

PAYROLL FAQ - Frequently Asked Questions

1. When do I get paid?

At the beginning of each school year, the payroll department distributes a payroll schedule listing check issue dates for each payroll period to Office Managers and Timekeepers.

- Certificated monthly employees are paid on the 5th & 20th of each month (no check is issued on August 20th for teachers, nurses and librarians)
- Certificated Hourly and Substitute employees are paid on the 5th of each month.
- Classified monthly employees are paid on the 10th & 25th of each month (no check is issued for 10-month and school year employees on June 25th and August 25th.)
- Classified Hourly and Substitute employees are paid on the 10th of each month.

2. What Column/Range and Step am I on?

Please contact Human Resources to learn your salary column/range and step.

3. Why didn't I receive my paycheck?

Several situations can cause delay or non-receipt of compensation.

- No pre-approved position control is on file.
- Time sheet was not submitted to the Payroll office.
- Time sheet was submitted after the due date.
- Your credential has expired.
- Medical or personal unpaid leave was taken in pay period.

4. How can I get my paycheck?

Unless you requested your check to be mailed, checks and paystubs are delivered to the site Office Manager on the pay date.

5. What if there is an error on my paycheck?

Discrepancies in pay, time reporting, etc. and any issues relating to payroll should be reported immediately to your timekeeper. Your timekeeper will contact Human Resources or payroll after researching your request, if necessary. Human Resources and Payroll will research and make any corrections needed. You will receive notice from Payroll describing the correction.

6. How do I change my tax filing status?

Complete a new form W4 and DE-4 and submit to the payroll department. The forms are located at <http://www.smmusd.org/fiscal/index.html>.

REPORT OF ABSENCE FORM:

Each employee must complete a REPORT OF ABSENCE form for his/her absences as soon as he/she returns to work. It must be signed by the employee giving the reason for the absence. The Administrator, Supervisor, or Department head is required to approve the absence. This form is kept at the site as back-up for reported absences.

PAY CHECK/STUB:

7. What is ESA?

ESA - Earned Salary Advance is an advance of one-half of the monthly salary rate, **less** pre-tax reductions. ESA is not one-half of net earnings for the month. Other types of earnings, such as stipends, overtime, cash-in-lieu, etc. are included on the final payment received after the close of the month.

- **Certificated** – Paid on the 20th of the month and deducted from the employee's paycheck on the 5th of the following month.
- **Classified** – Paid on the 25th of the month and deducted from the employee's paycheck on the 10th of the following month.

8. What is Basis?

- M = Monthly Pay Rate
- H = Hourly Pay Rate
- D = Daily Pay Rate
- L = Lump Sum

9. What is Rate?

This is the rate at which the employee is paid:

If the pay basis is M (monthly), then the rate is the base monthly salary.

If the pay basis is H (hourly), then the rate is the hourly rate of pay.

If the pay basis is D (daily), then the rate is the daily rate of pay.

If the pay basis is L (lump sum), then the rate would be a one-time pay or varies depending on the stipend.

10. What are Units?

Units are the number of days or number of hours you worked.

11. What are Pre-Tax Reductions?

Amounts deducted from your Salary that reduces taxable earnings.

Examples are:

- STRS – State Teachers Retirement System (Certificated Employees)
- PERS - Public Employees Retirement Service (Classified Employees)
- TSA – Tax Sheltered Annuities
- Section 125 Cafeteria Plan (Medical or Child Care Expenses)

12. What are Employee Deductions?

Employee Deductions are legally required withholdings each time you are paid.

Examples are:

- OASDI DED – Social Security taxes (for classified employees)
- MEDCAR DED – Medicare taxes
- FWT – Federal Withholding Taxes
- SWT – State Withholding Taxes
- SEIU / CTA Dues
- DISABILITY INSURANCE

- CREDIT UNION
- GARNISHMENTS

13. What are Employer Contributions?

Employer Contributions are non-taxable payments the District makes on your behalf.

Examples include:

- STRS CON – STRS retirement contribution
- PERS CON – PERS retirement contribution
- OASDI CON – Social Security employer contribution
- MEDCAR CON – Medicare employer contribution
- SUI – California Unemployment Insurance contribution
- WORK COMP – Worker’s Compensation insurance premium
- PERS CARE – PERS Health insurance premium
- DDP – Delta Dental Insurance premium
- VSP – Vision insurance premium
- OPEB – Other Postemployment Employee Benefit

14. What is YTD TOTALS?

YTD Totals show the running totals for employee deductions and employer contributions starting from January 1 of the current year.

15. What are Marital Status and Exemptions?

Marital Status shows the number of exemptions claimed for Federal and State tax calculations.

- S=Single
- M=Married
- H=Head of Household