

Classified Employee Payroll Information

July 2018

Payday

Classified employees are paid on the 10th of the month. When the 10th falls on a weekend or holiday, payday is the day before the weekend or holiday. Check stubs for employees with direct deposit are not printed but are available the day before payday at <https://employee.ocde.us>. You will need your employee ID and an email account to register. Sick and Vacation Balances are also available on this website.

Pay Period

Hourly Employees - The pay period for hourly employees begins on the 21st of one month through the 20th of the following month, and is paid on the 10th of the next month.

Monthly Employees - The pay period for a monthly employee is the calendar month. - The 1st of the month through the last working day of the month, and is paid on the 10th of the next month.

Overtime hours are the same pay period as hourly employees, the 21st of one month through the 20th of the following month, paid on the 10th of the next month.

Estimated Salary Advance (ESA)

The estimated salary advance is generally paid on the 25th of the month. It is an advance of the paycheck paid on the 10th of the next month. ESA's are initially set up with the first regular assignment.

Hourly Employees: Calculated by approx 40% of regular salary less deductions.

Monthly Employees: Calculated by approx 50% of regular salary less deductions.

Does not change, except for the following reasons.

- 1) Employee asks payroll to recalculate the amount.
- 2) Employee's deductions cause a negative change on paycheck on 10th.
- 3) County office changes ESA amount due to garnishment.
- 4) Employee works less than 75% of the pay period.

Employee ID

Please do not use your social security numbers on timecards. Please use the Employee ID number which you will find on your check stub or from your site administrative assistant.

Absences

Each time you are absent from work, you **must** complete and sign an absent slip. These slips are turned into payroll each month along with your timesheet. In addition, certain types of absences (leave without pay) require additional paperwork and may require board approval. Please contact Human Resources or your site administrative assistant for additional information.

Hermoly Ramirez - Senior Payroll Technician	999-3593
Bobbie Wragg - Senior Payroll Technician	999-5696
Erin Baker - Payroll Supervisor	999-5693

Deductions

Non-Voluntary Deductions

Federal Tax and State Tax - The marital status and number of allowances you claim may be seen on your check stub. If you wish to change your withholding allowances or marital status, please obtain a W-4 form or DE-4 form (State) from your secretary, payroll or the district website. Forms must be received by payroll by the 20th of the month to be effective on the paycheck you receive on the 10th of the next month.

OASDI (Old Age Survivors and Dependents Insurance) & Medicare - Together these deductions make up the deduction commonly know as FICA or Social Security. These deductions are 6.2% for OASDI and 1.45% for Medicare.

PERS (Public Employees Retirement System) - This deduction is required for all full-time employees and all regular part-time employees who are scheduled for a regular position of 20 hours or more per week. This deduction is a tax deferred deduction of 7% of regular monthly earnings for Classic Members and 7% for Pepra Members .

Employees who are scheduled for less than 20 hours per week, qualify for membership when they have worked 1000 hours in any one school year.

You may contact PERS at www.calpers.com or 1-888-225-7377 for more information.

Voluntary Deductions

Tax Sheltered Plan (403b) and Deferred Compensation (457) - These are tax deferred contributions to individual accounts. Schools First Federal Credit Union has the paperwork and a list of vendors currently set up with A.U.H.S.D. for Tax Sheltered Plans. The employee is responsible for contacting Schools First or the vendor and setting up an account. The website is www.schoolsfirstfcu.org/retirementbuilder.

Dependent Care and Unreimbursed Medical (Section125)- Tax deferred deductions for dependent care and/or medical expenses. As a new employee you have 30 days to enroll or you can wait until the open enrollment period. A representative from American Fidelity Assurance will visit your school site in Oct/Nov to sign you up. You may only begin or end the deduction during the open enrollment period prior to the plan year which starts January 1st through December 31st.

Net Deposit and Direct Deposit - Your paycheck may be directly deposited to your account at Schools First Federal Credit Union through Net Deposit or at another banking institution through Direct Deposit. Please contact Schools First for the paperwork for Net Deposit or to have a fixed amount deducted from your paycheck. All district employees are eligible to join. If you want to use another banking institution to have your entire check deposited, Direct Deposit forms are available in payroll and online.

Insurance - We have some independent insurance companies offering policies for life, cancer, income protection, etc. Representatives visit the sites or you may call the company directly.

Pacific Educators	714-639-0962
AFLAC	800-992-3522
American Fidelity Assurance	800-365-9180 (382)