PAYROLL FAQs

Answers about pay, records, and benefits

Forms, Documents and Calendars

How do I find my wage statement?

In Skyward, select **Payroll Check History**; open the triangle beside the paycheck; select **Wage Statement (Employee Access)**; then click **Run Report** to view, print or download.

Where do I get my W-2?

Select **W2/W2-C Forms** in Skyward.

Where do I get Form 1095-C?

The form is prepared by a third party; it may be provided through your campus/department or available under **ACA 1095 Forms** in Skyward.

How can I view or update my address?

To **view your current address on file**, open the **Employee Profile** tile in the Skyward Employee Portal. To **update your address**, contact Human Resources at **humanresources@celinaisd.com**. If needed, contact TRS separately to update its records.

Where do I find my workday calendar?

Review your calendar and schedule under the **Assignments** tile in Skyward.

Pay and Deductions

How is my regular pay calculated?

Most employees receive **annualized pay**: scheduled earnings are divided as evenly as possible over the applicable monthly payments, typically September through August. Employees starting later have fewer remaining payments. Regular annualized earnings are not calculated using the hourly overage pay-cycle chart. Temporary employees and substitutes are generally paid for actual hours worked.

When is payday?

Celina ISD pays employees on the **20th of each month**, or the preceding business day if the 20th falls on a weekend or holiday.

How do I get paid for approved extra-duty assignments?

Approved extra-duty assignments (for example, Saturday School or Homebound) may be processed as supplemental pay on a monthly paycheck. Follow the approved assignment procedure and provide any required supplemental documentation. Contact HR if a pay assignment is missing.

How do I change insurance after a qualifying life event?

Contact **Human Resources** to review eligible changes; HR coordinates with Payroll regarding deductions.

How are garnishments or association dues handled?

Garnishment orders generally come directly to Payroll from the issuing agency. Associations typically provide dues authorizations. Provide documentation if requested.

What do TRS deductions mean?

TRS Salary Red is the required retirement contribution; **TRS Insurance** supports the retiree health insurance program. Eligible employees must make these contributions.

How do I review or change my W-4?

To review, select **Menu** → **Payroll** → **Tax Information**. To update, select the **W4 Tax Election** tile, complete the editable fields below the grayed-out current elections, and click **Submit**. For W-4 advice, consult a tax professional or IRS.gov.

Leave and Benefits

Where can I see my leave balance?

In Skyward, select **Time Off Balances**.

What should I do if I have jury duty?

Request leave under **Request Time Off**. Afterward, send Payroll a court-issued attendance letter or certificate—even if you were not selected. A summons alone does not verify attendance.

Who handles extended leave?

Contact **Human Resources** as soon as possible to review options and coordinate payroll implications.

What is the difference between deductions and district-paid benefits?

Deductions are withheld from your earnings. **District-paid benefits** are contributions or coverage provided on your behalf; they are not additional cash deposited into your account.