

New Employee Orientation Summary

What you need to know about Paydays and Your Paycheck

When are paydays? Employees are paid Fridays on a biweekly basis. Employees are paid for the two week period ending on the Friday just before pay day. For example, hours worked August 27, 2011 – September 9, 2011 will be paid on September 16, 2011. A Pay Calendar is published on the District website under Payroll and is attached to this packet – Attachment 1.

Payment Information - On your first few checks, we recommend that you verify your personal information for accuracy. Review your name, address, deduction information, etc. Maintaining accurate address information is crucial. If your address is incorrect or you need to change your address, please go to the District website under "Self Service"/"Personal Information" to make the changes on-line. If you require assistance contact Human Resources at ASKHR@PalmBeachSchools.org or you may call the HR Customer Contact center at 561-434-8777 or toll free at 1-877-477-3722.

Payroll Contact – At all schools and departments there is a Payroll Contact. If you work in a school, it will usually be the school secretary. If you work in a department, it will usually be the department secretary. You should bring any concerns you encounter regarding your pay or general questions you may have about payroll to your Payroll Contact. Your Payroll Contact is knowledgeable in most payroll matters and is readily accessible to you. The Payroll area on the other hand is a centralized office dedicated to processing the payroll of over 22,000 employees. Your Payroll Contact should be able to answer most questions you have regarding your pay or will directly contact Payroll for answers. Attempts to contact Payroll directly will result in employees being referred back to the Payroll Contact at their location.

What pay frequency am I on? Employees whose duty day schedule falls between 180 – 187 duty days receive 22 paychecks per year. All other duty groups are on a 26 pay frequency. If you are unsure about your duty day schedule, please see the hiring contact at your work location. Your biweekly salary will be displayed on the pay stub. By taking your annual salary and dividing it by your number of pays (22 or 26) permanent employees can calculate their biweekly pay. Your biweekly pay will generally remain the same whether there are holidays or days during the period you are not expected to work. Please keep in mind that your first paycheck as a new hire will compensate you for the number of days in the pay period in which you begin working and the balance owed paid to you at year end. The main reason employees see a difference in pay is when you receive other earnings in a pay period such as a bonus or overtime or you have taken time off and don't have sufficient leave to cover your absence.

What does 22 pay frequency mean? The Department of Compensation and HR Planning will determine your annual salary. Once determined it will be divided by 22 to arrive at your biweekly pay. Employees will earn and defer monies each pay period to provide consistent paychecks over the 22 pay periods. Employees on this pay frequency are **not** paid during the summer months.

What does 26 pay frequency mean? The Department of Compensation and HR Planning will determine your annual salary. Once determined it will be divided by 26 to arrive at your biweekly pay. Year round employees work and are paid biweekly throughout the year.

What happens to my paychecks during the summer months and other school breaks if I do not work year round? Employees who are on a duty day schedule of 190 – 226 duty days are considered 'deferred employees'. They are paid equal amounts biweekly, regardless of the number of days in the pay period. As employees work a portion of their earnings are set aside (deferred), held in a reserve, to be paid during times of the year when they are not scheduled to work, such as Winter/Spring Breaks and summertime. In order to be paid consistently throughout the year, employees must begin their position on the first day of the contract date for their duty day as designated by the School Calendar. They must also have no breaks in service, such as unpaid leaves of absence.

What happens if I do not begin my position at the beginning of the school year? Employees deferred pay or balance of contract pay over the summer months is directly impacted by a late start in the position. In order to receive full pay, employees must work their entire duty day contract. As employees work their duty day contract, a portion of their earnings is set aside (deferred) and held in reserve, and then paid out over the summer (final checks). The number of remaining checks for summer is determined by the first pay date of the year for your duty day. (See Pay Calendar attached which shows when your first paycheck is scheduled to be received – Attachment 1). When employees start late, they are not depositing a portion of their earnings into the deferred pay account previous to this time. The running balance of contract earnings versus salary paid fluctuates due to holidays and periods of time when school is closed.

At the end of the school year, a reconciliation is performed to compare contract days worked to days paid. Days worked but not paid constitute the deferred pay reserve. In order for an employee to receive 26 equal checks, they must have worked the entire duty day contract. If you are a late start, your final checks of the school year will be adjusted and the adjustment spread evenly over the remaining final checks. The number of final checks varies from two (2) – four (4) depending on your duty day group. An example of a late start salary calculation is included in this document packet – Attachment 2.

What happens if I take a leave of absence during the school year? Employees deferred pay or balance of contract pay over the summer months is directly impacted by an unpaid leave of absence, whether you return to active status during the same year or remain on leave of absence through the end of the school year. In order to receive full pay, employees must work their entire duty day contract. As employees work their duty day contract, a portion of their earnings is set aside (deferred) and held in reserve, and then paid out over the summer (final checks). The number of remaining checks for summer is determined by the first pay date of the year for your duty day group. (See Pay Calendar attached which shows when your first paycheck is scheduled to be received). When employees are on an unpaid leave of absence, they are not depositing a portion of their earnings into the deferred pay account previous to this time. The running balance of contract earnings versus salary paid fluctuates due to holidays and periods of time when school is closed.

At the end of the school year, a reconciliation is performed to compare contract days worked to days paid. Days worked but not paid constitute the deferred pay reserve. In order for an employee to receive 26 equal checks, they must have worked the entire duty day contract. If you are in a leave of absence situation, your final checks of the school year will be adjusted and the adjustment spread evenly over the remaining final checks. The number of final checks varies from two (2) – four (4) depending on your duty day group. An example of a leave of absence calculation is included in this document - Attachment 3.

Voluntary & Involuntary Deductions - The District deals with two types of deductions. The first is **voluntary** deductions, which are deductions that you initiate and authorize to have deducted from your pay, such as; health insurance, life insurance, dues, United Way contributions, etc. An **involuntary** deduction is a deduction of a legal nature, such as, tax levies, child support, defaulted loan, court orders, etc. If we receive a deduction order, we will notify you by mail when the deductions from your pay are scheduled to begin and the amount of the deduction. If you should have any questions or concerns with the amount to be deducted from your pay, you should contact the entity issuing the deduction order. Two months of each year employees will receive 3 pay checks. Depending on the calendar, the months in which this occurs will vary. In the months that employees receive 3 paychecks, employees on a 26 pay frequency schedule will experience a 'Deduction holiday' for most deductions, however all involuntary deductions will be taken.

Direct Deposit – All new employees are **required** to enroll in direct deposit. You must use the Employee Self Service feature on-line to complete your direct deposit information once you have been assigned an employee ID number/user ID. Be mindful that you can direct deposit your pay to any checking or savings account with a financial institution that's part of the Federal Reserve System. With direct deposit, your net pay will be placed in your account on payday. You will be able to view/print your pay stub on-line using Employee Self Service. If a delay in enrollment occurs you will be required to come to the District to obtain your paycheck. Additional Direct Deposit information is included in this packet – Attachment 4*.

How do I change my federal tax status and/or allowances? You must use the Employee Self Service feature on-line to complete a W-4 form for the current year once you have been assigned an employee ID number/user ID. Once the form is completed on-line, the new calculations will take place on the following payroll processing cycle. A reference sheet for completing the form is included in this packet – Attachment 4.* You will be able to make changes to your W-4 form anytime during the year using the Employee Self Service feature on-line.

New Employee Orientation Pay - If you are already working for the District, you will be paid by your worksite for today through the normal payroll process. However, if you begin working for the District after today, you will be paid a flat rate of \$55.00 for attending orientation. **Employees that are considered 'Temporary' or 'Hourly' are not paid for orientation.**

Important Points - Utilize your Payroll Contact for questions regarding your pay. Please contact ePayGroup@PalmBeachSchools.org for further information regarding Employee Self Service or go to the Payroll website for additional resources and frequently asked questions.