

Introduction to Payroll



Presented by:
The Payroll Department

Payroll Contact Numbers

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Payroll Fax Number (772) 219-1254

Payroll E-mail: _PayCheck Hotline (within District
address book)

Payroll Office Location

Our office is located at:

500 East Ocean Blvd., Stuart, FL 34994

Building 18, Room 44

(corner of East Ocean Blvd. &
High School Ave.)

Our hours of operation are:

7:00am to 5:00pm, Monday – Friday

Payroll Mission Statement

The Payroll Department is responsible for paying approximately 3,000 employees on a biweekly basis. We issue over 75,000 paychecks and direct deposit advices each fiscal year.

The **MISSION** of the Payroll Department is to ensure timely and accurate completion of payroll in accordance with all state, local and federal rules, regulations and standards. In addition, the payroll staff is committed to providing the highest quality of customer service to all employees.

Payroll General Information



- Payroll is processed biweekly.
- Disbursement of checks and advices is completed every other Thursday (unless otherwise noted on the payroll schedule).
- A copy of the payroll schedule is included in your folder.

Payroll Web Site

<http://payroll.sbmc.org>

(or from the school district web site <http://www.sbmc.org>
click on “Employee/Benefits” and then “Payroll”)

Contains information regarding:

- Salary & pay date schedules
- Leave accrual calendar
- Employee guidelines – direct deposit, leave accrual explanation, holidays, sick bank, retirement, etc.
- Tax information – including W-4 form and W-4 assistant
- Work calendars
- Payroll forms – direct deposit authorization, voluntary deduction sign up or cancellation, change of address, etc.
- Links – EZ Stub (online pay stubs), eprintview (online W-2's), IRS, SSA, FRS, Bencor
- A copy of this presentation

Salary Screen Print

Session C - [24 x 80]

File Edit View Communication Actions Window Help

Panel: _____ H517. Job - Salary Year: 2009

Employee: 0001 _____ C _____ St: E

Job: 01

Start Ptp Hr-day Pr Mons Day-W Chks S Ended--Code Resp Title M

01122009 048 7.500 Y 10.0 101 5 26.0 A 9514 TEACHER

A Slot	Date	Hours	Prot	Contract	Annual	Period	Daily	Hourly
IN201	S 01122009	7.500		20210.10	39220.00	1508.46	200.10	26.6803
B 048	E _____			20210.10	A	1347.34		
	DAYS 101				N			
	S _____							
	E _____				A			
	DAYS _____				N			
	S _____							
	E _____				A			
	DAYS _____				N			

Sal: 20,210.10 Bs .00 Sup 20,210.10 Total Pay Term: _ Period: _

101 Dy _

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 12=Esc

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Salary Screen Print

Lists the following information:

- Employee identification number – 8 digits, beginning with at least three (3) zeros
- Start date in position
- Pay type (“Ptp”) = classification of employee
- Slot = job code – determines salary, may include years of experience given
- Number of hours scheduled to work per day
- Job title
- Pay rate – either salaried (contracted) or hourly
 - Salaried employees list Annual, Contract (less than full contract), Period (biweekly), Daily, and Hourly amount

Salary Schedules*

Available on the Payroll web site @

<http://payroll.sbmc.org>

*Salary schedules are subject to change annually
based on ratification of approved contract



Salary Calculation

- Salary is based on the type of position, level of education (if instructional), and years of experience.
- If you work less than a full contract year, the salary is prorated based upon the number of actual contract days worked. This amount is then divided over the number of remaining payrolls within the fiscal year (July 1 – June 30).
- Hourly employees are paid for hours worked within the pay period processed (see pay date schedule).
- Subs should keep a record of the date and location where they work. This makes tracking down an omission of time much easier.

Salary Calculation – Example



Example:

First year teacher starting work on January 12, 2009

Annual salary: \$37,000.00 for 196 day contract

Prorated salary (1/12 – 6/8 = 101 contract days): \$19,066.33
[\$37,000.00 / 196 = \$188.7755 x 101 = \$19,066.33]

Divided by 15 remaining payrolls: \$1,271.09 biweekly
[\$19,066.33 / 15 = \$1,271.09]

Salary Overpayment (Oops!)



Keep in mind:

- If you are planning to terminate employment or go on unpaid leave (medical or other) with the District, it is imperative that the Payroll Dept. be notified as soon as possible.
- Due to the nature of our payroll schedule, an overpayment can easily result. If this occurs, you will be required to reimburse the District for any monies already received in excess of the amount actually due to you.

Online Pay Stubs – EZ Stub

www.ezstub.com

- All pay stubs are available online (for both direct deposit and checks).
- Online access 24/7 to pay stubs via any computer with Internet access.
- Multiple notification methods – e-mail, text message.
- Pay stubs are safe, secure and always available.
- Instructions on accessing EZ Stub are included in your packet.

Leave Time

➤ Sick Leave



➤ Personal Leave

➤ Annual (vacation) Leave



Leave Time - Sick

Sick Leave

- Credited with four (4) days on first payroll
- Earn one (1) day per month thereafter
 - Accrues at rate of $\frac{1}{2}$ day per pay period
 - Accrued over 24 payrolls (not on 3rd pay of month)
 - Accrual stops when maximum number of days reached (approximately end of January/beginning of February due to 4 days given up front)
- Available balance is indicated on employee's pay stub - valid up to end of pay period that check is processed.

Leave Time - Personal

Personal Leave

- Six (6) days of accrued sick leave may be used for personal business
- Must be requested in writing (Form 10)
- Must be approved by immediate supervisor
- No more than five (5) consecutive days
- Personal leave hours are deducted from sick leave hours balance – memo item only on pay stub

Leave Time Transfer - Sick

- Leave remaining available at other school districts within Florida may be transferred in to Martin County.
- Credit for transferred in time is given at the same rate that leave is earned with Martin County (1 day per month).
- Contact the district where you previously worked to request the transfer. Their form should be sent to the Payroll office.
- Sick leave earned with Martin County may be transferred to other districts within Florida after termination. Provide the payroll office with a written request that includes the name and address of the receiving District or Organization.

Leave Time – Annual (Vacation)

Annual (Vacation) Leave

- Earned primarily by administrative employees
 - Accrues at rate of ½ day per pay period
 - Accrued over 24 payrolls (not on 3rd pay of month)
 - Accrual stops when maximum number of days reached

Direct Deposit

Direct deposit is the preferred and recommended method to receive pay.

How do I sign up?

- Complete an Employee Authorization for Automatic Payroll Deposit (Form 544) – located on the payroll web site or at the Payroll office.
- Attach a voided check (checking) or confirmation of account number from the bank (savings).
- Forward information to Payroll via interoffice pony, mail, or in person.

Direct Deposit

Direct deposit becomes effective with the first payroll processed after the Payroll Department receives your authorization form.

Multiple direct deposit accounts anywhere in the country – you may request deposit into as many as three (3) different bank accounts.

File leaves our office on Tuesday for posting at your bank on Thursday.

IMPORTANT: Notify Payroll immediately when changing or closing your bank account. Once a direct deposit is initiated, it may take up to three (3) business days to be returned to the District if you have closed your account.

Why Direct Deposit?



Direct deposit is the better option:

- Your pay is deposited directly to your bank – no risk of lost, stolen or misplaced payroll checks (if your check needs to be reissued, it may take up to three (3) business days to receive the replacement check).
- No waiting in line at the bank to cash your check – funds are available on payday from any ATM.
- No delays in receipt of check due to snail mail (U. S. Postal Service).

Other Miscellaneous Payroll Items – Deductions

To stop or change a deduction, the appropriate department must be contacted:

United Way, Martin Memorial
Wellness Center, YMCA

→ Contact the Payroll Dept.

Union dues

→ Contact the union's office

Health, dental, vision, life, etc.

→ Contact the Benefits Dept.

Credit union deduction

→ Contact the credit union

Annuity deduction

→ Contact the program vendor

Other Miscellaneous Payroll Items

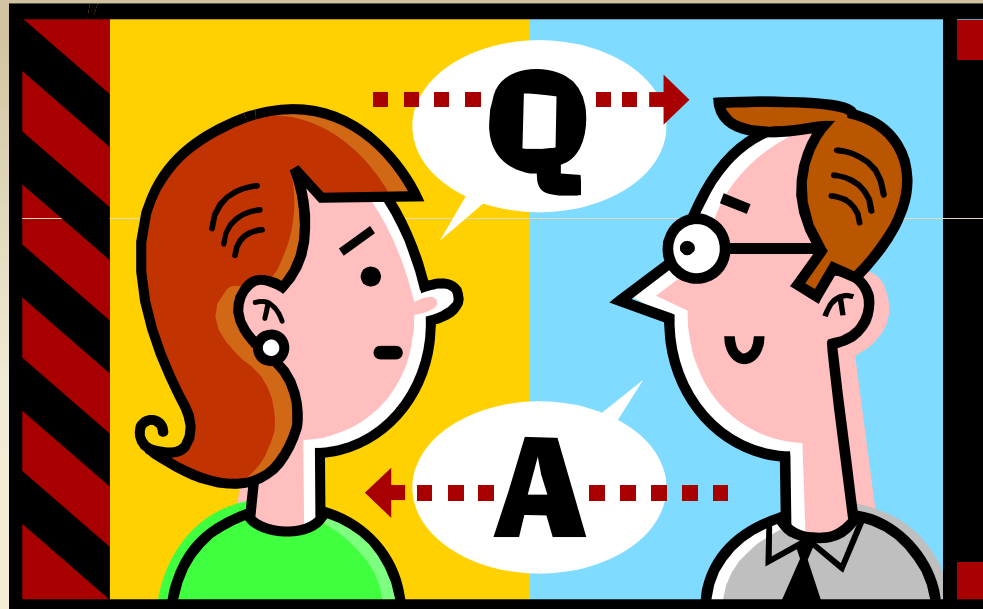
– Verification of Employment (VOE's)

- Normal payroll processing always takes priority.
- Forms should be sent well in advance of due date to allow time for completion (VOE's are typically completed on Fridays).
- Completed forms are not returned to the employee, but rather to the company making the inquiry.

FICA Alternative

- **Seasonal, temporary, substitute, and part-time employees of a government employer are not covered under Social Security or the Florida Retirement System (FRS).**
- **These types of employees of the MCSD are required to contribute 7.5% of their compensation to a private retirement plan in place of Social Security tax.**
- **This is a pre-tax withholding, which reduces the amount of federal income tax you pay.**
- **You always own 100% of your account balance, and the investments are controlled by you.**
- **Withdrawals may be taken at termination of employment, retirement, total disability, etc.**
- **If this applies to you, a FICA Alternative Plan Overview document is included in your packet.**

??? Questions ???



Reminder: This document is also viewable on
our web site <http://payroll.sbmc.org>.