Payroll Reference Guide & FAQs

When contacting the Payroll Department, please provide the following:

- Your legal name
- Your Employee Identification Number, which can be found on your ID badge, pay warrant, or in the Employee Portal
- A brief message for the purpose of your inquiry





PAYROLL DEPARTMENT CONTACTS

Phone: **(805) 306-4500 Ext. 4140**

Payroll will answer and return calls after school hours between 2:30 and 4:30 p.m.

Email: **payroll@simivalleyusd.org**

Fiscal Services Website

FOR QUESTIONS RELATED TO:

Bargaining Agreement	* Personnel web page	CalPERS	CalPERS Website
Payroll Forms	*Fiscal Services web page	CalSTRS	CalSTRS Website
Change of Address	*Personnel web page	Frontline	Frontline Website
403b/457	Schools First Plan Vue	Missing Hours	Contact your site/department

PN Time is limited to current year's sick leave grant.
***Found at www.simivalleyusd.org**

PAY PERIOD DATE REFERENCE

ATTENDANCE TRACKING

In most circumstances, employee attendance is tracked from the 11th of the month through the 10th of the following month.

PAID at the end of the month:

Assignment Pay: From the 1st of the month through the last day of the month.
Substitute/OT/Additional Hours: From the 11th of the month through the 10th of the following month.

PAID on the 10th of the month:

Classified CalPERS Retirees: From the 1st of the month through the last day of the month.

EMPLOYEE PORTAL

The SVUSD Employee Portal can be accessed from **www.simivalleyusd.org** on the home page, or by going to **mypayroll.vcoe.org/#/login.** For help with the Employee Portal, please email us at **employeeportal@simivalleyusd.org.**

When is pay day?

What is my sick/vacation balance?

What is my assignment work calendar?

How can I change my taxes (W4/DE4)?

Where can I get a copy of my paystub/W2?