

- Q.** Why did I have so much money deducted out for health insurance on my pay check?
A. There may be several reasons, please contact your Benefits Specialist. Last name beginning with the letters A-G, Marcy Mittan, extension 70209, H-O, Diane Davis, extension 70208 and Val Hamlin, P-Z, extension 70228.
- Q.** When do I get my flex spending account check?
A. We contract with a third party for our flex plan, please contact you Benefits Specialist.
- Q.** Why didn't my direct deposit or paycard go into my account this month?
A. When signing up for direct deposit, the Payroll Department needs to do a "pre-note" to the bank before the funds are actually sent. This means that the first month you request direct deposit you will receive an actual check that you will need to take to the bank and cash. The following month the direct deposit will go through and the deposit advice will be sent to your site.
- Q.** How do I sign up for direct deposit or paycard?
A. The secretary at your site should have direct deposit forms in the office. If she does not have the forms, you can print one from the district website under Business Services, Payroll. These forms need to be turned into the Payroll Department by the first day of the month to be entered for the "pre-note" process. The "pre-note" process is a verification of the account numbers and will occur the first month. An actual payroll check will be issued with a signature on it, so you will need to take this check to the bank. The following checks will be direct deposit or paycard.
- Q.** My hours/FTE changed and my check has not changed?
A. Check with the secretary at your site to see if the paperwork was sent to the Human Resources Department first. If the paperwork was sent and your check does not reflect the change, call your Payroll Specialist to see if the Human Resources Department has forwarded the change to the Payroll Department.
- Q.** Why is my check still being sent to my old work site?
A. Check with your secretary at the new site and make sure the change of status form was submitted to the Human Resources Department.
- Q.** How do I change my address?
A. Your secretary at the site should have a PERA member change form in the office. If not, this form can be downloaded from the district website, www.dcsdk12.org under Business Services, forms. After you complete the form, send it back to the Human Resources Department and the Payroll Department will forward a copy to PERA.
- Q.** How do I change my W-4 form?
A. Your secretary at your site should have W-4 forms in the office. If not, they can be downloaded from the district website, www.dcsdk12.org under Business Services, forms. This form will need to be in the Payroll Department by the 3rd working day of the month to be effective that month.
- Q.** How do I sign up for a PERA 401K payroll deduction?
A. Contact PERA at 303/832-9550 or you can access this information on the PERA website, www.copera.org.

- Q.** How do I sign up for a 403B or 457 Deferred Compensation Plan?
A. Contact Equitable (AXA) at 720/946-4382.
- Q.** How do I change the amount deducted on my existing PERA 401K, 403B and 457 payroll deduction?
A. Email your Payroll Specialist with the changes or send a hand written notice to the Payroll Department.
- Q.** What are the maximum contributions for 401K, 403B and 457 in the year 2007?
A. You may contribute \$15,500 in 2007. If you are over 50 years old, you can contribute \$5,000 more for a maximum of \$20,500 is a 401K or 403B. An additional \$20,500 may be contributed to a 457 plan.
- Q.** How can I obtain a blank timesheet?
A. Your secretary at the site should have a blank timesheet in the office. If she does not, please call the Payroll Department and we can send you and your secretary forms.
- Q.** When should the Automated Time Management system be approved and signed off?
A. ATM approvals and timesheets are due into the Payroll Department the 3rd working day of the following month.
- Q.** How do I calculate my sub pay?
A. The teacher will need to keep track of the different rates and hours to calculate the sub pay. The payroll system will combine the hours and rates together for each position then it will average the hourly rate for all hours paid. This only happens on the check stub.
Example: 4 days at \$85.00 per day = \$340.00
 2 days at \$45.00 per day = \$ 90.00
Your check stub will show a gross pay of \$430.00 and the rate will show \$71.66. If you have any questions regarding the rate, please call the sub office at extension 70183.
- Q.** What do I do when I leave the district?
A. Notify your supervisor and complete a separation notice. Complete your final timesheet or exception report if you are a classified employee and send to the Payroll Department with the appropriate signatures. Call PERA for a "Request for Refund" form if you would like to withdraw your PERA contributions or would like a retirement kit.
- Q.** What is the difference between straight time and overtime?
A. Straight time is paid to someone who is working the assigned hours and not over 40 hours per week. Overtime is paid at time and one-half if worked over 40 hours in one week and does not include vacation, personal or sick leave day. See policy in union contracts.
- Q.** Whom do I contact if I have a question about my statement of earnings?
A. Please contact your Payroll Specialist. Please note if the Payroll Specialist is not available, leave a voice mail and she will return your call as quickly as possible for general questions. A sample check stub is on the district website.
- Q.** How do teachers get paid for days in excess of their contract?
A. By approval of the building administrator, a change of status form must be completed and sent to the Human Resources Department. Paperwork for teachers needs to be submitted annually to the Human Resources Department for approval. If your extended days are at the end of the school year, the extra pay responsibility form needs to be submitted the Human Resources Department prior to the month you are requesting the payment. If your extended days are at the beginning or throughout the school year, the form needs to be submitted to the Human Resources Department by July 1st in order to be effective on your August paycheck. The

additional days outside of the regular contract are calculated based on your per diem pay and the payment would be divided by the number of pay periods left in the year. The form can be obtained from the secretary at your site.

Q. If I am a teacher subbing on my off track time, what is my pay rate?

A. Teachers would be paid their per diem rate or \$150.00 per day, whichever is the lesser amount. The pay is tracked through the sub office and is paid the following month.

Q. What is my pay cycle?

A. <u>July to June</u>	<u>August to July</u>
Administrators	Teachers
Professional	Classified 9 month employee
Technical	Classified 10 month employee
Classified 12 month	Classified 11 month employee

Q. How are substitutes and hourly employees paid?

A. All substitutes and hourly employees are paid for their actual hours worked, one month in arrears.

Q. How do I accrue vacation and sick time?

A. Each classified employee accrues at a different rate depending on years of service and hours worked per year. Vacation is given up front. If you don't use it, it will not be carried over to the next year.

Q. How many sick days do I accrue if I am a new teacher?

A. Teachers receive 9 days per year if they are full time employees. If you are a half time employee, you will receive half of the 9 days. These days are given in the month of August. If a teacher resigns before the end of the year and has used all of the sick leave days, these days will need to be paid back to the district. If you do not use your sick leave days, these days will be carried over to the next year.

Q. What is extended service credit?

A. Extended Service Credit is a benefit currently being paid to employees who have 10 years or more of consistent employment. Classified staff are paid 25% of their annual salary only upon retirement. Teachers: please refer to the certified contract on page 36 for further explanation.

Q. What is an exception report, and when is it due?

A. Exception reports are used with the Automated Time Management system, if you miss a punch, use sick leave, vacation, or personal time. This information needs to be sent to the site secretary for authorization to edit your time in the system. Make sure the exception report is signed and dated.

Q. When will W-2's be mailed?

A. W-2's are required to be mailed by January 31.

Q. Where are the extra pay spreadsheets?

A. Extra pay spreadsheets are sent to the Payroll Spreadsheet email address. The bookkeeper or designated person at the school will complete the spreadsheet.

Q. Who do I contact about accounting coding for payroll charges?

A. Please contact the Finance Department or Internal Auditor.

Q. What will happen to my unused compensation time?

A. Unused compensation time will be paid to employees each year by December 31.

Q. Does the school district have a retirement brochure?

A. The Retirement Brochure is on the Payroll Department website for your information.

Q. Who is required to wear an identification badge and when will I receive one?

A. All Douglas County School District employees are required to wear an identification badge. You will receive an I.D. badge when you attend orientation. You are required to wear your badge at all times during business hours. This badge also is used for the Automated Time Management system. If you loose your badge, process a help desk ticket to have it replaced.

Q. Who is required to use the Automated Time Management System?

A. All classified employees must use the Automated Time Management System. We do have exceptions for Volunteer Coordinators who work from home.