

# Go Figure - Payroll

Staff Development

October 28, 2013

# 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.

### **2013-2014 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.

**Payroll cut-off dates and pay dates are subject to change as deemed necessary.**

**PASADENA INDEPENDENT SCHOOL DISTRICT  
PAYROLL CYCLE SCHEDULE**

<b>13-14</b>				
<b>Payroll Cycle</b>	<b>Pay Period Beginning Date for Absences and Overtime</b>	<b>Pay Period Ending Date for Absences and Overtime</b>	<b>Payroll Entry Cut-off Date</b>	<b>Check Release Date - Direct Deposit</b>
1	7/29/2013	8/18/2013	8/23/2013	9/3/2013
2	8/19/2013	9/1/2013	9/9/2013	9/16/2013
3	9/2/2013	9/15/2013	9/20/2013	10/1/2013
4	9/16/2013	9/29/2013	10/4/2013	10/15/2013
5	9/30/2013	10/13/2013	10/18/2013	11/1/2013
6	10/14/2013	11/3/2013	11/7/2013	11/15/2013
7	11/4/2013	11/17/2013	11/20/2013	12/2/2013
8	11/18/2013	12/1/2013	12/4/2013	12/16/2013
9	12/2/2013	12/8/2013	12/12/2013	1/2/2014
10	12/9/2013	12/29/2013	1/8/2014	1/15/2014
11	12/30/2013	1/19/2014	1/23/2014	2/3/2014
12	1/20/2014	2/2/2014	2/6/2014	2/18/2014
13	2/3/2014	2/16/2014	2/21/2014	3/3/2014
14	2/17/2014	2/23/2014	2/28/2014	3/17/2014
15	2/24/2014	3/16/2014	3/21/2014	4/1/2014
16	3/17/2014	3/30/2014	4/4/2014	4/15/2014
17	3/31/2014	4/13/2014	4/18/2014	5/1/2014
18	4/14/2014	4/27/2014	5/2/2014	5/15/2014
19	4/28/2014	5/18/2014	5/22/2014	6/2/2014
20	5/19/2014	6/1/2014	6/6/2014	6/16/2014
21	6/2/2014	6/15/2014	6/19/2014	7/1/2014
22	6/16/2014	6/29/2014	7/3/2014	07/15/014
23	6/30/2014	7/13/2014	7/21/2014	8/1/2014
24	7/14/2014	8/3/2014	8/7/2014	8/15/2014

# 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.

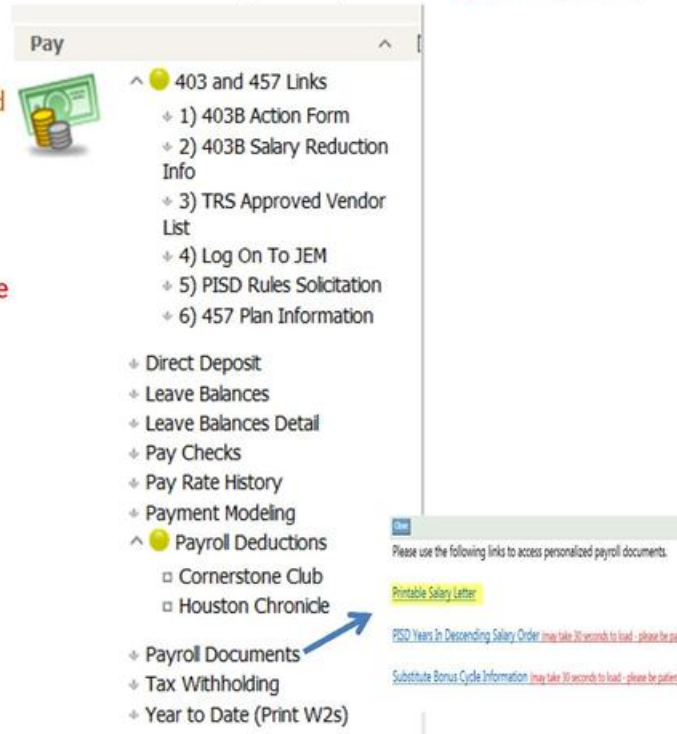
You can use **Payment Modeling** to see what your paycheck would look like with a different tax filing status or number of allowances?

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.



Employee Self-Service | Documentation | General | Legacy Reporting | Payroll | Schools/Departments

Search...

Employee Self-Service >

### Employee Self-Service

- Benefits**
  - Benefit Handbook
  - Benefit Plan Descriptions
  - Benefits Enrollment
  - Current Benefits
  - Flex Spending Accounts
    - Account Balances
    - Account Contributions
  - New Hire Enrollment
- Employment**
  - Absence Management
  - Inventory
  - Inventory Instructions
  - Job Profile
  - Phone Book
  - Policy Manual
  - Summer Job Application
  - Transfer Request Form
  - Work Phone
- Life Events**
  - Address Change
- Org Chart**
  - Org Chart
- Miscellaneous Tools**
  - DQ System **NEW!**
  - Official Inventory Progress
- 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
- Pay**
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    - 403B Action Form
    - 403B Salary Reduction Info
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  - Payroll Deductions
    - Cornerstone Club
    - Houston Chronicle
  - Payroll Documents
  - 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](#)

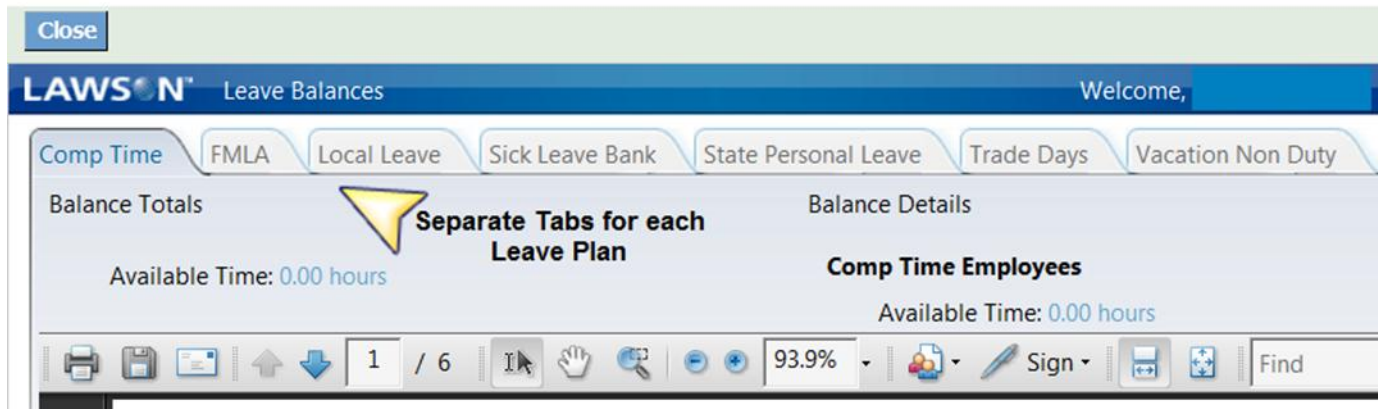
[Printing Pay Stubs On ESS.pdf](#)

[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	Police Officers and Crossing Guards
Maintenance Workers	Child Nutrition Workers
Bus Drivers and Monitors	Supervisors that do not meet the
Clerical and Instructional Aides	Exempt Personnel Tests
Computer Technicians	

## 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	6.75
Comp Time Earned+		6.75	
Additional Straight Hours+			
Comp Time Used-			
Hours to Pay-			
Comp Time Ending Bal.	0.00	6.75	6.75

## 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	
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			
Hours to Dock			
Overtime Hours Paid @ 1.5		8.50	
Comp Time		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 wants to be paid**  
**for all available comp time - completes**  
**the Hours to Pay box**  
**Time card calculates the Overtime hours**  
**automatically**

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.

*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**