

PAYROLL NOTES ~ FY2022-2023

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A few notes about payroll:

▲ **SICK LEAVE and VACATION BALANCES:** Sick Leave balances (*and Vacation for eligible Classified employees*) are at the top of the pay stub. Balances are shown in **hours**. Balances are only accurate to the extent that leave taken has been reported, approved, and entered into the system. Contact HR or Payroll for questions about Sick Leave, Personal Necessity and/or Vacation available.

NOTE #1: Sick and Vacation hours on the first paycheck of the school year include the entire accrual for the year; not every hour is earned and available to use.

NOTE #2: Personal Necessity leave is deducted from Sick Leave – no separate balance is shown.

▲ **PAYROLL SCHEDULE:** All contracted employees receive their regular pay once a month on the last working day of the month. Exceptions: December is paid earlier due to the school break and June is paid several days before the last day of the month. All overtime and extra duty hours should be submitted on wage claims and are paid by the 10th of the month following. *Please see Payroll Schedule for actual current year dates.*

NOTE to TEACHERS: Teachers receive their first regular payroll of the new fiscal year on the last working day in August. There are 11 regular payrolls from August to June, plus one additional check in June (Deferred Pay), so each teacher receives 12 checks total for the year.

▲ **PAYROLL DEDUCTIONS for BENEFITS (Enrolled Employees):** Dental coverage is always paid by the District. Deductions on the end of the month paycheck pay for coverage in the month following (i.e. January deductions pay for February coverage). Exception: MetLife, Union dues. Please note the following about other benefit deductions:

July: 12 Month Staff: 12 month employees have most deductions 12 times per year.

August: Add 11 Month Staff: School Year employees receiving 11 paychecks (includes teachers and classified employees who start at least a week before students) have deductions for UNUM, medical, and vision (if applicable) on the August payroll. There will be 11 deductions per school year for these benefits. (Medical & Vision may have summer premiums to pay for the missing month (August) – but only 10 times per year.)

September: All Staff: September payroll is when deductions take effect due to changes in insurance rates for the new plan year and/or open enrollment changes. Also, voluntary benefit deductions with American Fidelity and/or Texas Life start (only deducted 10 times per year for all school year employees – September through June). Medical & Vision summer premiums (to pay for the missing months August & September) also start.

▲ **UNION DUES DEDUCTIONS:**

CTA dues for certificated employees are deducted **11 times per year**, August thru June.

CSEA dues for ALL classified employees are deducted **10 times per year**, September thru June.