



# Payroll Services General Information

## Pay Day

The District's Annualized Non-Exempt and Exempt staff receive pay monthly and the Hourly and Substitute staff receive pay on a semi-monthly basis.

## Direct Deposits

Your total net pay is direct deposited into your financial institution account. You may have only one primary account and multiple secondary accounts. The secondary accounts will fund before the primary account. Direct deposit funds are available to the banks on the workday before payday.

To have your checks direct deposited into your bank account, you may enter the direct deposit information via the Employee Service Center or turn in a completed *Direct Deposit Authorization* form to Payroll Services. This form is available at Payroll Services or on-line at:

<https://www.killeenisd.org/webdata/DocumentViewer/payrolldirectdepositform.pdf>

All changes to your direct deposit must be done by the 10<sup>th</sup> of the month to be in effect by the end of the month payroll. Direct deposit submitted after the 10 may process depending on the status of payroll processing.

Please check with your bank the first month after authorizing direct deposit to ensure that the direct deposit took effect.

To cancel your direct deposit, a *Direct Deposit Cancellation Form* must be completed and submitted to Payroll Services. You can also stop your direct deposit by going to the Employee Service Center.

When you terminate employment with KISD, the direct deposit authorization stays active. Upon termination, please verify with Personnel Services and Auxiliary Services that your address on file is correct.

## **Understanding Your Payroll Stub**

Your current month and the prior 12 months payroll stubs are available on-line at:

<https://killeen.tx01.teams360.net/servicecenter/EntryPointSignOnAction.do>

Your sign-on is your employee id number. Your password is whatever you create. If you forget your password, you can reset it via the *Password Reset* icon located on the website below. If you are having difficulties with the reset, you will need to contact the Help Desk, 254-336-2999.

<http://pwreset.killeenisd.org/>

When the pay stubs are available online, an email notification will be sent to the email address on the employee record.

Below is a description of the elements which appear on your monthly payroll check stub. Please refer to your pay stub when reading this section.

**Reporting Period Ending Date.** This date identifies the cut-off for absences, supplemental pays, and hourly pay. Pay period calendars showing the beginning and ending reporting periods are online at:

<https://www.killeenisd.org/webdata/DocumentViewer/2019-20payrollschedule.pdf>

**Pay** For salaried and prorated employees, this is the monthly amount before any deductions. For hourly employees, this amount represents the hourly rate times the number of hours worked in the reporting period.

**Deductions** All voluntary and mandatory deductions are listed. If the deduction is exempt from tax, on your pay voucher it is designated with a “Y”.

**Net Pay** is the standard gross less all deductions.

**Federal Income Tax Deduction.** This deduction is derived from the tax tables based on your taxable income and the W-4 information you provided. For more information on W-4’s, please refer IRS.gov.

**TRS Retirement and TRS Care.** Refer to the Teacher Retirement System section of this brochure for detailed information.

**Medicare Tax.** Only employees hired after March 31, 1986, are subject to Medicare, the medical portion of social security. Medicare is withheld at a rate of 1.45% of *Medicare wages*. Refer to the Teacher Retirement System section of this brochure for detailed information.

**Sheltered and Non-Sheltered Flexible Benefits Deduction** Benefit elections are shown on the paystub in the “deduction” section. Amounts deducted are normally applied to the subsequent month’s premiums; for example, a June 30th deduction will pay July’s insurance premiums. For more information regarding your flexible benefits account, please call our Benefit Department at 336-0165.

**Leave Balance** reflects the balance of leave days *credited*-to-date, less leave used. OLDSTATE: this is the balance of “old” sick leave earned before 1995-96, provided by the State, to be used only as sick leave.

State Sick Leave: this is the balance of leave earned after 1995-96 and before the current school year, provided by the State, to be used only as sick leave

Sick Local: this is the balance of leave days, provided by the District, to be used only as sick leave

State Leave: This is leave provided by the State for this current school year, to be used for personal business or sick leave. The days in this category begin as “5” each year. The number decreases during the year as these days are used.

### Your Responsibility

It is your responsibility to examine each paycheck stub for accuracy and immediately notify Payroll Services if a discrepancy is noted. *Please allow reasonable time for the discrepancy to be researched and corrected, if necessary.*

### Maintenance of Current Address

It is important that our files contain your most current address. Changes of address should be submitted to Personnel Human Resources or Auxiliary Personnel Human Resources.

### W-2

Your IRS Form W-2, Wage and Tax Statement, will be issued by January 31st, in accordance with federal regulations.

### Form W-4 Employee’s Withholding Allowance Certificate

An employee may file a new Form W-4 with Payroll Services to change withholding allowances for any reason at any time during the year. The employee can also complete a new W-4 via the Employee Service Center. A withholding adjustment should also be made if there are changes in marital status, credits, deductions, or

number of exemptions. If an employee states that they are exempt from tax, a new form W-4 must be submitted every year by February 15<sup>th</sup>. Form W-4s are available in Payroll Services or on-line:

<https://www.killeenisd.org/webdata/DocumentViewer/w4.pdf>

## **Leave**

Please read the leave policy section of your Employee Handbook.

**Note: Sick Leave, Personal Leave, Non-Duty Leave and/or Vacation are given in advance. If an employee leaves the district before the end of their contract/term they may owe KISD for unearned leave taken.**

### **State Sick Leave**

Generally, permanent employees are given five local sick leave days per year. Sick leave will be used in the following order: (1) State sick leave accumulated before 1995-96, (2) Sick Local (3) State leave accumulated after 1994-95. State and local leave may accumulate indefinitely. Accumulated state leave may be transferred from one Texas school district to another. Employees will be docked the number of days they are absent for reasons not eligible under state and local sick leave or in excess of sick leave days accrued/earned.

### **State Leave**

Prior approval of the supervisor is required. Personal leave shall not be used on days where the supervisor deems the employee's presence to be necessary for effective operation.

### **Local Leave**

Beginning with the 1995-96 school year, employees could no longer use local sick leave for personal leave. Local sick leave continues to be earned by permanent employees at a rate of five days per year and will accumulate indefinitely to be used as needed as sick leave.

### Non-Duty Days and Vacation

The 226-day class of employees earn Non-Duty Days (FLEX Days). The 226-day employee number of non-duty days fluctuate every school year. The 260-day employees earn 10 vacation days per year. Non-duty days must be used by June 30th of the year. Vacation leave must be used by August 31st of the following school year.

### How Leave is Earned

Please see table below:

Local Sick and Personal Leave Earned	
Leave less than 18	0
18 to 35 days	0.5
36 to 53 days	1
54 to 71 days	1.5
72 to 89 days	2
90 to 107 days	2.5
108 to 125 days	3
126 to 143 days	3.5
144 to 161 days	4
162 to 179 days	4.5
180 and over	5

Vacation leave pertains to Hourly employees only:

Vacation Leave Earned	
Leave less than 26	0
26 to 51 days	1
52 to 77 days	2
78 to 103 days	3
104 to 129 days	4
130 to 155 days	5
156 to 181 days	6
182 to 207 days	7
208 to 233 days	8
234 to 259 days	9
260 and over	10

### **Killeen ISD Flexible Benefits Plan**

KISD has a flexible benefit plan, as approved by the Board of Trustees, for qualified employees. Additionally, KISD provides some core benefits for qualifying employees. If additional employee contributions are required (i.e., non-taxable benefits in excess of the district contributions are elected), the deduction is shown on the employee's paycheck on a pre-tax basis. For more information regarding employee benefits, please contact the Employee Benefits office at 336-0165.

### **Retirement Benefits**

***Teacher Retirement System (TRS)*** Permanent district employees who work 15 hours or more a week, with the exception of returning TRS retirees, are eligible for TRS.

TRS is deducted from standard gross pay at a rate of 8.65%. Of the 8.65%, 8.00% is the retirement portion, which accumulates in a retirement fund for the employee and is tax sheltered. The remaining .65% is the TRS medical insurance portion, which is not tax sheltered. These two amounts are shown separately on the pay stub.

After resigning, your retirement funds may be withdrawn or left in your retirement account until a later date. These options can be explained to you by TRS. You can directly contact TRS by dialing 1-800-223-8778.

***Social Security and Medicare*** Employees who are not eligible for TRS are subject to a FICA Alternative to Social Security deduction. The current FICA Alternative rate is 7.7% and the Medicare tax is 1.45%. All employees hired after 3/31/86 are subject and Medicare tax withholding.

### **Synergy Clocks**

Non-exempt & Hourly employees are required to biometrically scan their finger or use a desk top time stamp daily to record the time. The Synergy Clocks is the official documentation for daily work attendance (arrival and departure). Failure to follow these procedures for using the automated time keeping system may subject the employee to disciplinary action. Additionally, no one is allowed to sign someone in through the time clock. This is grounds for termination.

There may be exceptions due to extenuating circumstances, which may be approved by the employee's supervisor. If schedules need to be changed due to changes in operations or shortages in personnel, supervisors must notify the campus timekeepers of the change. Any additional work performed outside of regular schedules must have the advance approval by the supervisor.



Misplaced or mutilated badges must be replaced at Auxiliary Human Resources at a cost of \$5.00 per badge.

### **Absence Reporting**

Employees are required to report all absences/leave requested via the Employee Service Center. It is important that campus absences are reported in a timely manner to ensure that a Substitute is in place, if needed.

### **Supplemental Pay**

Supplemental pay is generally any pay earned other than the regular salary. It includes pay for time worked for KISD sporting events, tutoring, presenting workshops, etc.

Payroll is transitioning from paper timecards to clocking into the system. Please check with your campus administrator, your director or Payroll as to how you should record your time for supplemental pay.

If it is recorded on paper, a completed Supplemental Employment Request must be submitted to and approved by the Director for Employee Relations *prior* to the supplemental duties being performed and paid.

Supplemental pay is recorded on blue timecards and processed through Payroll. It is important that the correct budget code is on the card. For questions regarding budget codes, please contact Budgetary Services at 336-0030.

In addition to the blue timecards, Payroll also process green cards for Temporary employees, as well as a multitude of colored cards for different additional duties.

## **Payroll Services Staff**

**For general Payroll information please call: (254)336-0025.**

<b>Brittany Montalvo x0023</b>	<b>– Payroll Technician</b>
<b>Bettie Dewispelaere x0114</b>	<b>– Payroll Technician</b>
<b>Dana Hopper x0024</b>	<b>– Payroll Technician</b>
<b>Ashley Pride x0173</b>	<b>– Payroll Technician</b>
<b>Maria Garcia x0033</b>	<b>– Payroll Analyst</b>
<b>Cheryl Carrasquillo x0022</b>	<b>– Payroll Coordinator</b>