

PAYROLL QUICK GUIDE-EXEMPT 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. 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

| | |
|----------------------|-------------------------|
| 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 |

PAYROLL CALCULATION

Pay calculation is based on the number of days you will work in your contract year.

1. Daily rate x number days you will work in contract year = Annualized Salary
2. If an employee leaves the district prior to completion of contract year or starts after the beginning of the contract year, salary will be prorated to the number of days worked in the year.
3. The annualized salary will be divided over the remaining pay months in the pay year.

Example 1: 10-month contract teacher starts on 1st day of contract
187 days x \$291.97 daily rate = \$54,600/12 pays (Sept. – Aug.) = \$4,550 gross monthly pay

Example 2: 10-month employee starts in January, 75 workdays
75 days x \$291.97 daily rate = \$21,898/8 pays (Jan. – Aug) = \$2737.22 gross monthly pay

Example 3: 10-month employee ends employment in December, 93 workdays
93 days x \$291.97 = \$27,153.21 earned
\$27,153.21- \$18,200.00 (paid Sept. – Dec.) = \$8,953.21 pay off January

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 and/or local leave the employee used beyond his or her pro rata entitlement for the school year.

All time off must be entered in Skyward Time Off.

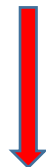
Log in to your Skyward Employee Access and click on the Time Off tab.



Click on My Requests:



Click on Add (to the right):



| Date | Time | Amount | Type | Status | Year | Time Off Code | Reason | Description | A | SN |
|----------------|----------|-----------|------|----------|---------|---------------|-----------------|-------------|---|----|
| 07/25/2019 Thu | 8:00 am | 1.25 Days | Used | Approved | Current | non duty days | PERSONAL DAY | | | |
| 07/24/2019 Wed | 12:00 am | 0.5 Days | Used | Approved | Current | non duty days | PERSONAL DAY | | | |
| 07/19/2019 Wed | 8:00 am | 1.25 Days | Used | Approved | Current | non duty days | PERSONAL ILLNES | | | |
| 07/03/2019 Wed | 8:00 am | 1.25 Days | Used | Approved | Current | non duty days | PERSONAL DAY | | | |

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: 0.5000

Start Time: 08:00 AM

Sub Needed

Asterisk (*) denotes a required field

Save Back

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:

Days:

Start Time:

non duty days - Days

OLD LOCAL SICK - Days

PRINCIPAL ASSIG - Days

SCHOOL BUSINESS - Days

SICK LEAVE BANK - Days

STATE PERSONAL - Days

STATE SICK - Days

UIL - Days

Asterisk (*) denotes

Save Back

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:

Days:

Start Time:

PERSONAL DAY

COURT

CURRICULUM

DEATH IMMEDIATE FAMILY

DISTRICT APPROVED ABSENCE

DOCK

FAMILY EMERGENC

FAMILY ILLNESS

FAMILY MEDICAL

FUNERAL

GAP TIME

HOLIDAY

JURY DUTY

LEAVE OF ABSENC

LOCAL LEAVE

LONG TERM DISABILITY

MATERNITY LEAVE

MILITARY

Asterisk (*) denotes

Save Back

Description is not required.

Select the date of your absence.

Add 1 for full day or .5 for half day. State and local leave may only be used in full and half day increments. Each absence date must 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 Human Resources for login information or any questions you might have regarding Frontline.)

Save. After saving, the request is sent to your principal/supervisor for approval. Once approved, you will receive an approval email.