



FREQUENTLY ASKED QUESTIONS FOR PAYROLL

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When is Payday?

Payday for regular/permanent employees is the District's last calendar working day of the month. Paychecks for regular/permanent employees are distributed through your work site unless you make other arrangements.

Payday for overtime, extra hours, short-term, and substitute employees is the 10th of the month (supplemental) but may vary from the 9th to the 11th if the 10th falls on a weekend or holiday.

What is the difference between end-of-month and supplemental payroll?

End-of-month payroll is for regular, permanent and probationary employees. This payroll is calculated from time hired to work for the year and divided evenly over the contract period (11 or 12 months). This payroll is paid on the last working day of each month.

Supplemental payroll is for short-term, hourly, or substitute employees. It is also for overtime and extra duty. This payroll runs from time reported (26th) each month and is paid on the 10th of each month.

What is the 10th of the month (supplemental) pay period?

The pay period for supplemental payroll employees is a modified cycle. The dates go from the 26th of one month to the 25th of the following month, paid on the 10th of the next month> (Ex: Time worked from March 26th – April 25th will be paid on May 10th).

When are timesheets due?

All classified staff are required to submit monthly timesheets. This form is available as an Excel spreadsheet on the district website at www.gvsd.us. Completed timesheets should be submitted to your direct supervisor at your work site on the 25th of each month or last

working day prior to the 25th. The last timesheet of the school year is extended from May 26th through June 30th due to being the end of the fiscal year. This timesheet is also available on the district website.

Can my paycheck be automatically deposited (Direct Deposit)?

Yes, an automatic deposit form is available in payroll, and can also be printed from the GVSD website located in the Staff/Forms and Information/Payroll/Direct Deposit Form. The form should be returned to the payroll department at the District Office along with a voided check OR a printout from your bank that lists your routing number and account number. If turned in by the 15th of the month, it will go in that month, otherwise it will start the following month. New in 2018, automatic deposits can be set up to go into multiple bank accounts.

Can I make changes to my Federal and State withholdings?

Yes, you can change your withholdings (Form W-4, Federal; Form DE4, State) anytime. Depending on when the forms are submitted, the changes may not affect your next payroll check. The forms need to be turned in to the payroll department (at the district office). The deadline for the end-of-month payroll is by the 15th of the month and for supplemental payroll is by the 26th of the month.

There is no limit to the number of times you can change your tax withholdings unless we receive a Withholding Change from the IRS mandating your withholdings to a specific setting. If this is received you are not allowed to make changes beyond the guidelines they provide. The GVSD business department can not give tax advise, please contact a personal tax advisor or financial planner if needed.

Is there a Credit Union available?

Yes, there are several credit unions in our area such as Sierra Central. You must contact the credit union directly to open an account. The GVSD is not connected to a credit union.

Am I covered by Disability Insurance?

State Disability Insurance (SDI) is used only for classified staff in our school district. All certificated and administrative employees must contract with a private disability insurance company for coverage such as American Fidelity or The Standard.

What is the PERS deduction on my paycheck?

PERS is the acronym for Public Employee Retirement System (www.calpers.ca.gov). All classified employees hired to work four (4) hours or more per day must contribute to PERS. The rates will vary; PEPR (new member to PERS after 1/1/13) – six percent (6%) annually. Classic PERS (member of PERS prior to 1/1/13) – seven (7%) annually. The district contributes a percentage on your behalf as well.

PERS is tax deferred until retirement benefits are withdrawn. PERS members are also required to pay into Social Security and Medicare taxes.

What is the STRS deduction on my paycheck?

STRS is the acronym for State Teachers Retirement System (www.calstrs.ca.gov). All certificated employees working 50% or more contribute to STRS at a rate of 8.15% annually. The district contributes a percentage on your behalf as well. STRS is tax deferred until retirement benefits are withdrawn. STRS members are required to pay Medicare taxes but do not pay Social Security taxes.

What are Medicare and Social Security (OASDI) taxes?

All employees who are not subject to a retirement system are required to pay Social Security and Medicare taxes. The contribution will make you eligible for Social Security Benefits and Medicare coverage upon reaching Federal retirement age requirements.

What is a TSA (403b)?

A 403(b) is a Tax Shelter Annuity (TSA), which is a tax deferred retirement plan available to employees of Public Education institutions. You may set up a monthly payroll deduction for deposit into a TSA. Federal and State taxes are deferred until funds are withdrawn at retirement age. If you are interested, please check online at www.omni403b.com for a list of participating financial companies approved for our district. Be sure to set employer as Grass Valley School District. You must have an open account with an approved vendor prior to setting up a voluntary payroll deduction to a 403(b) account.

All forms are submitted through the Omni Group at www.omni403b.com

Why do I have an ID #?

The ID# assigned to you is to help protect your Social Security #. Due to the Social Security Privacy Act, Grass Valley School District has worked with the Nevada County Superintendent of Schools Office to provide each employee with their own ID# to use instead of their Social Security # on non-government related paperwork. ID#'s recently changed in January 2018 when a new financial software system was implemented.

This number is unique to you for use at Grass Valley School District only. Please memorize this number or keep it in an easy to access, yet secure location.

Your ID# will be used to identify you for things like time sheets, phone conversations with Payroll, AESOP (sub calling system), Technology Agreements, etc.

How do I know what m ID# is?

As a new employee, your ID# will be given to you in your new hire packet from the Personnel Department.

Existing employees can locate their ID# at the top of their paycheck.

How do I know how much sick leave I have?

Leave Balance reports are sent to each employee upon hire and periodically showing you your leave totals. Leave balances are also noted on your paycheck stubs, note: paycheck stub balances are one (1) month behind current totals since payroll is submitted prior to the end of the payroll cycle for end-of-month payroll.

Who do I contact if I have payroll questions?

Payroll Technician (530) 273-4483 x2003 payroll@gvsd.us

Grass Valley School District Office

10840 Gilmore Way

Grass Valley, CA 95945