

***SCHERTZ-CIBOLO-UNIVERSAL CITY ISD PAYROLL
DEPARTMENT CONTACT LIST***

REGULAR HOURS: 8:00 AM to 4:30 PM

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STARTING THE PAYROLL PROCESS

All employees are hired by the campus or department administrator through the Human Resources Department, subject to satisfactory completion of all personnel paperwork and approval of the Superintendent and Board of Trustees. After the hiring process is completed, a new employee orientation is conducted by the Human Resources Department. The orientation is required to take place before the new employee can begin working for the District.

After the orientation, new employees are set up in the system according to employment type and placed on the appropriate pay cycle. Deduction and benefit election forms are processed and, the first pay date is set based on the employee's start date.

Any subsequent change in employee status (transfer, resignation, termination, reduction or increase in work schedule, leave of absence, etc.) should be reported to the Human Resource Department immediately. Timely notification will insure the proper pay amounts and routing of payroll checks.

All Administrators and Professional employees are exempt from the overtime provisions of the Federal Fair Labor Standards Act (FLSA). All Paraprofessional and Auxiliary employees (non-exempt employees) are subject to the overtime provisions of the FLSA. Administrators, Principals, and Supervisors with signatory authority over employee pay are responsible for insuring compliance with all Federal and State laws, and with established District procedures regarding employee compensation, time, and attendance.



HOW EMPLOYEE PAY IS COMPUTED

The **Gross Pay** -- hourly, daily, or yearly amount -- is determined by an employee's placement on a salary schedule by the Human Resource Department at the time that they are hired.

The **Standard Gross Pay** per pay period is computed as follows:

ADMINISTRATIVE/PROFESSIONAL (CERTIFIED) EMPLOYEES

Total annual salary = Daily rate X # days in contract

Standard gross pay = Total annual salary / 12 monthly payments

PARAPROFESSIONAL (CLASSIFIED) EMPLOYEES

Daily rate = Hourly rate X # scheduled hours per day

Total annual salary = Daily rate X # days in assignment

Standard gross pay = Total annual salary / 12 monthly payments

AUXILIARY EMPLOYEES

Total annual salary = Hourly rate X # scheduled hours per day X # days in assignment

Standard gross pay = Total annual salary / 24 monthly payments

SUBSTITUTES

Teachers

Certified - \$75 per day

Degreed - \$70 per day

Non-degreed with 60 hrs or AA - \$63 per day

Nurses – RN or LVN -- \$75 per day

Paraprofessionals -- \$60 per day

Auxiliary -- \$7.75 per hour

Bus Drivers - \$7.47 per hour

Others – Per schedule

DEDUCTIONS FROM GROSS PAY

Mandatory Deductions

Mandatory payroll deductions are governed by various federal and state laws and regulations. Neither the employee nor the District has discretionary control over mandatory payroll deductions.

Federal Withholding Tax is regulated by the Internal Revenue Service. At the time of employment, all employees are required to file a W-4 form indicating the tax status the employee is claiming for purposes of having federal income tax withheld from his or her pay. The absence of a valid W-4 form will automatically result in a tax withholding status of single claiming zero exemptions.

If an employee claims more than ten exemptions or claims exempt from withholding, the Payroll Department is required to withhold as indicated on the form and to submit a copy of the W-4 form to the Internal Revenue Service. An "exempt" W-4 is only valid for one year. It must be filed annually prior to February 15th.

The Payroll Department is not allowed to offer advice to an employee concerning his/her W-4 form. Each employee's individual tax status is different. If an employee needs any assistance completing a W-4, they **must** contact the IRS or a tax professional.

Medicare Taxes -- All employees hired after April 1, 1986, must pay Medicare Tax of 1.45%. This is calculated on total gross pay including annuities less any pre-tax cafeteria plan benefits. The District is required to match all employee contributions with the same 1.45%.

Teacher Retirement System of Texas (TRS) -- As a condition of employment, an employee must be a member of TRS if employed in a position defined as eligible for TRS purposes in a Texas public educational institution.

The TRS deduction will be 7.05% of total gross pay. The 7.05% TRS deduction has two components - 6.40% is tax sheltered (not subject to federal withholding tax) and 0.65% that is subject to federal taxation. The 6.40% is remitted to TRS to be deposited to the individual member accounts. The remaining 0.65% is remitted to TRS to fund the TRS retirees' health insurance program. It is not deposited into the individual member accounts.

Section 457 - "FICA Alternative" The District does not participate in the Federal Social Security Retirement Program (FICA); however, as required by Federal law (Omnibus Budget Reconciliation Act of 1990), it has adopted a private retirement plan authorized under Section 457 of the Internal Revenue Code. Effective July 1, 1991, all school district employees who are not covered under TRS are required to pay 7.5% of gross earnings into the 457 Plan (FICA Alternative). There is no employer match to the Section 457 Plan. Employees who have retired under the provisions of the Teacher Retirement Systems are exempt from mandatory enrollment in the District's 457 Plan. Once the district hires a substitute as an employee, this deduction is terminated and the employee participates in TRS.

A **Federal Tax Levy** may be placed on an employee's salary & wages by the Internal Revenue Service when a person who is liable for tax either neglects or refuses to pay their taxes. "Person" can mean a District employee and/or an employee's spouse. The amount of the levy deducted each pay period is based on a levy exemption worksheet completed by the employee and furnished to the Payroll Department. The amount of levy may also be determined by specific instructions to the District from the IRS. The tax levy will remain in effect until released in writing by the IRS.

Child Support Withholding Orders can be issued by any county court in Texas, as well as any other state court in the United States, or by the Attorney General's Office of the State of Texas. Withholding orders can also be issued by other states or governments. Withholding orders which are received from other states are honored under the terms of the Uniform Interstate Family Support Act (UIFSA). These withholding orders will continue until a release or a change is received in the form of a new court order.

A **Federal Bankruptcy Court Order** received by the District directs the Payroll Department to deduct a prescribed amount from an employee's gross pay each payday. This amount is remitted to the bankruptcy trustee. The bankruptcy court withholding order remains in effect until released by the court.

Student Loans -- Federal law directs the District to deduct up to 10% of an employee's disposable earnings and remit those deductions to authorized agencies for repayment of student loans. The District will adhere to this withholding order until a written release is obtained.

Absence Dock / Gross Pay Adjustments are deducted from employee pay checks when absences from duty exceed available leave earned.

Optional Deductions

Employees are eligible for the following optional payroll deductions according to the eligibility and enrollment procedures established by the District:

Benefit Deductions:

- Health Insurance Premiums
- Dental Insurance Premiums
- Cancer Insurance Premiums
- Life Insurance Premiums
- Disability Insurance Premiums
- Tax Sheltered Annuity

Other Deductions:

- Credit Union
- Professional Dues
- United Way
- Special Service Buy Back of TRS Service Credit (SSBB)

PAYCHECKS

Employee Access provides all SCUCISD employees and substitutes the ability to view and/or print their payroll information.

Employee Access is a link on the left side of the SCUCISD Home Page: www.scuc.txed.net

Detailed instructions for setting up your account can be found on the Employee Access link.

After signing in with your User ID and Password, you will be able to see the following information:

1. Detailed pay check information for the past year
2. Leave balances as of previous pay period
3. Detailed leave activity
4. W-2 forms for the past 10 years
5. Current Pay Information
6. Direct Deposit information
7. Deduction Information

“Live” Check Disbursement

For employees who choose to receive a “live” check – the payroll check is available to be picked up by the employee beginning at 8:00 am on the assigned payday.

All substitute checks are placed in the U.S. Mail on the day before the scheduled payday.

During June and July, “live” payroll checks are automatically mailed to all employees working less than a 226-day schedule. However, during these months, Central Office is on a summer schedule (Monday through Thursday from 7:30 am – 5:30 pm). Therefore, if a payday falls on a Friday, “live” checks are mailed out on Thursday.

Direct Deposit

All employees are strongly encouraged to take advantage of the District Direct Deposit program. Direct Deposit authorization form, along with a copy of a voided check must be received in the Payroll Office no later than the 25th of the month to take effect for the next month.

Occasionally a direct deposit does not take place due to errors/omissions on direct deposit authorization forms, forms not received prior to processing cut off dates, bank electronic transmission/receiving problems, etc. When a direct deposit does not take place, a “live” check is automatically issued to the employee.

It is the employee’s personal responsibility to check their bank account each payday to verify that their net earnings have been properly deposited. The District does not reimburse employees for their personal return check fees or account overdraft charges resulting from employee failure to verify the

disposition of their earnings. The exact time of credit to an individual account is determined by the policies of the employee's financial institution.

Lost or Stolen Check

In the event a check becomes lost or stolen, notify the Payroll Department immediately so a "check stop payment" can be initiated if necessary. After the bank confirms the stop payment, a replacement check will be prepared. Generally a check can be reissued on the next business day after the bank has confirmed the stop payment. Prior to receiving a replacement check, the employee will be asked to sign a "Reissue Agreement for Lost or Destroyed Check".

NOTE: Employees on direct deposit do not have to worry about lost or stolen pay checks. If checks are lost in the US mail, the employee must wait 10 working days prior to check being reissued.



Make sure you get your pay on time – USE DIRECT DEPOSIT!

Errors on Paychecks

Employee time sheets and absence reports are verified by the administrator/supervisor prior to submission to Payroll. In the event that an employee feels an error has been made on their pay check, they should first contact their campus/department administrator or supervisor to determine if the employee's time has been properly reported. If an error has been made, the following guidelines should be used for notifying Payroll and submitting a correction:

Pay rate errors – The administrator/supervisor should contact the Human Resources Department as well as the Payroll Supervisor.

Pay amount errors – The administrator/supervisor should contact the Payroll Supervisor for instructions on submitting corrected time sheets or leave information.

Deduction errors – The employee should contact the Payroll Supervisor for errors in deduction amounts other than for benefits. For all benefit deductions, employees should contact the Benefits Office.

Depending on the type of error, corrections will generally be processed on the next payroll processing cycle.

PAYROLL SCHEDULES

Paydays are scheduled to comply with the pay cycles and the Board approved school year calendar. A payday schedule, including pay and leave information and cut off dates, is prepared at the beginning of each school year and distributed to each campus and department. The payroll schedule can also be found in the Payroll Folder on the INTRANET.

Monthly Payroll for Administrative/Professional/Paraprofessional/Substitute Employees:

Standard Gross pay for the year is divided by 12 equal payments; payday is on the 20th day of the month or the earliest business day prior if the 20th falls on a weekend. Leave is posted and any supplemental pay is paid for the previous month as per the schedule. Substitutes are paid for the previous month as per the schedule.

Semi-monthly Payroll for Auxiliary Employees:

Standard Gross Pay for the year is divided by 24 equal payments. The week runs Sunday through Saturday. Paychecks are issued on the 15th day of the month and the last working day of each month. If these dates fall on a weekend, the payday will be the earliest business day prior to the scheduled payday. Leave is posted and supplemental pay is paid as per the schedule.

LEAVES AND ABSENCES

Absences must be entered into the SmartFind Express (SAMS) System prior to or on the day of the absence. Absences can be entered either by calling the SmartFind Express (SAMS) System or by using the link on the SCUC Website.

Instructions are located on the SmartFind Express (SAMS) System web page.

By policy, leave is recorded in half or full day increments based upon the employee's work schedule. *If an employee needs to be gone more than one-fourth of their day, they will be required to take a half-day of leave; if the employee is gone more than three-fourths of their day, they will be required to take a full day of leave.*

By procedure, Discretionary (Personal) leave is subject to the following limitations:

- Discretionary leave may not last more than three consecutive work days.
- Discretionary leave may not be taken on the following key days:
 - Before or after a school holiday
 - Days scheduled for end-of-semester or end-of year exams
 - Days scheduled for state-mandated assessments
 - Professional or staff development days

All leave is carried over to the next year. You do not lose any leave if you do not use it in the current year. The only exceptions are:

1. Vacation leave for the 260-day employees – any days over 10 not used by August 31st will be lost.
2. Non-duty days for the 226-day non-exempt employee – any days over 10 must be used before June 30th.

All absence deductions are deducted as they occur.

Unless otherwise specified, leave is sequenced as follows:

1. Local Leave
2. State Sick Leave accumulated before 1995-1996 school year.
3. State Personal Leave

See Use, Recording, and Reporting of Leave Procedures in the Employee Handbook.

FORMS

All Payroll and Human Resources forms can be found in the “Forms and Documents” section of the INTRANET. All Payroll and Human Resource forms are in “.pdf” format and should let you type your information in it. You may save a copy for your files, however please do not click on “save”; instead choose “save as” and save it to one of your folders.

After completing the form you will need to print it out, sign it, have it approved and signed by your supervisor, then send it to either HR or Payroll as required.

Do not make extra blank copies of the forms. Always print them from the INTRANET for the most up-to-date version. Some of the Forms included are: forms for Direct Deposit, W-4, Supplemental Pay, Summer Timesheet, Kronos Edit, Overtime Approval, etc.

OTHER PAYROLL INFORMATION

All Supplemental Pay Forms must be submitted weekly or monthly and are due in the payroll office no later than the 10th of the following month. Late submissions will not be paid until the following month. Please submit these forms in a timely manner. Supplemental pay will not be paid if submitted after 30 days. There may be times that Payroll closes before the 10th of the month, so please submit the forms as soon as possible (example: Spring Break, Winter Break, etc.).

Payroll schedules are located in the Payroll Folder on the INTRANET.

**Have you checked
Employee Access
lately?**

TEACHER RETIREMENT SYSTEM (TRS) INFORMATION

All permanent employees that work for SCUCISD are also members of the Texas Teacher Retirement System. TRS is mandatory for all employees of SCUCISD. Once you have worked under TRS for five years, you will be vested in TRS.

Substitutes are not members of TRS.

New TRS Members:

You will receive a packet from TRS within a few months after starting your employment with SCUCISD. There will be information and forms in that packet that are very important to you and your future retirement under TRS. Please be sure to read the complete packet. Also be sure to complete any forms and return them to TRS as soon as possible. One form that is very important is the TRS11 (naming your beneficiary). TRS has a life insurance benefit that needs a beneficiary named in order to be valid.

You will also want to register for “My TRS Account” with TRS so you can keep up with any TRS news and changes. You will not be able to register until the 10th of the month following your first paycheck.

You can find lots of information about TRS and your benefits by visiting the website at:

www.trs.state.tx.us

Select “My TRS Login”, found on the right side of the main page to register and get your TRS User ID.

Once you have registered for “My TRS Account”, you will be able to see your account balance with TRS, years of service, TRS Announcements, new legislation, TRS news, your annual statements, etc.

Current TRS Members:

Please be sure you have set up your “My TRS Account”. See instructions above.

Be sure to keep your beneficiary information current. You can print a TRS 11 form from the “TRS Forms for Active Members” page to complete and mail directly to TRS to change your beneficiary.

Check your “My TRS Account” at least once a year after October to be sure everything is correct and up-to-date through the previous year.