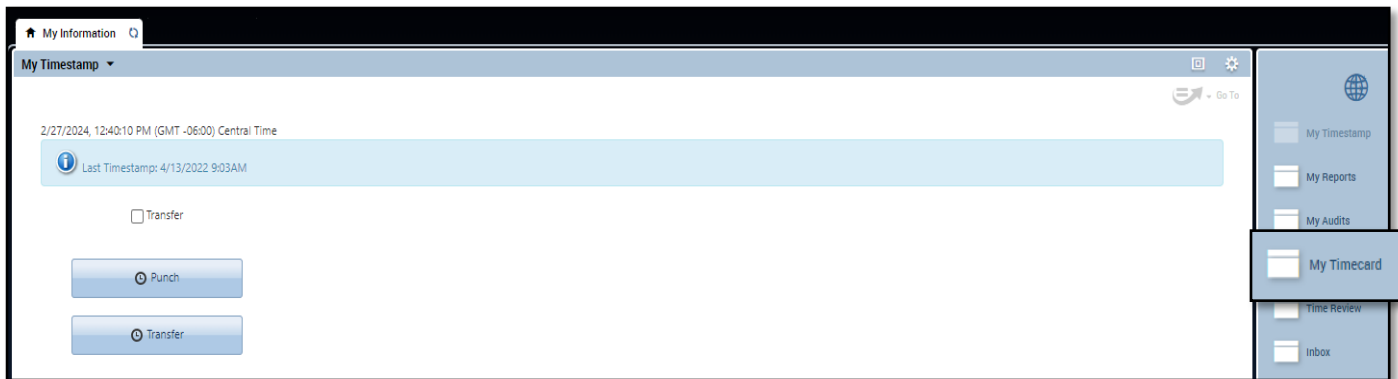
- Employee illness;
- Illness in the employee's immediate family;
- Family emergency (i.e., natural disasters or life-threatening situations);
- Death in the immediate family; or
- Active military service.

## TO VIEW ACCRUALS

Login to the District Timekeeping System (Kronos) through the Employees [site](#) > Employee Quick Links > My ClassLink Portal once in the portal, locate and select the Kronos icon.



- Once the Kronos screen opens, click on My Timecard





- The timecard screen opens, click on the double line at the bottom of the page to show more content.

	Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
+	Sat 2/24									
+	Sun 2/25									
+	Mon 2/26									
+	Tue 2/27									
+	Wed 2/28									
+	Thu 2/29									
+	Fri 3/01									

- Click on the Accruals tab

Totals **Accruals** Audits Historical Corrections

All Pay Code

Pay Code

- The Accrual screen will display the Accrual type and available balance

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period
Comp Earned	0.00	Hour	Mon 1/01 - Tue 12/31
Local Personal Leave	12.0	Day	Mon 1/01 - Tue 12/31
STATE-PERSONAL LEAVE	3.375	Day	Mon 1/01 - Tue 12/31
Sick Local	6.5	Day	Mon 1/01 - Tue 12/31
State Leave	0.0	Day	Mon 1/01 - Tue 12/31
State Sick	0.0	Day	Mon 1/01 - Tue 12/31



# Employee Separation – Final Check

---

Presently, employees receive compensation equivalent to 1/24<sup>th</sup> of their annual salary, distributed on a semi-monthly schedule. When an employee notifies their departure from the district, the payment method shifts to compute their earnings using the daily rate. This daily rate is determined from the start of the contractual year until their last working day. A comparison is then drawn between the total of the 1/24<sup>th</sup> salary checks up until their last workday and the cumulative sum of the daily rates multiplied by the number of workdays. This evaluation may result in the employee receiving a payment lower than initially anticipated. This shift in calculation methodology aims to ensure a precise reflection of the workdays and compensation earned. Still employees need to be aware of the potential for a variance in their final payment.

Employee Start and End Dates Calendar can be found [here](#).

## PAY SCHEDULE FOR RESIGNING EMPLOYEES

Employees resigning employment at the end of their scheduled calendar year will be paid off in accordance to their last working day. If the last working day is before the 15<sup>th</sup> of the month, their final deposit will be at the end of the month. If the last working day is on the 15<sup>th</sup> or after, the final deposit will be the following month. Their final deposit will include all remaining monies earned during the scheduled calendar year.

If an employee is scheduled to work 239 days or more, has not completed the scheduled calendar year, and employee's last day worked is before the 15<sup>th</sup> of the same month, the employee's final deposit will be at the end of the month of the last day of employment based on the completed Form 100. If an employee is scheduled to work 239 days or more, and the employee's last day worked is on the 15<sup>th</sup> or after, the employee's final deposit will be the following month based on the completed Form 100.

## THINGS TO KNOW FOR THIS CALCULATION:

- Calendar days showing the authorized work days for an employee in a school year.
- Annual Salaries are based on working all contracted days in a school year.
  - 187 Day Employees
  - 210 Day Employees
  - 239 Day Employees
    - Employees scheduled to work 239 days or more, may be negatively impacted on their last paycheck. Employees scheduled to work less than 239 days, may or may not have a negative impact on their last paycheck.
- Annual Salary does not include non-working days such as holidays and breaks (winter, spring) or any predetermined days when the school or district is officially closed.
- The daily rate can be found in Employee Self Service.



# Final Check Calculation Example

An employee has an annual salary of \$65,123 for 239 contracted days. The pay system distributes 1/24<sup>th</sup> of the check on a semi-monthly schedule.

- **1/24<sup>th</sup> check:  $\$65,123/24 = \$2713.46$  semi-monthly.**

The employee leaves after 160 days. (Sept 1st – May 6<sup>th</sup>)

## Calculate the Daily Rate

- Determine the daily rate by dividing the salary by the total number of contract days or refer to the daily rate in ESS.
- $\$65,123/239 = \$272.48$  Daily Rate

## Calculate the Earned Salary

- Determine the earned salary by multiplying the days worked by the daily rate. To determine days worked, refer to the [Employee Calendar](#). At the bottom of each month is the number of work days. Add these numbers to determine the total days.
- $160 \times \$272.48 = \$43,596.80$  Earned Salary

## Calculate Paid Salary Up Until Last Work Day

- Determine the amount on semi-monthly checks already paid by dividing the total number of days worked by the number of calendar days in a typical semi-monthly pay period. The typical semi-monthly pay period is 10 days.
- $160 / 10 = 16$  to get the amount of checks already paid.
- Determine the amount of semi-monthly salary paid by multiplying the number of checks already paid, 16 by the semi-monthly amount  $\$2713.46$ .
- $16 \times \$2713.46 = \$43,415.36$
- Another way to determine the total pay checks received is review the Employee Calendar and count the pay dates from beginning contract date to leave date.

## Calculate the Adjustment

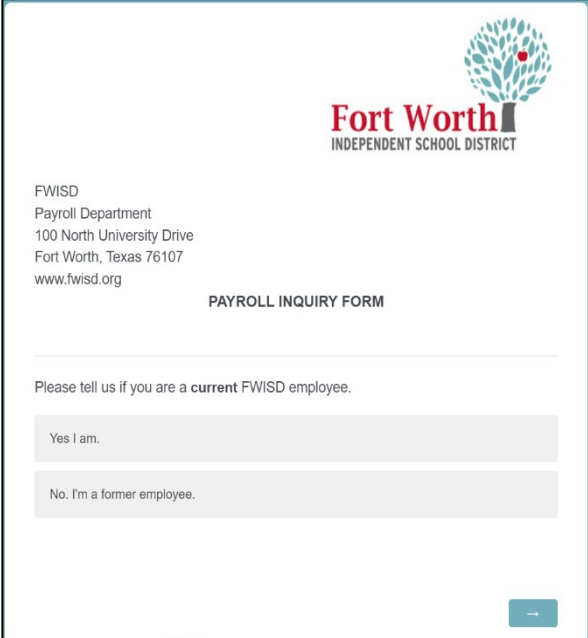
- The adjustment is calculated by subtracting the salary earned from the salary already paid.
- $\$43,596.80 - \$43,415.36 = \$181.44$ , this amount would then have taxes, TRS, insurance and any other deductions subtracted.



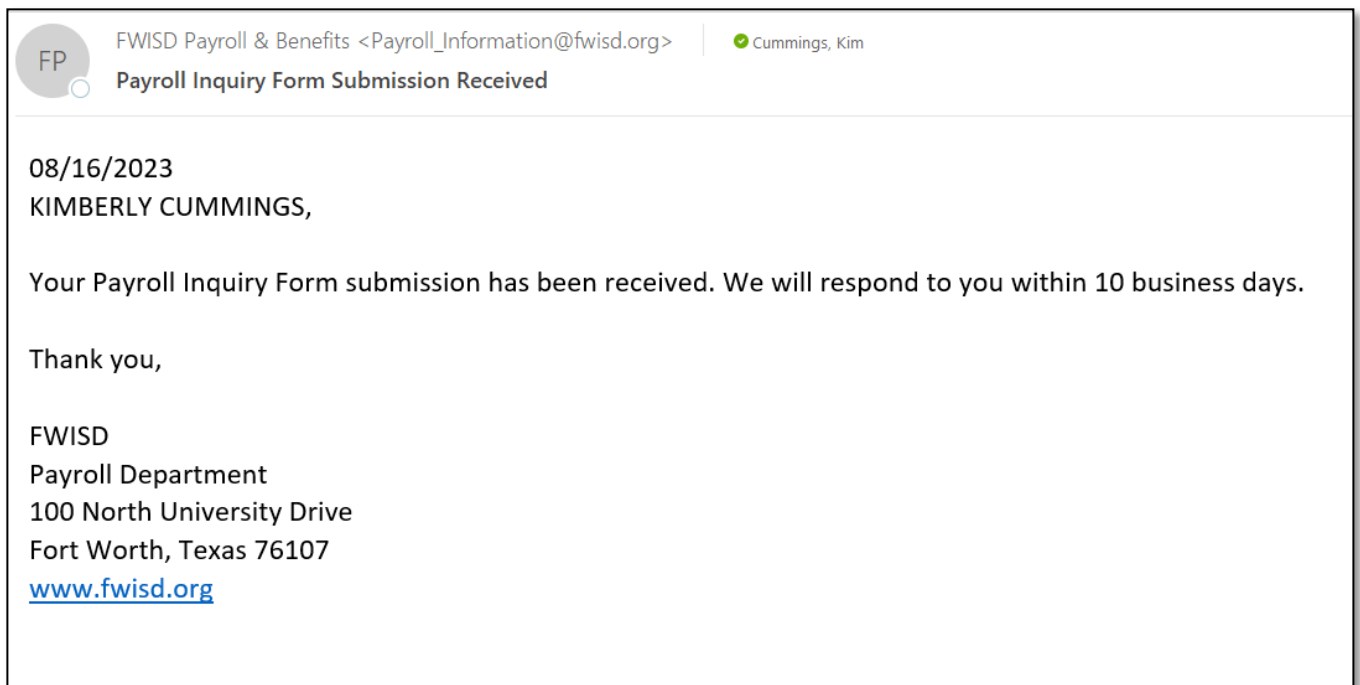
# Payroll Forms

## Payroll Inquiry Form

The Payroll Inquiry form is a user-friendly and efficient way to submit payroll-related questions. The employee will navigate through screens requesting basic information, including employee ID, and contact number. Once the information has been entered, the Payroll Inquiry Form will display the employee information and a field to enter detailed information regarding the issue or question being submitted. A system-generated email will be sent with the date and employee name and that the Payroll Department has received the inquiry. Allow up to 10 business days for a response. The Payroll Inquiry Form can be located [here](#).



The screenshot shows the top portion of the Payroll Inquiry Form. At the top right is the Fort Worth Independent School District logo. Below it, the contact information for the Payroll Department is listed: FWISD, Payroll Department, 100 North University Drive, Fort Worth, Texas 76107, and www.fwisd.org. The title "PAYROLL INQUIRY FORM" is centered. Below this is a question: "Please tell us if you are a current FWISD employee." There are two radio button options: "Yes I am." and "No. I'm a former employee." A blue arrow button is visible at the bottom right of the form area.

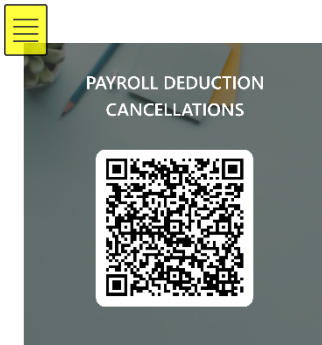


# Payroll Deduction Cancellation Form

Designed for simplicity, the payroll deduction cancellation form facilitates an effortless process for employees seeking to cancel their chosen dues and fee contributions to specific organizations. The form can be located [here](#).

To initiate the process, simply click on the form to enter your employee details and indicate the organization dues or fees you wish to discontinue. If necessary, you have the option to select multiple organizations.

Payroll deduction cancellation changes will be applied based on the effective dates in the published [payroll calendars](#). In conjunction with the cancellation form, you must contact the organization in which you are canceling. Pledges such as to United Way, etc. must be paid out as originally promised and cannot be canceled.

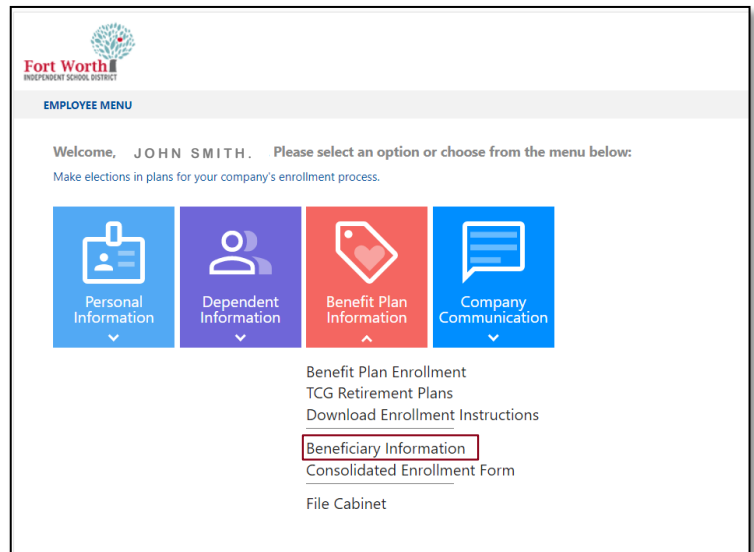
A screenshot of the web form. The header is a dark teal bar with the text "PAYROLL DEDUCTION CANCELLATIONS" and a small icon in the top right. Below the header, the form content is on a light grey background. It starts with a greeting: "Hi, Kim. When you submit this form, the owner will see your name and email address." followed by a red asterisk and the word "Required". There are five numbered questions, each with a text input field and a small icon to its right. Question 1: "1. Enter your Employee ID \*". Question 2: "2. Employee's full name \*". Question 3: "3. Employee's phone number \*". Question 4: "4. NAME OF ORGANIZATION TO CANCEL DUES OR FEES. \*". Below this question are four radio button options: "UEA", "ATPE", "TESTA", and "TX AFT PROFESSIONAL". Question 5: "5. By selecting the check box below, I attest, no further deductions are to be taken from my salary for the selected organizations in question 4. \*". Below this question is a radio button labeled "Yes". At the bottom left of the form is a dark teal "Submit" button.

# Payroll Other

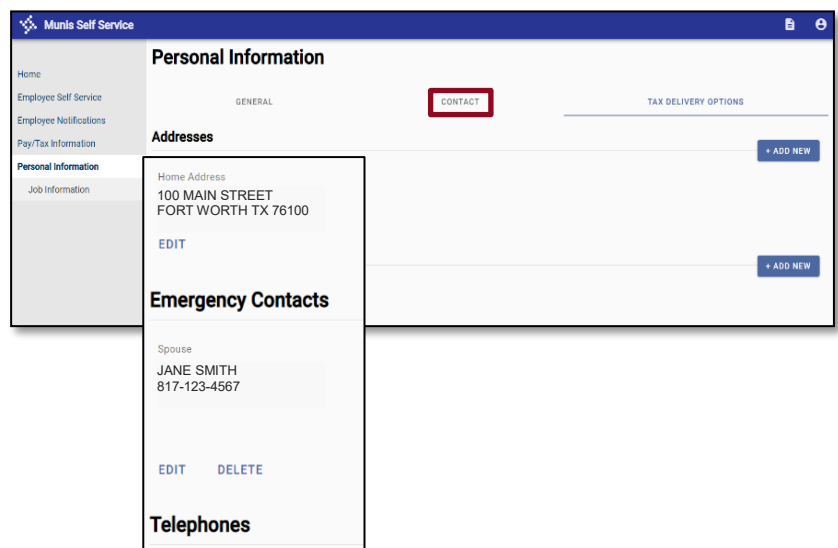
## Wages of Deceased Employees

In the unfortunate event of an employee's passing, ensuring their wages are appropriately handled becomes essential. One critical aspect of this process involves listing beneficiary contacts. Employees are encouraged to provide insurance beneficiary information through the Benefits Hub, even if they do not enroll in additional benefits. It is important to note that FWISD provides a basic life insurance policy of \$15,000 for each full-time employee.

Designating beneficiaries for this policy is imperative to ensure seamless processing during this challenging period. This approach emphasizes the importance of proactive preparation to alleviate potential difficulties for loved ones in times of hardship.



Employees are encouraged to include beneficiary information in Emergency Contact in the ESS platform. This step will ensure the employee's final paycheck is promptly and accurately disbursed to the intended recipients.



# Employee Self-Service

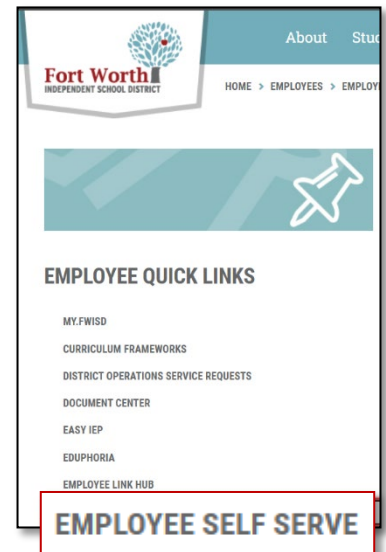
Employee Self Service (ESS) serves as a convenient and efficient hub for personnel to access essential information and manage their employment details. With features that include viewing paystubs and W2 forms, the platform provides employees with instant access to their salary records. Additionally, the ability to update contact information, direct deposit, and W-4 data empowers employees to keep their personal and tax-related information accurate and up to date. This platform streamlines administrative processes, reducing the need for manual interventions and promoting a more independent and empowered workforce.

Once login credentials have been established using a District computer ESS can be accessed through the Employee Link Hub > Quick Link> Employee Self Service

or



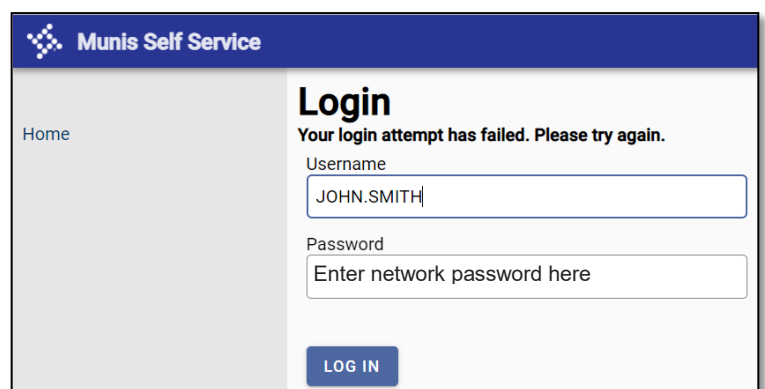
Through the Employees [site](#) > Employee Quick Links > My ClassLink Portal once in the portal, locate and select the Self Service icon.



The first time accessing Employee Self Service, a secondary email will be required for authentication. Once the email is setup in ESS, a security code will be emailed to that email account to provide a security code for login.

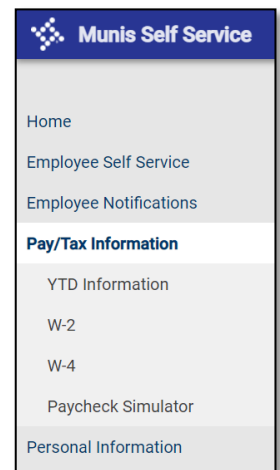
The ESS username is first.lastname **without** the @fwisd.org.

Enter the network password previously setup.



## ADVANTAGES OF ONLINE PAY/TAX INFORMATION IN EMPLOYEE SELF-SERVE:

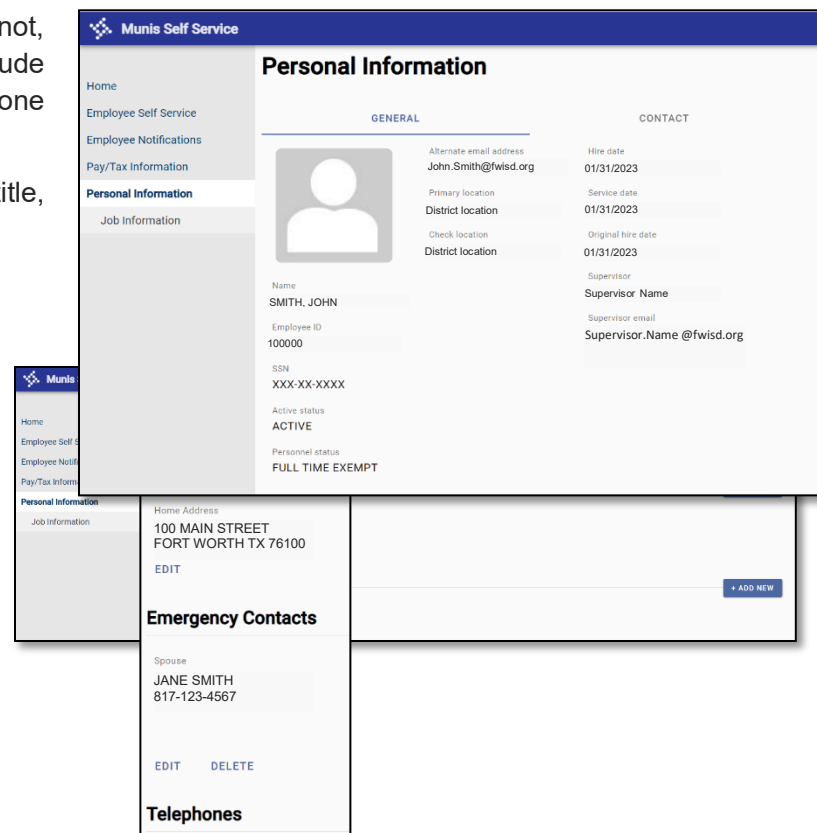
- View and print the current pay advice information from any computer, even at home.
- Review prior pay information including deductions.
- View and update W-4 information.
- Access and print W2 information.
- Use the paycheck simulator to estimate your pay.



\*A copy of a pay advice or W2 can be obtained by contacting the Payroll Department and submitting a \$15.00 fee per copy to the FWISD Cashier located in the District Service Center \*

## ADVANTAGES OF ONLINE PERSONAL INFORMATION IN EMPLOYEE SELF-SERVE:

- Review personal information, including address, phone and emergency contacts.
- Ensure the Contact information is current. If not, click **Edit** to update contact information. Include an Emergency Contact name and phone number.
- View Job Information, including job title, location, paygrade and years of service.



## SHOULD ESS ASSISTANCE BE NEEDED:

ESS Technical Help such as access needed  
817-814-2270

W4 Employee Records 817-814-2180





# Understanding Your W2

The W2, Wage, and Tax Statement, is a crucial document the district provides to their employees and the IRS at the end of each calendar year. The W2 provides a comprehensive summary of the employee's **taxable** annual earnings, including wages and other compensation. It ensures employees have an accurate record of their total taxable income, which is essential for filing federal income taxes. The W2 simplifies the tax filing process by reducing the chances of errors in tax filings.

Every W2 has the same field, no matter the employer, and has fields for state and federal sections.

Refer to the back of the W2 form for a detailed explanation of the fields and codes.



# W2 Delivery Method

The district offers employees three ways to receive their W2 form at the end of January:

Electing to receive electronic delivery of the W2 form can offer several benefits to employees:

## W-2 Delivery Method

- Mail
- Alternate email
- Self service only

### Convenience:

- *Accessibility:* Employees can access their W2 forms online at any time, from anywhere with an internet connection, eliminating the need to wait for a paper copy in the mail.
- *Faster Access:* Electronic delivery typically provides employees with access to their W2 forms earlier than traditional mail delivery, allowing them to file their taxes earlier.

### Security:

- *Reduced Risk of Loss:* Electronic W2 forms are stored online, reducing the chance of physical loss or misplacement compared to paper forms.
- *Password Protection:* Access to W2 forms requires login credentials, adding an extra layer of security.

### Environmental Impact:

- *Reduced Paper Usage:* Opting for electronic delivery contributes to reducing paper consumption and its associated environmental impact, supporting eco-friendly initiatives.

### Cost Savings:

- *No Printing or Mailing Costs:* The district can save on printing and postage costs associated with mailing paper W2 forms, potentially passing on costs savings to reinvest in other areas.

### Ease of Storage and Retrieval:

- *Archive Capability:* The ESS application allows employees to locate their tax documents electronically for multiple years, simplifying recordkeeping and future access.
- *Search Functionality:* Electronic copies are searchable, making it easier to find specific information when needed.

### Security Against Identify Theft:

- *Reduced Mail-Related Identity theft:* electronic delivery eliminates the risk of W2 forms being stolen from the mailbox, which can lead to identity theft.

### Reduced Administrative Errors:

- *Minimized Data Entry Errors:* Electronic W2 data can be directly imported into tax software, reducing the risk of manual data entry mistakes when filing taxes.
- *Notification Alerts:* An email notification is sent to employees when their form is available, ensuring they are aware of the availability of their W2 form.



## TO GET STARTED WITH ELECTRONIC W2 DELIVERY:

It is important to note that employees who choose electronic delivery of their W2 forms need to elect this option in ESS.

- Login to [Employee Self Service](#)
- Select Personal Information
- Select Tax Delivery Options
- Select W2 Delivery Method

The image displays two screenshots of the Munis Self Service portal. The top screenshot shows the 'Personal Information' page with a red box highlighting the 'TAX DELIVERY OPTIONS' link. The bottom screenshot shows the 'W-2 Delivery Method' selection screen with radio buttons for 'Mail', 'Alternate email', and 'Self service only', where 'Alternate email' is selected.

- **Mail** – to receive a hard copy by USPS mail to your address on file
- **Alternate email** – to receive a secure email containing your W-2 to your alternate email address on file (an alternate email address must be provided under 'Personal Information' by clicking 'General' and 'Edit')
- **Self service only** –to access and print W2 from ESS only.

\*A copy of you W2 can be obtained by contacting the Payroll Department and submitting a \$15.00 fee per copy to the FWISD Cashier located in the District Service Center \*

Overall, opting for electronic delivery of the W2 form can enhance convenience, security and efficiency in managing tax-related documents for employees.



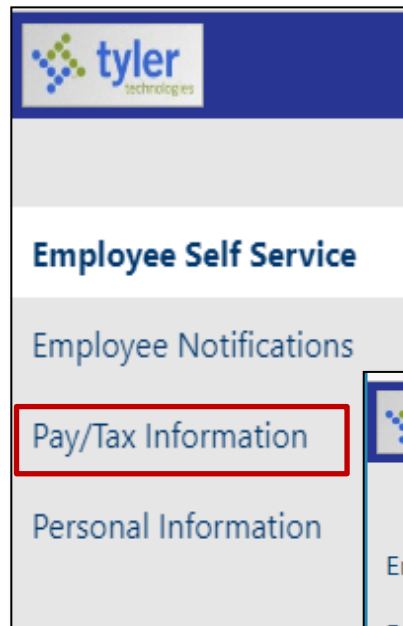
# Managing Your Direct Deposit Information

Updating direct deposit information in ESS is a straightforward process that allows employees to conveniently manage their payment Preferences. You can enter or modify bank account information, including the routing number and account number, ensuring accurate and timely electronic payments. This secure and user-friendly feature streamlines payroll processing and empowers employees to maintain control over their financial transactions.

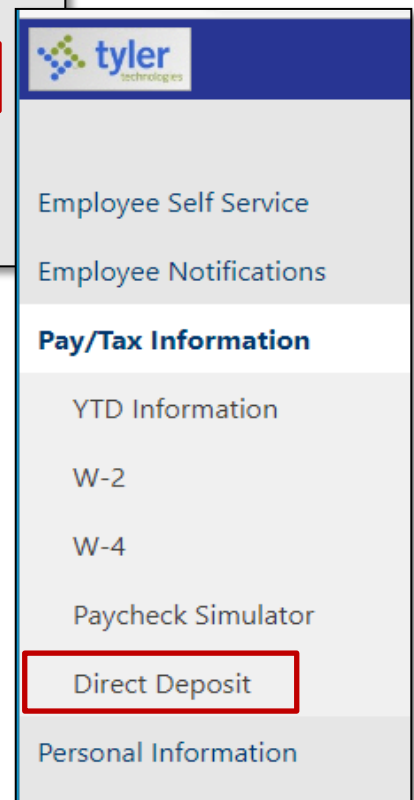
You will need your bank's name, routing number and your account number to start.

Log into the Employee Self-Serve Application.

- Select Pay/Tax Information option



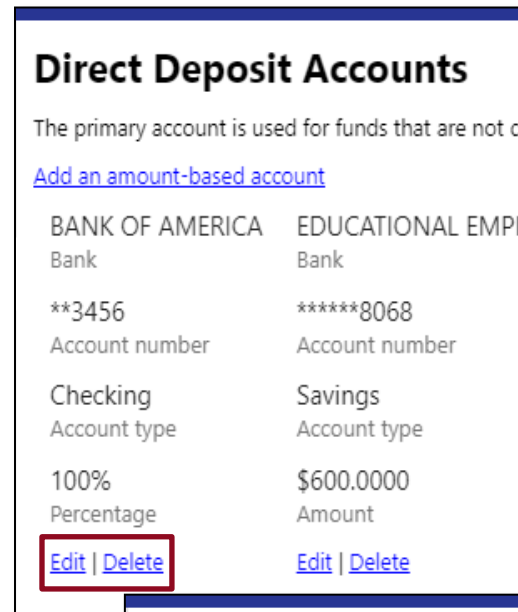
- Select Direct Deposit



## EDITING EXISTING ACCOUNTS

If direct deposit account/s have already been established it/they will be displayed in the Direct Deposit Accounts screen. The account/s can be edited or deleted by selecting the appropriate action button. If the account is the **Primary**, you will **not** be able to specify an amount.

- Click on Edit and updating the routing number, account number and account type.  
or
- Click on Delete if the account is to be deleted.
- Click Save.

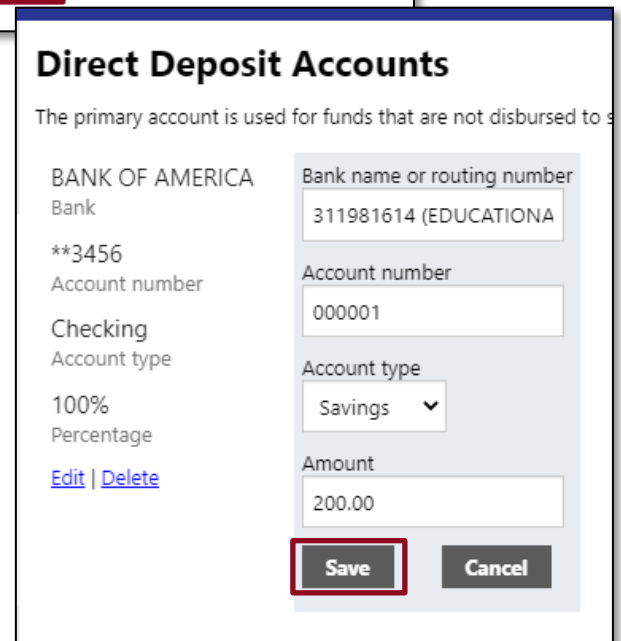


**Direct Deposit Accounts**

The primary account is used for funds that are not d

[Add an amount-based account](#)

BANK OF AMERICA Bank	EDUCATIONAL EMP Bank
**3456 Account number	*****8068 Account number
Checking Account type	Savings Account type
100% Percentage	\$600.0000 Amount
<a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Edit</a>   <a href="#">Delete</a>



**Direct Deposit Accounts**

The primary account is used for funds that are not disbursed to s

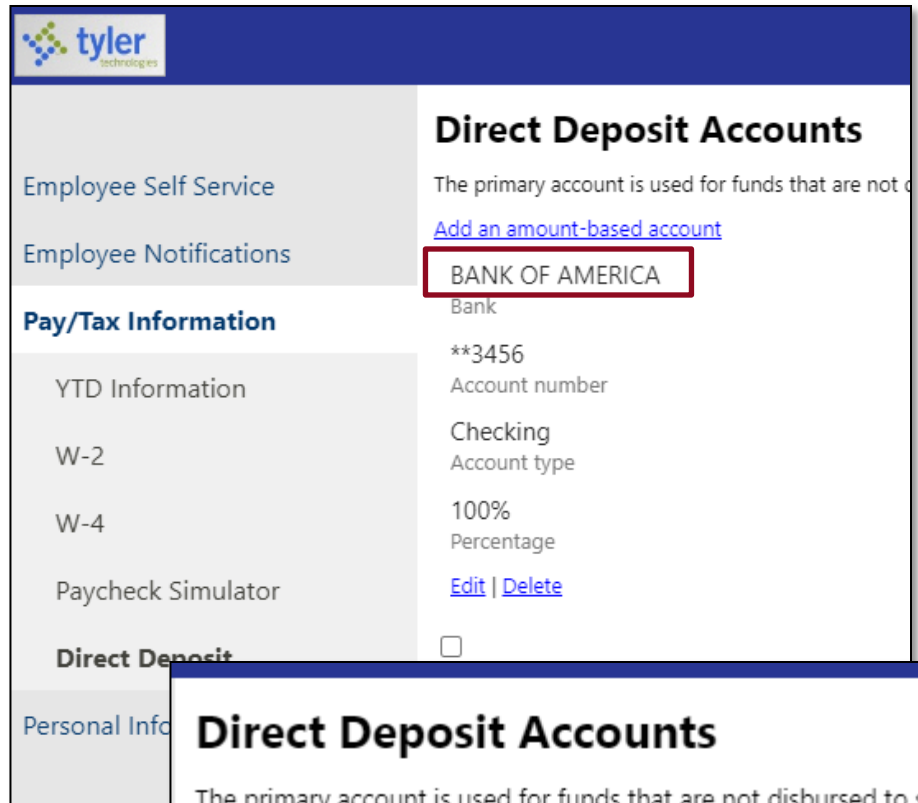
BANK OF AMERICA Bank	Bank name or routing number 311981614 (EDUCATIONA
**3456 Account number	Account number 000001
Checking Account type	Account type Savings ▾
100% Percentage	Amount 200.00
<a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Save</a> <a href="#">Cancel</a>



## ADDING ADDITIONAL ACCOUNT (AMOUNT BASED)-OPTIONAL

An additional account can be added for depositing specific dollar amounts into a separate account. The remaining balance of deposit will go to the primary account.

- Click Add an Amount-based account



**tyler** technologies

### Direct Deposit Accounts

The primary account is used for funds that are not disbursed to...

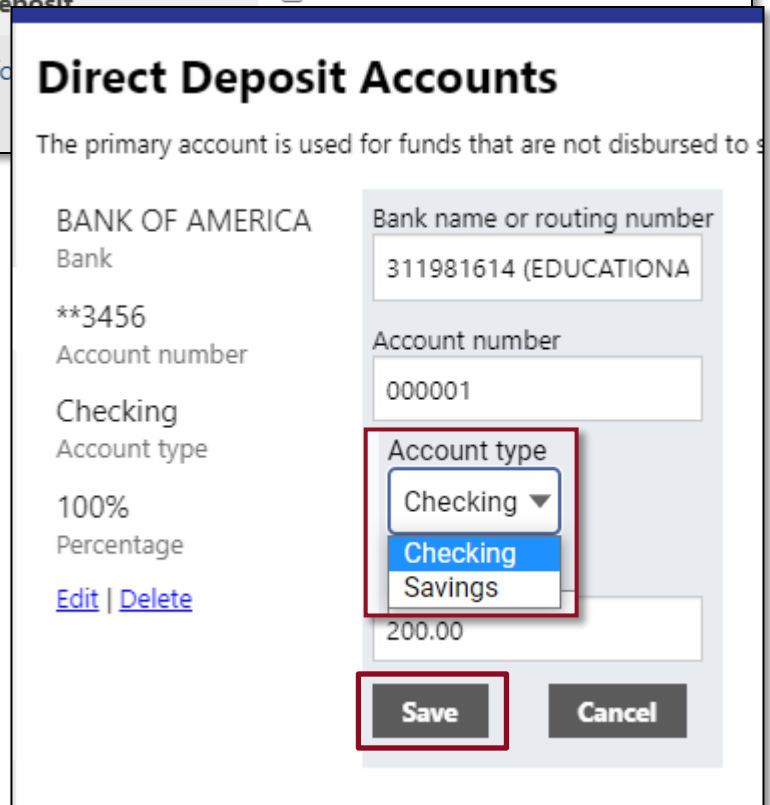
[Add an amount-based account](#)

**BANK OF AMERICA**  
Bank  
\*\*3456  
Account number  
Checking  
Account type  
100%  
Percentage  
[Edit](#) | [Delete](#)

Employee Self Service  
Employee Notifications  
**Pay/Tax Information**  
YTD Information  
W-2  
W-4  
Paycheck Simulator  
**Direct Deposit**  
Personal Info

- Enter routing number
- Enter Account number
- Enter the dollar amount to be sent to this account
- Click Save.

The screen will display the primary and additional account information that was entered.



### Direct Deposit Accounts

The primary account is used for funds that are not disbursed to s...

BANK OF AMERICA  
Bank  
\*\*3456  
Account number  
Checking  
Account type  
100%  
Percentage  
[Edit](#) | [Delete](#)

Bank name or routing number  
311981614 (EDUCATIONA)  
Account number  
000001  
Account type  
Checking ▼  
Checking  
Savings  
200.00

**Save** **Cancel**



If the information is correct:

- Click the check mark box and click “Submit these accounts for approval”.

### Direct Deposit Accounts

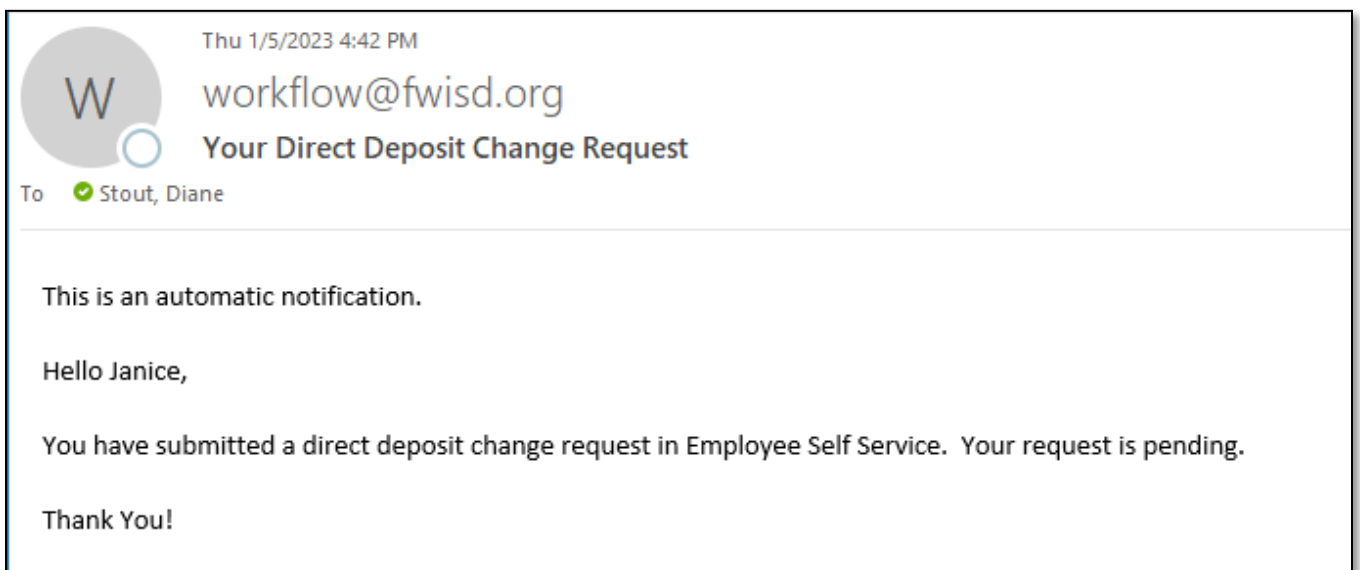
The primary account is used for funds that are not disbursed to secondary accounts.

[Add an amount-based account](#)

BANK OF AMERICA Bank	EDUCATIONAL EMPLOYEES CREDIT UNION Bank
**3456 Account number	**0001 Account number
Checking Account type	Savings Account type
100% Percentage	\$200.00 Amount
<a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Edit</a>   <a href="#">Delete</a>


[Submit these accounts for approval](#)

- A system generated email will be sent confirming the direct deposit change request has been received.



- A message will display in ESS stating “This direct deposit change is awaiting approval. No changes can be made at this time.”

## Direct Deposit Accounts

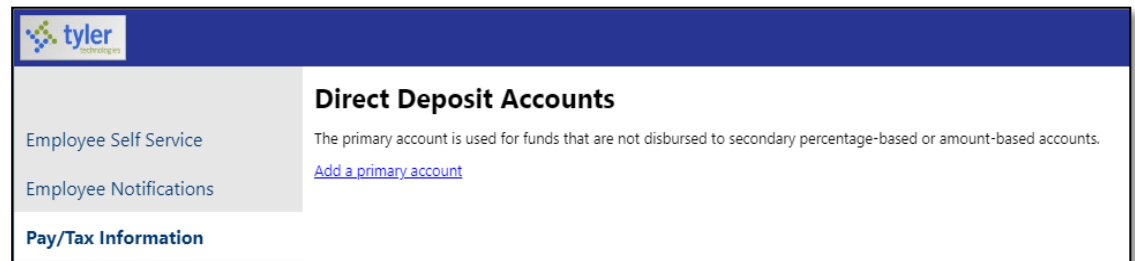
 This direct deposit configuration is awaiting approval. No changes can be made at this time.

- Once your changes have been approved, you will no longer see this message.

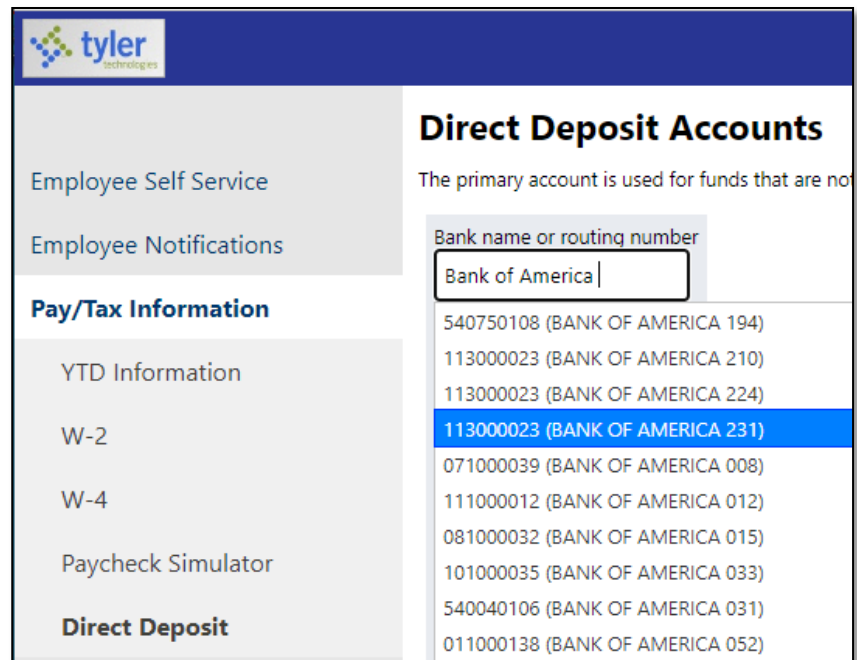
## ADDING A PRIMARY ACCOUNT (NEW HIRES)

You will need your bank’s name, routing number and your account number to start.

- Click on Add a primary account



- Enter routing number or search by bank name and select appropriate number.



Bank name or routing number
Bank of America
540750108 (BANK OF AMERICA 194)
113000023 (BANK OF AMERICA 210)
113000023 (BANK OF AMERICA 224)
113000023 (BANK OF AMERICA 231)
071000039 (BANK OF AMERICA 008)
111000012 (BANK OF AMERICA 012)
081000032 (BANK OF AMERICA 015)
101000035 (BANK OF AMERICA 033)
540040106 (BANK OF AMERICA 031)
011000138 (BANK OF AMERICA 052)





- Enter account number and select checking or savings
- Click Save

**tyler** technologies

**Direct Deposit Accounts**

The primary account is used for funds that are not

Bank name or routing number  
11300023 (BANK OF AM

Account number  
123456

Account type  
 Checking  
 Checking  
 Savings

100

**Save** **Cancel**

- Click the check mark box
- Click “Submit these accounts for approval”

**Direct Deposit Accounts**

The primary account is used for funds that are not disbursed to seconda

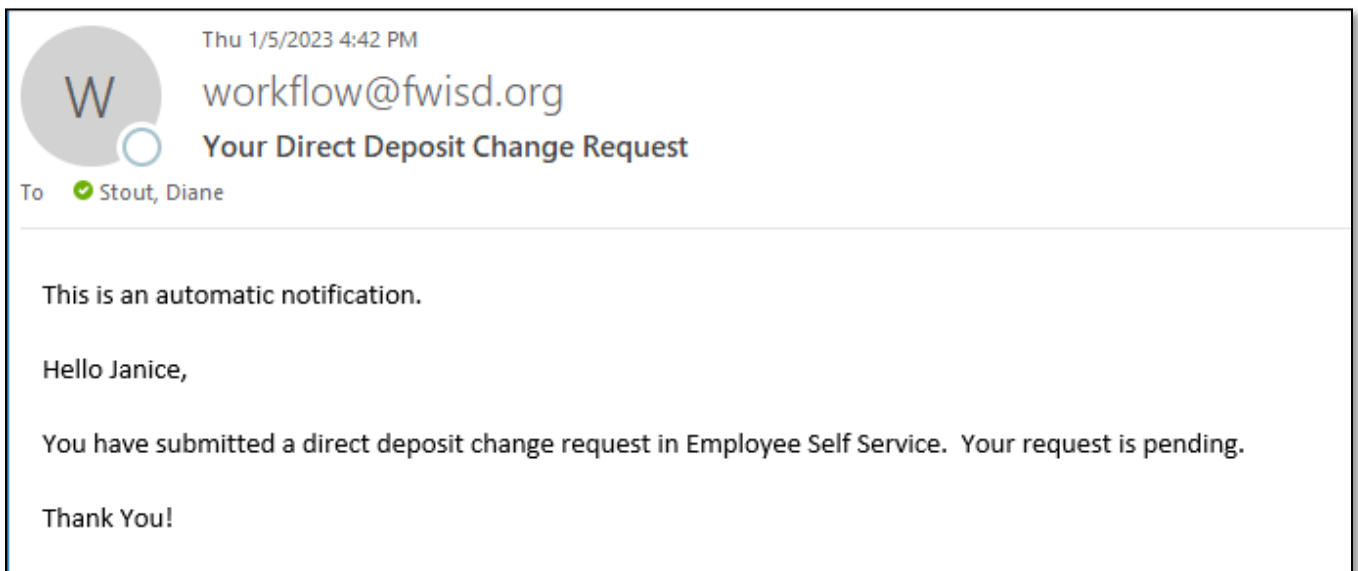
[Add an amount-based account](#)

BANK OF AMERICA	EDUCATIONAL EMPLOYEES CREDIT UN
Bank	Bank
**3456	**0001
Account number	Account number
Checking	Savings
Account type	Account type
100%	\$200.00
Percentage	Amount
<a href="#">Edit</a>   <a href="#">Delete</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

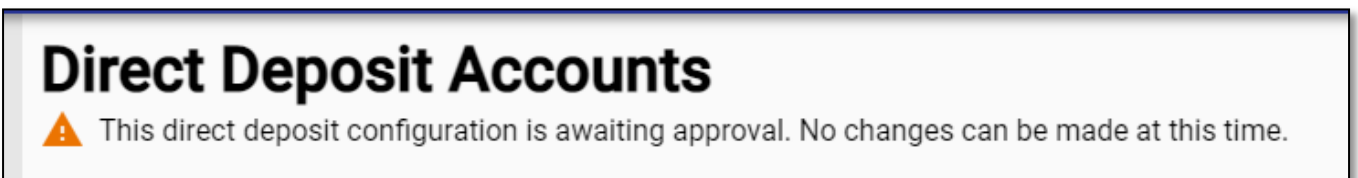
**Submit these accounts for approval**



- A system generated email will be sent confirming the direct deposit change request has been received.



- A message will display in ESS stating “This direct deposit change is awaiting approval. No changes can be made at this time.”



- Once your changes have been approved, you will no longer see this message.

## EFFECTIVE DATES OF CHANGES

Direct Deposit changes will be applied based on the effective dates in the published [payroll calendars](#).

Contact Payroll for cut-off dates for March, November, and December.



# Employment Verification

## How Do I Get My Employment Verified?

Give the person/company wanting the verification the following information:

- Your Social Security Number
- FWISD's employer code: 10603
- Have the person/company contact: The Work Number at [www.theworknumber.com](http://www.theworknumber.com) OR 1-800-367-5690 to verify your employment.

## HOW DO I GET MY EMPLOYMENT AND INCOME VERIFIED?


You must first request a Salary Key. This six-digit number allows the person/company access to your salary information.

You may get a Salary Key one of two ways:

- Contact [www.theworknumber.com/employee](http://www.theworknumber.com/employee), and navigate as directed
- OR
- Call 1-800-367-2884 and follow the prompts.
  - **WRITE DOWN YOUR SALARY KEY!**

Give the person/company wanting to verify your employment and income:

- Your Social Security Number
- FWISD's employer code: 10603
- Your Salary Key
- Have them contact The Work Number at [www.theworknumber.com/verifier](http://www.theworknumber.com/verifier) OR 1-800-367-5690

If your verifier has questions, direct them to  The Work Number Client Service Center at 1-800-996-7566.

## HOW DO I GET VERIFICATION OF EMPLOYMENT FOR ADOPTION OR IMMIGRATION PURPOSES?

These types of verifications are not handled through The Work Number.

Please contact the Employee Records Department at 817-814-2761 for assistance.

