

Go Figure - Payroll

2017-18 Employee Information

Need to Know

1. General Payroll Information:
 1. What is Annualized Salary?
 2. Where is the Payroll Cycle Schedule?
 3. How do I find my Salary Letter?
2. Employee Self Service (ESS)
 1. Pay Checks
 2. W-2's
 3. Direct Deposit
 4. Leave Balances
3. Fair Labor Standards Act (FLSA)
 1. Time Cards
 2. Comp Time Balances
 3. Hours to pay

What is Annualized Salary?

Board Policy: DEA (Local)

ANNUALIZED SALARY
REQUIRED

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly or bimonthly payments, beginning with the first pay period of the school year.

Annualized salary is based on the number of work days in the school year, multiplied by the daily rate for each full time position, divided by the number of paychecks for the school year.

20xx-20xx school year

185 days X \$100.00 (day) = \$18,500

\$18,500 divided by 24 pay periods = \$770.83 gross payment

By using Annualized Salary the district processes the same gross payment all school year, providing full paychecks during November, December, January, March and the summer months.

Docked absences will reduce the gross amount. One-time payments for additional or overtime hours worked will increase the gross amount.

Payroll BOPM (Business Office Procedure Manual)

From the district website,
find departments, then
Payroll

The Payroll Cycle Schedule
lists the payroll period for
absences and one-time
payments for additional
hours worked. It also shows
the check release date. That
is the official payday. Some
banks decide to release your
direct deposit prior to that
date. That is their business
procedure and does not
change the actual payday
from the district.

Payroll

Payroll

- 403(b) Salary Reduction Information
- 403(b) Transfer, Withdrawal, Rollover Form
- 457 Plan Information
- Absence Increments
- Absenteeism Pay Codes
- Benefits Cost for Extra Pay/Federal Funds
- Direct Deposit vs. Live Checks
- Early Dismissal Days
- Early Payoff: Resign or Retire?
- Early Registration, One-Time Pay
- Employee Self-Service Handbook
- Extended Year Payroll Training
- Fair Labor Standards Act Presentation
- Leave Allocation Table - Local and State Personal
- Leave Allocation Table - Vacation
- Leave Allocation Table- Non duty
- Leaves and Absences Information
- One Time Pay Codes
- Overtime & Compensatory Time
- Pasadena ISD Rules on Solicitation of 403(b)
- Paycheck Sample
- Payroll Bookkeepers by Location
- Payroll Cycle Schedule
- Payroll Deductions
- Payroll Hot Topics
- Payroll Procedures for ASCD Approved Temporary Aide/Clerical
- Professional Development
- PS33 Validation Rules
- Salary Book for 2012-2013
- Salary Increases for 2012-2013
- Salary Book 2013-2014
- Salary Increases for 2013-2014 Adopted June 17, 2013
- Salary Schedules for 2013-2014 Adopted June 17, 2013
- SmartFind Training Manual
- Staff Development
- Time Card Forms
- Time Card Questions & Answers
- Time Card Training for Non-Exempt(PDF)
- Timekeeper Training Manual
- Time Keeper Refresher Training
- Trade Days
- Upload Excel Spreadsheet
- Work Day Hours

Time cards, Q & A
regarding time
cards, and time
card training are
always available to
you on the Payroll
BOPM.

PASADENA INDEPENDENT SCHOOL DISTRICT

PAYROLL CYCLE SCHEDULE

Payroll Cycle	17/18			
	Pay Period Beginning Date for Absences and Overtime	Pay Period Ending Date for Absences and Overtime	Payroll Entry Cut-off Date	Check Release Date - Direct Deposit
1	8/1/2017	8/13/2017	8/18/2017	9/1/2017
2	8/14/2017	8/27/2017	9/1/2017	9/15/2017
3	8/28/2017	9/17/2017	9/22/2017	10/2/2017
4	9/18/2017	10/1/2017	10/6/2017	10/16/2017
5	10/2/2017	10/15/2017	10/20/2017	11/1/2017
6	10/16/2017	10/29/2017	11/3/2017	11/15/2017
7	10/30/2017	11/12/2017	11/15/2017	12/1/2017
8	11/13/2017	11/26/2017	12/1/2017	12/15/2017
9	11/27/2017	12/10/2017	12/13/2017	1/2/2018
10	12/11/2017	12/17/2017	12/22/2017	1/16/2018
11	12/18/2017	1/14/2018	1/19/2018	2/1/2018
12	1/15/2018	1/28/2018	2/2/2018	2/15/2018
13	1/29/2018	2/11/2018	2/16/2018	3/1/2018
14	2/12/2018	2/25/2018	3/2/2018	3/15/2018
15	2/26/2018	3/18/2018	3/23/2018	4/2/2018
16	3/19/2018	4/1/2018	4/6/2018	4/16/2018
17	4/2/2018	4/15/2018	4/20/2018	5/1/2018
18	4/16/2018	4/29/2018	5/4/2018	5/15/2018
19	4/30/2018	5/13/2018	5/18/2018	6/1/2018
20	5/14/2018	5/27/2018	6/1/2018	6/15/2018
21	5/28/2018	6/17/2018	6/21/2018	7/2/2018
22	6/18/2018	7/1/2018	7/5/2018	7/16/2018
23	7/2/2018	7/15/2018	7/19/2018	8/1/2018
24	7/16/2018	7/31/2018	8/3/2018	8/15/2018

How do I find my Salary Letter?

Employee Self Service
PISDLAWSON

Did you know....??

A tutorial is available on the district website under the Payroll Department: [Payroll BOPM](#)

You can **add or remove banks** for your **direct deposit**?

You can check your leave balance and history of absences?

You can **View and Print your pay check stubs** from ESS?

You can see your pay rate history.

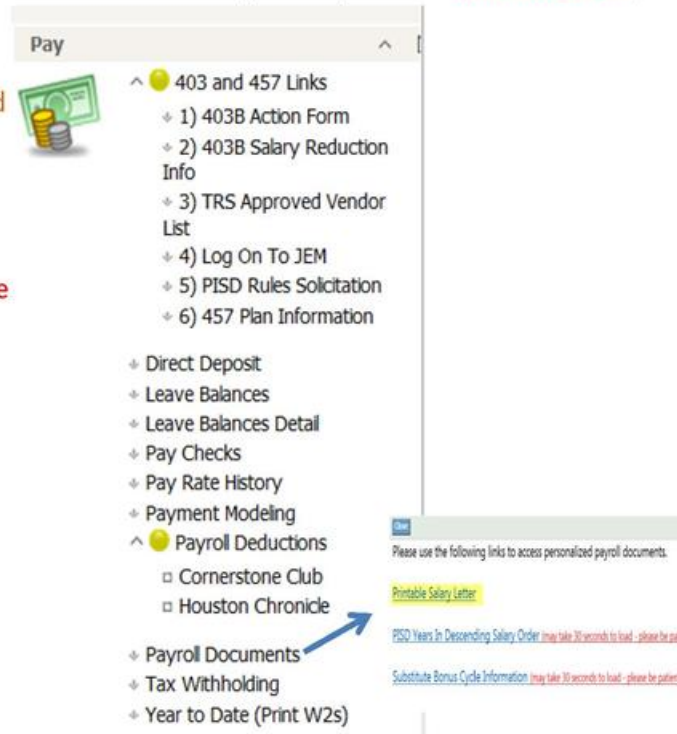
You can use **Payment Modeling** to see what your paycheck would look like with a different tax filing status or number of allowances?

You can view your **Salary Letter** or your PISD salary history (**Best Three or Five years - see Payroll Documents**)?

Set up your **Houston Chronicle** subscription?

Change your **W-4** filing status?

View and Print a Previous Year **W-2** form?



Pay

- 403 and 457 Links
 - 1) 403B Action Form
 - 2) 403B Salary Reduction Info
 - 3) TRS Approved Vendor List
 - 4) Log On To JEM
 - 5) PISD Rules Solicitation
 - 6) 457 Plan Information
- Direct Deposit
- Leave Balances
- Leave Balances Detail
- Pay Checks
- Pay Rate History
- Payment Modeling
- Payroll Deductions
 - Cornerstone Club
 - Houston Chronicle
- Payroll Documents
- Tax Withholding
- Year to Date (Print W2s)

Please use the following links to access personalized payroll documents.

- [Printable Salary Letter](#)
- [PISD Years In Descending Salary Order](#) (may take 30 seconds to load - please be patient)
- [Substitute Bonus Cycle Information](#) (may take 30 seconds to load - please be patient)

When you log onto a district computer, select the Lawson icon from your desktop or enter PISDLAWSON into the browser (Internet Explorer)
The ESS dashboard should appear on your screen.



The screenshot displays the Employee Self-Service (ESS) dashboard. At the top, there are navigation tabs: "Employee Self-Service", "Documentation", "General", "Legacy Reporting", "Payroll", and "Schools/Departments". A search bar is located in the top right corner. The main content area is organized into several sections:

- Employee Self-Service >**
 - Benefits**
 - Benefit Handbook
 - Benefit Plan Descriptions
 - Benefits Enrollment
 - Current Benefits
 - Flex Spending Accounts
 - Account Balances
 - Account Contributions
 - Employment**
 - Absence Management
 - Claim Inventory
 - Inventory
 - Inventory Instructions
 - Job Profile
 - Phone Book
 - Policy Manual
 - Summer School Application
 - Work Phone & E-Mail
 - Life Events**
 - Address Change
 - Org Chart**
- Miscellaneous Tools**
 - DQ System
- New Hire**
 - Benefits
 - Benefit Handbook
 - Benefit Plan Descriptions
 - New Hire Enrollment
 - Payment Setup
 - Direct Deposit
 - Tax Withholding
 - Personal Data
 - Dependents
 - Emergency
 - Marital Status
 - Personal Profile
 - Veteran Status
 - Work Information
 - Job Profile
 - Org Chart
 - Phone Book
 - Policy Manual
 - Work Phone & E-Mail
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 - 457 Plan Information
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 - Leave Balances Detail
 - Pay Checks
 - Pay Rate History
 - Payment Modeling
 - Payroll Deductions
 - Cornerstone Club
 - Houston Chronicle
 - Payroll Documents (Hover for List)
 - Tax Withholding
 - Year to Date (Print W2s)
- Personal Information**
 - Dependents
 - Emergency
 - Federal Ethnicity and Race
 - Leave Balances
 - Marital Status
 - Personal Profile
 - Veteran Status

ESS Tutorials

The following tutorials were created to help you navigate the many resources available to you on ESS.

[ESS Video Tutorial.pdf](#)

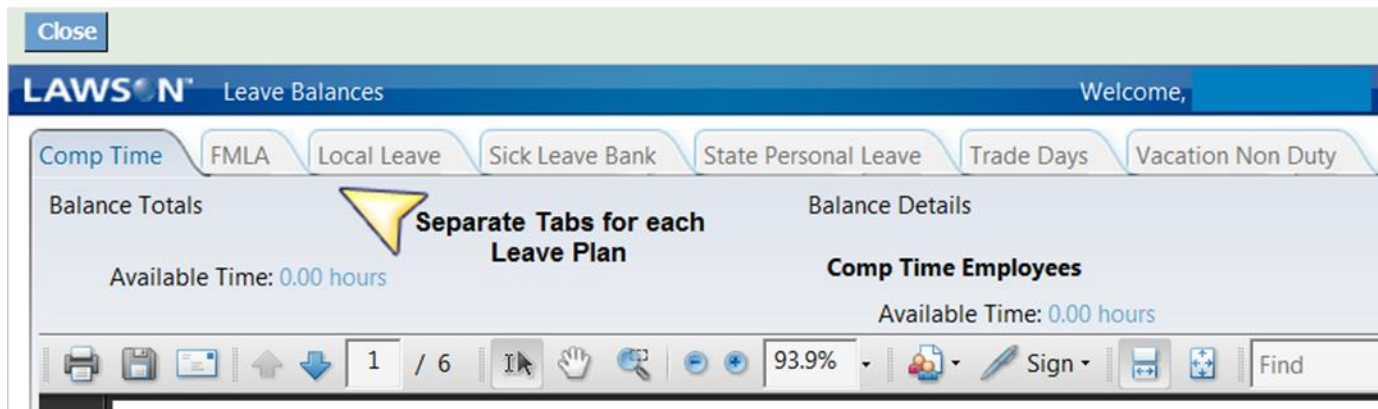
[Printing Pay Stubs On ESS.pdf](#)

[Printing W2's on ESS.pdf](#)

[Direct Deposit on ESS.pdf](#)

[Tax Withholding on ESS.pdf](#)

[Payment Modeling.pdf](#)



Fair Labor Standards Act - FLSA

Board Policy: DEA (Legal)

WAGE AND HOUR RECORDS

The District shall maintain and preserve payroll or other records for nonexempt employees containing the information required by the regulations under the Fair Labor Standards Act. *29 CFR 516.2(a)*

Who is a Non-Exempt Employee?

Custodians

Maintenance Workers

Bus Drivers and Monitors

Clerical and Instructional Aides

Computer Technicians

Police Officers and Crossing Guards

Child Nutrition Workers

Supervisors that do not meet the

Exempt Personnel Tests

What time card is used for the Non-Exempt Employee?

Non-Exempt Employee Time Card

Tech Services Time Card

Police Officer Time Card

Police Dispatchers Time Card

Manual Time Card – Specified
Departments Only

Do Non-Exempt Employees sign in and out for lunch?

Office/clerical personnel assigned to a school campus, police officers, and police dispatchers will work an eight hour day with 30 minutes designated as “on-duty” lunch. They do not sign in or out for lunch as long as they are on campus. All other non-exempt employees will work an eight hour day and will sign in and out for lunch.

Comp Time

Board Policy states that Comp time must be used before any other paid leave plan. Please refer to policy DEC (local)

- Comp time is available to **Non-Exempt** employees only. A maximum of 60 hours of compensatory time can be accrued.
- Compensatory time shall be used within the duty year in which it is earned.
- The employee must complete the “Hours to Pay” box on their time card. Comp time Opening/Beginning balances are the employees responsibility and should be completed each time the employee submits a new time card.

	Week-1	Week-2	Week-3
Comp Time Opening Balance		0.00	0.00
Comp Time Earned+			
Less OT for Trade Day Hrs			
Additional Straight Hours+			
Comp Time Used-			
Hours to Pay-			
Comp Time Ending Bal.	0.00	0.00	0.00

Example of employee earning and being paid for comp time

	Week-1	Week-2	Week-3
Comp Time Opening Balance	6.00	6.00	0.00
Comp Time Earned+		6.75	
Less OT for Trade Day Hrs			
Additional Straight Hours+			
Comp Time Used-			
Hours to Pay-		12.75	
Comp Time Ending Bal.	6.00	0.00	0.00
Additional Hours to Pay 212			
Hours to Dock			
Overtime 213 Paid @ 1.5		4.50	
Overtime C13 @ 1.5		4.00	
Comp Time 210		6.00	

**Comp Time Opening/Beginning Balance is 6 hours
0.00 comp time is earned in week one;
6.75 comp time is earned in week two;
employee completes the Hours To Pay box to be paid for
all available comp time; the time card calculates the
carry-over comp time as a C13 entry and it calculates
the current comp time as a 213 entry.**

All non-exempt employees must be compensated for all hours worked. The supervisor (principal or director) must approve all overtime hours worked. The employee cannot work off-the-clock or volunteer their time to perform their job duties and responsibilities.

Trade Days

****All earned trade days will need prior associate superintendent approval. ****

Please review the Trade Day procedures found on the Payroll BOPM.



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- Payroll Cycle Schedule 2014-2015
- Payroll Deductions
- Payroll Hot Topics
- Payroll Procedures for ASCD Approved Temporary Aide/Clerical
- Payroll Staff Development
- Professional Development
- PS33 Validation Rules
- Retired Employee Agreement
- Retiree Guidelines
- Retiree Eligible Days/Hours to Work in 2014-2015
- Salary Book for 2012-2013
- Salary Increases for 2012-2013
- Salary Book 2013-2014
- Salary Increases for 2013-2014 Adopted June 17, 2013
- Salary Schedules for 2013-2014 Adopted June 17, 2013
- Salary Book 2014-2015
- Salary Increases for 2014-2015 Adopted May 13, 2014
- Salary Schedules for 2014-2015 Adopted May 13, 2014
- SmartFind Training Manual
- Staff Development
- Time Card Example: Exempt Employee Trade Days
- Time Card Example: Non-Exempt Comp Time
- Time Card Example: Non-Exempt Trade Days
- Time Card Forms
- Time Card Procedures
- Time Card Questions & Answers
- Time Card Training for Exempt Employees (PDF)
- Time Card Training for Non-Exempt(PDF)
- Timekeeper Training Manual
- Time Keeper Refresher Training
- Trade Days
- TRS Contact Information
- Upload Excel Spreadsheet
- Work Day Hours

Employee Reference Contacts

Resources

- TRS (Teacher Retirement System of Texas)
 - TRS Telephone Counseling Center 1-800-223-8778
Teacher Retirement System of Texas
1000 Red River Street
Austin, TX 78701-2698
- AETNA Health Insurance
 - Aetna member services 1-866-841-3541
- Annuity
 - 403b TCG Administrators 1-800-943-9179
403b@tcgservices.com
 - 457 Schamerhorn Financial Group 281-486-9700

*Please refer to the Payroll **BOPM** for review of district procedures and “how to” instructions. It is a valuable resource for all payroll related concerns.*

Q & A