

PAYROLL QUICK GUIDE – NONEXEMPT EMPLOYEES

PAYROLLS The following guidelines apply when submitting payroll information:

1. Any changes including extra duty for the monthly payroll are due to Payroll by the 15th of each month.
2. Any changes to the semi-monthly payroll are due to payroll on the dates designated on the pay schedule.
3. Direct deposit forms must be submitted to the Payroll Dept. in person or completed electronically in Talented.
4. W4's may be completed by paper form or electronically in Talented.

PAYROLL

ISSUANCE Procedures for issuance of payroll are as follows:

1. For those on the monthly payroll cycle, payday is the 24th of the month unless the 24th occurs on a Saturday, Sunday or holiday then it will be the workday prior to the 24th.
2. For those on the semi-monthly payroll cycle, payday will be the 15th and last day of month unless those dates occur on a Saturday, Sunday or holiday then it will be the workday prior.
3. Pay will be issued by direct deposit or payroll card. In the instances that a payroll check is issued, the check will be mailed to the address on file.

PAYROLL

CYCLES All pay will be annualized and paid over the pay cycle for the employee's classification.

Professional/Paraprofessional Personnel Monthly Pay

| | |
|----------------------|-------------------------|
| 12-month employees | July 1 – June 30 |
| 11.5-month employees | July 1 – June 30 |
| 11-month employees | August 1 – July 31 |
| 10.5-month employees | September 1 – August 31 |
| 10-month employees | September 1 - August 31 |

Support Services/Auxiliary Personnel Semimonthly Pay

| | |
|-------------------------------|-------------------------|
| Maintenance employees | September 1 – August 31 |
| Student Nutrition employees | September 1 - August 31 |
| Bus Drivers/Monitors | September 1 - August 31 |
| Transportation Shop employees | September 1 – August 31 |
| Transportation Coor/Trainers | July 1 – June 30 |
| Security Officers | September 1 – August 31 |
| Crossing Guards | September 1 – August 31 |

PAYROLL

CALCULATION

Pay calculation is based on the number of days worked in your duty year.

1. Hourly rate x number of hours in workday x number of days to work in duty year equals annualized salary.
2. The annualized salary will be divided over the remaining pay periods in the pay year.
3. If an employee begins employment after the start of the contract year for their position or leaves the district prior to completion of the contract year the salary will be prorated to the number of days worked in the year.

Example 1: Employee on a 187-day work year and monthly pay cycle starts on 1st day of work year

187 days x \$15 per hour x 8 hours per day = \$22,440/12 pays (Sept.-Aug) =\$1870 gross monthly pay

Example 2: Employee on a 260-day work year and semimonthly pay cycle starts on 1st day of work year.

260 days x \$15 per hour x 8 hours per day=\$31,200/24 pays (Sept.-Aug) =\$1300 gross pay semimonthly

Example 3: Employee on a 187-day work begins employment in January and has 75 working days left in work year.

75 days x \$15 per hour x 8 hours per day=\$9,000/8 pays (Jan.-Aug.) =\$1,125 gross monthly pay

Example 4: Employee on a 187-day work year leaves employment in December and worked 92 days.

92 days x \$15 per hour x 8 hours per day=\$11,040 earned pay. \$11,040 earned minus \$7,480 paid year to date through December =\$3,560 remaining balance paid in January.

Skyward Employee Access

Skyward Employee Access is an application that allows employees to access their own personal and payroll information. Listed is a brief overview of what Employee Access offers: ability to access and change your address/phone number, view and print pay vouchers, view and submit time off requests, view assignment, check estimator tool and salary information. You may access the portal on the district website. www.wisd.org

Select For Staff

Select Skyward Employee Access

TIME SHEETS

All nonexempt employees must keep record of all hours worked in Truetime, the district's electronic time keeping system. You must clock in and out each day. If your timesheet is short hours, and you have no paid time off to cover the shortage, your pay will be docked for the shortage amount.

Work weeks are 12:00 am Sunday through 11:59 pm Saturday.

Time sheets must be submitted by the employee no later than the Monday following the completion of the work week.

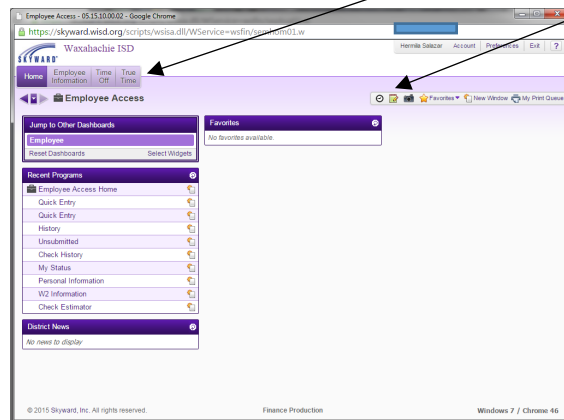
TRUETIME

www.wisd.org

Under Staff > Skyward Employee Access

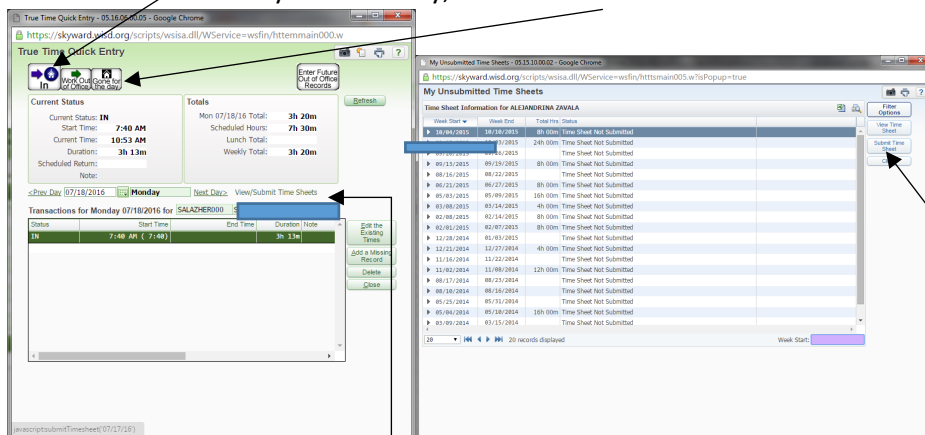
Enter your Login ID and Password.

On the Skyward homepage click on True Time Tab or the clock icon.



Click on "IN" at the beginning of your work day.

At the end of your work day, click on "GONE FOR THE DAY".



At the end of the work WEEK, click on View/Submit Time Sheets then on the next screen, click on Submit Time Sheet.

Time Off

Employees will be given five local paid leave days and 5 state paid leave days per year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full or part time. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state and local leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Any compensatory time will be used before state/local leave.

If an employee is absent from duty after using all paid time off, the pay will be docked for the appropriate amount of leave without pay at the employee's rate of pay.

All time off must be entered in Skyward Time Off.

Log in to your Skyward Employee Access and click on the Time Off tab.



Click on My Requests:



Click on Add (to the right):



You will see the following screen:

Time Off Request

* Time Off Code: non_duty_days - Days Hours per Day: 8h 00m

* Reason: PERSONAL DAY

Description:

* Start Date: 08/08/2019 Thursday

Days: 0.0000

Start Time: 08:00 AM

Sub Needed

Asterisk (*) denotes a required field

Select the Time Off code that relates to your absence:

Time Off Request

* Time Off Code: non_duty_days - Days Hours per Day: 8h 00m

* Reason: ADMINISTRATIVE LEAVE - Days

Description:

* Start Date: 08/08/2019 Thursday

Days: 0.0000

Start Time: 08:00 AM

Sub Needed

Asterisk (*) denotes a required field

Select the Time Off reason that relates to your absence:

Time Off Request

* Time Off Code: non_duty_days - Days Hours per Day: 8h 00m

* Reason: PERSONAL DAY

Description:

* Start Date: 08/08/2019 Thursday

Days: 0.0000

Start Time: 08:00 AM

Sub Needed

Asterisk (*) denotes a required field

Description is not required.

Select the date of your absence.

Add 1 for full day or .5 for half day. Each absence date has to be entered individually. (If you are entering multiple consecutive days, you can clone the entry by clicking the clone button on the right.)

Add Start Time.

(If you require a substitute, click on the "SUB NEEDED" box. This will take you to the Frontline website to request a substitute. Please see HR for login information or any questions you might have with Frontline.)

Save.

Compensatory Time

Nonexempt employees will receive compensatory time off rather than overtime pay for time worked over 40 hours in a work week unless approved by the district. All hours worked over 40 hours must be authorized in advance in writing by the employee's supervisor.

Compensatory time shall be used before other paid leave types in accordance with policy. Compensatory time may not accrue beyond a maximum of 60 hours. If an employee has a

balance of more than 60 hours of compensatory time or has compensatory time at the end of a duty year, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time. If the employee is paid for the compensatory time, the campus/department must allocate funds from their budget for the payout.

Payroll Deductions

The district is required to make the following automatic payroll deductions: Teacher Retirement System of Texas (TRS) or Social Security employee contributions, federal income tax, Medicare tax (applicable only to employees hired after March 31, 1986), child support and spousal maintenance, if applicable and delinquent federal education loan payments, if applicable. Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and approved charitable contributions. Salary deductions are automatically made for unauthorized or unpaid leave.

Teacher Retirement System of Texas

Waxahachie ISD participates in the Teacher Retirement System of Texas as authorized by law. Employees can learn additional information by accessing their website at www.trs.state.tx.us. The current TRS deduction rate is 8% and TRS Care rate is .65%.

You may establish an online TRS account by going to the TRS website and clicking the link to My TRS.