

THINGS TO KNOW ABOUT PAYROLL

Pay Dates

Employees are paid once a month.

Leave and Earnings Statements (Check Stub)

Employees will receive a statement of their earnings approximately four days before payday. If the employee has a district email address, the statement will be emailed to them. Otherwise the employee will receive it through interdepartmental or US mail. Employees should review the statement and notify the payroll office immediately of any errors, so that their payroll may be corrected before it is finalized for the month. Employees are highly encouraged to keep a copy of their statements in their personal records.

Reporting Absences - Certified

Certified/licensed employees must report all absences using the Subfinder system, even when a substitute is not required to fill the absence. Mesa County Valley School District 51 utilizes the Subfinder system to manage both certified employee absences and substitute teacher requests. Certified teachers should think of Subfinder as a dual-purpose system; it is an employee absence tracking system for payroll and billing purposes, and it manages substitute workdays and finds available substitutes to fill absences.

Overtime

Hourly Employees are expected to report all hours worked on their timecard. Due to budget constraints, employees are expected to get supervisor approval to work hours above and beyond scheduled hours. Employees may be asked to work flexible hours within the Sunday-to-Saturday work week to accommodate special events. However, all hours worked must be reported on the timecard. The District does not have a comp time policy, therefore, extra hours worked cannot be carried over to another work week to offset time off; they must be reported on the date worked on the timecard. Employees are not allowed to voluntarily work extra hours without pay.

Annualized Pay

Many employees of the district are scheduled to work less than 12 months (260 days) per year. In order for these employees to continue to receive paychecks every month of the year, their pay is "annualized" so that they can continue to be paid over the summer months when they are not working. In addition to the employee receiving regular payroll payments all year round, it allows insurance premiums to be deducted and insurance coverage to be continued over the summer months. Earnings from the previous school year are paid out through August. The September payroll is the first payroll of earnings in the new school year.

Annualized pay is calculated as follows: Hours/day x Hourly rate x number of scheduled days in the school year ÷ 12 (or less if the start date is after the beginning of the school year.) Annualized pay is the same amount every month based on the employee's work schedule.

Example: A paraprofessional works 6 hours/day and makes \$12/hr. She started on September 22.

Annualized pay would be calculated as follows:

$6 \times 12 = \$72$ (daily rate) $\times 155$ days = $\$11,160 \div 11$ (pay periods remaining) = $\$1,014.55$ paid per month, October through August

Pay is automatically annualized for any benefit eligible employee scheduled to work 4 hours or more per day and less than 260 days per year. However, if the benefit eligible employee opts out of all benefits, including life insurance paid by the District, the employee may elect not to be annualized. Any employee who is

scheduled to work less than 260 days per year and less than 4 hours per day may elect to be annualized. Once an employee elects to be annualized, their payroll must continue to be annualized for that school year.

Questions about your pay or deductions?

Payroll staff members are happy to assist you with any questions you have about your pay and deductions. Please call us at 254-5110, or email us at payroll@mesa.k12.co.us