

07-08 New School Year Payroll FAQ

Q. When will I see the raise on my check?

A. Increases for eligible employees occur in July and August based on salary basis. Please see chart below:

JULY PAYDAY	AUGUST PAYDAY
Classified Salary	Accrual Wages
Annual Salary	Accrual Salary
	Regular Hourly
	Substitutes

Q. I didn't get a raise, what happened?

A. Increases are entered by Human Resources; please contact your HR specialist with your individual questions.

Q. When will I receive my new leave balances?

A. Sick, personal and vacation leave are available for use effective July 1, 2007. However you will not see the updated amount until your August statement of earnings. We need to process the July payroll and reset balances, then add new leave after the July payroll is complete. Be sure to check your August pay stub for your new leave balances.

Q. How much leave do I receive?

A. Leave is based on several factors; Certified and Classified employees should refer their contract. Contracts are available on the website. Administrators and Professional/Technical employees receive 11 sick days and 2 personal days per school year.

Q. What happens if I didn't use all of my sick or personal leave from last year?

A. Classified and Certified employees are allowed to carry up to 4 days of personal leave; any personal over 4 days would roll into your sick leave. Sick leave continues to carry over from year to year. Administrative, Professional and Technical employees receive 2 personal days per year.

Q. Can I view/reprint my check stub on-line?

A. Not yet, but this is a benefit that we will be offering to all employees by January 2008. Keep your eyes open for further information!

Additional information, forms and contact numbers can be found on our website: Departments/Business Services/Payroll.

Thank you! Julie Woirhaye
Payroll Supervisor