

Payroll FAQ – Frequently Asked Questions

1. When do I get paid?

- Certificated employees, substitute employees, noon supervisors, and student workers are paid on the last working day of the month
- Classified employees are paid semi-monthly, on the 15th and the last working day of the month.

****Note: If the payroll falls on a weekend, payroll will be issued on the Friday before the last working day of the month.**

2. What is Deferred Net Pay (DNP)?

Deferred Net Pay (DNP) is available to regular district employees who receive fewer than 12 paychecks per year.

DNP allows employees to set aside a portion of their net pay during the school year so they can receive paychecks during months when they normally would not be paid.

- 10-month employees receive DNP checks in July and August
- 11-month employees receive a DNP check in July

****Note: Classified employees receive semi-monthly paychecks in July and August (4 paychecks in total).**

3. Can I cancel my DNP?

Yes. Employees may cancel DNP at any time by submitting a signed written request to the Payroll Department. Once canceled, employees may re-enroll at the beginning of the next fiscal year.

Payroll Contacts:

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4. Who should I contact about my rate of pay and salary placement?

Please contact Human Resources Department regarding your rate of pay and salary placement.

5. Why didn't I receive my paycheck?

Several situations can cause delay or non-receipt of compensation.

- No pre-approved position control is on file
- A timesheet was not submitted to the Payroll office

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- A timesheet was submitted after the due date
- Your credential (for certificated personnel only) has expired
- You took unpaid medical or personal leave during the pay period
- You were hired after the payroll closed

6. Are payroll checks printed at the district?

No. Payroll checks are printed by the San Mateo County of Education. Because of this, payroll must close approximately one week before the pay date.

7. How can I enroll in direct deposit?

To enroll in direct deposit:

1. Complete a [Direct Deposit Authorization Form](#)
2. Attach a voided check
3. Submit the form to the Payroll Department

8. Can direct deposit be set up with any financial institution?

Direct deposit can be set up with any U.S. financial institution.

9. Can I distribute my earnings among more than one direct deposit account?

Yes. Employees may designate up to four (4) direct deposit accounts.

10. When will my direct deposit take effect after I sign up?

Direct deposit usually takes one pay cycle to become active.

11. I lost my paycheck. What should I do?

If your paycheck is lost:

1. A stop payment must be placed on the check.
2. Complete [Affidavit Form F-28](#) and submit to Payroll.

Processing and reissuing the check typically takes 5-10 business days.

12. What is Extra Duty?

Extra Duty refers to hours beyond your regular assignment, often called over-base hours or overtime.

Your base hours are those included in your regular monthly assignment.

13. When will I be paid for extra hours or overtime?

Extra hours are typically paid at the end of the month following the month the work was performed. However, please note that only complete and fully approved timesheets will be processed.

Example:

Extra hours worked February 1- February 28 will be paid on March 31.

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14. When is my timesheet due?

Complete and fully approved timesheets must be submitted to Payroll by the 5th of each month. Holidays may change this deadline

15. How can I receive my paycheck?

Unless you request to pick it up, paychecks are mailed the day before the pay date.

16. Can I receive my paycheck early in an emergency?

No. Paychecks may not be released before the official pay date.

17. What if there is an error on my paycheck?

If you notice an error in your paycheck or time reporting:

1. Notify the Payroll Department immediately
2. Payroll will review the issue and make necessary corrections
3. You will be notified of the resolution

18. How do I change my tax filing status?

To change your tax withholding status, submit updated forms to Payroll:

- [Form W-4 \(Federal Withholding\)](#)
- [Form DE-4 \(California State Withholding\)](#)

19. How do I report time-off, vacation, or sick time absences?

All absences, scheduled time off, and vacation must be entered in [Frontline Absence Management](#)

If you need help accessing Frontline, contact:

Erica Ceja

☎ (650) 877-8704

✉ eceja@ssfusd.org

20. Who do I contact about leave balances on my paycheck?

For leave balances, contact:

Erica Ceja

☎ (650) 877-8704

✉ eceja@ssfusd.org

21. What are my benefit deductions?

Benefit deductions may include:

- Health and Welfare Insurance (medical, dental, vision, and life)
- Flexible spending accounts
- Supplemental insurance
- Retirement contributions

These deductions are processed by the Payroll Department.

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22. What are pre-tax reductions?

Pre-tax reductions are deductions that reduce your taxable income:

Examples include:

- STRS – State Teachers’ Retirement System (Certificated Employees)
- PERS – Public Employees Retirement Service (Classified Employees)
- TSA – Tax Sheltered Annuities
- Section 125 Cafeteria Plan (i.e. Medical or Flexible Spending plans)

23. What are employee deductions?

Employee deductions are legally required or voluntary withholdings from your paycheck.

Examples include:

- OASDI Deduction - Social Security Taxes (for Classified employees only)
- MEDI – Medicare Taxes
- FIT – Federal Income Taxes
- SIT – State Income Taxes
- CSEA/CTA union dues
- CalPERS/CalSTRS contributions
- Garnishments
- Other voluntary deductions such as disability insurance

24. What are employer contributions?

Employer contributions are payments district made by the district on your behalf and are generally non-taxable.

Examples include:

- CalPER/CalSTRS employer contributions
- FICA/MEDI employer contributions
- SUI – California Unemployment Insurance
- Worker’s Compensation
- District contributions toward health and welfare benefits (such as dental, life, and a portion of health premiums)
- OPEB – Other postemployment employee benefit

25. How do I make changes on my 403B Plan or 457 Plan?

To make changes to your 403(B) or 457 plans, submit a new Salary Amendment Agreement.

- [403-200 1 Salary Reduction Agreement \(Dollar Amount Only\).pdf](#)
- [457-200 1 Salary Reduction Agreement \(Dollar Amount Only\).pdf](#)