

FREQUENTLY ASKED QUESTIONS PAYROLL

WHEN ARE PAYCHECKS ISSUED?

Paychecks for all certificated permanent personnel are issued on the first business day of the month following the month worked. (Including Adult Ed and Home Teachers)

Paychecks for all classified monthly personnel are issued on the 10th of the month following the month worked. An ESA (estimated salary advance) check is issued on the twenty-fifth of the month being worked for approximately 50% of the total net pay. (note: If the 10th falls on a weekend, check usually issue the preceding Friday)

Checks for classified hourly personnel are issued on the 10th of the month following the month worked.

Substitute and home teachers receive their paychecks on the 10th of the month following the month worked. These pay cycles.

HOW DO I GET MY CHECKS DIRECTLY DEPOSITED TO MY BANK?

Application forms for direct deposit are available from Payroll, Human Resources, or your site timekeeper.

HOW DO I CHANGE MY WITHHOLDING TAXES?

W4 forms are available from the payroll office for changing withholding amounts and on the district website.

WHAT ARE THE DIFFERENCES IN REDUCTIONS; DEDUCTIONS AND CONTRIBUTIONS INDICATED ON MY CHECK?

Reductions are amounts deducted from your gross pay before taxes are deducted; these may include retirement (STRS, PERS, TRUST); medical premiums; 125 plans for medical reimbursement or child care; TSA and 457 reductions; and retirement adjustment or buyback.

Deductions may include all taxes (Federal, State, Medicare, OASDI); dues; non-medical insurance, garnishments, bargaining unit dues, and optional insurance payments. These are not pre-tax.

Contributions include anything that the district contributes toward your taxes, retirement, insurance, etc. These do not affect your total pay in any way.

WHAT DO I DO IF I THINK MY SALARY RATE IS INCORRECT?

You should contact Human Resources to make sure that you are on the proper salary range and step. There are many things that factor into your placement on the salary schedule and these should be discussed with the Human Resources department.

WHAT DO I DO IF I FEEL I WAS PAID FOR AN INCORRECT NUMBER OF HOURS/DAYS?

Check first with the timekeeper at your job site to make sure that the proper number of hours was submitted. If the hours reported are not correct, have your timekeeper contact Payroll to make any corrections.

I LOST MY CHECK, HOW DO I GET A REPLACEMENT?

You will need to come into the Payroll office to fill out a lost check form. Checks will be replaced by the County within 5 to 7 working days.

HOW DO I KNOW HOW MANY SICK LEAVE AND/OR VACATION DAYS I HAVE?

At the beginning of each school year you are given a form indicating the number of sick days (for Certificated and Classified eligible employees) and vacation days (classified monthly employees) are available to you for the coming year. When you fill out your absence slips, you should retain the pink copy for your records so that you can track your usage, the form with your beginning balances has a worksheet to help you. If you have questions or need updates on your balances, you should notify the payroll office in writing or by e-mail at payrolldepartment@bhusd.k12.ca.us.

WHAT HAPPENS IF I RUN OUT OF SICK LEAVE AND AM ILL?

All bargaining unit members receive ½ time sick leave after their leave runs out in accordance with their contracts. This will be represented as dock time on your paycheck. The district does have a catastrophic sick leave bank. For details, please contact Human Resources or your Bargaining Unit.

DO WE RECEIVE MATERNITY LEAVE PAY?

Please contact the Human Resources office for details of paid and unpaid leaves, their duration and parameters.