

**How is salary calculated to determine my paychecks?**

Annual Salary/24 payments =Amount per Pay

Example: \$30,300.00 / 24 = \$1262.50

**If I have unpaid time how much am I docked?**

You will be docked your daily rate of pay or amount per hour.

Annual Salary/196 days = Daily Rate

Example: \$30,300.00 / 196 = \$154.59

Annual Salary/196/daily hours worked = Hourly rate.

Example: \$30,300.00 / 196/7.75 = \$19.95

**How many sick days do I earn a year?**

251 day employees earn 12 days

236 day employees earn 12 days

221 day employees earn 11.5 days

217-216 day employees earn 11 days

212-211 day employees earn 10.5 days

206-190 day employees earn 10 days

182-180 day employees earn 9 days

**If I have 3 sick days and have not used any personal days how many of these may I take for personal days?**

You may only use 3 days personal. Personal days used are deducted from your sick day balance.

**If you need set up for access to Skyward or are experiencing a log in issue?**

Phone the TRC at 726-1931 ext. 2222

**How do I change my direct deposit?**

If you need to change your bank, payroll is run a few days prior to the actual pay date. Please contact us and scan or email new Direct Deposit Form **7 days prior** to the paycheck date to avoid any issues.

**Do we receive Personal time?**

You receive one SICK day per month that your contract works. Out of these sick days you have the OPTION to take 6 of these sick days as personal versus sick. When you use a sick day designated as personal, your sick time balance will decrease by those hours.

**How do I set up a Suncoast Federal Credit Union deduction?**

You must go to a Suncoast Federal Credit Union location to complete a form for the deduction. Changes can be made in Human Resources at the district office.

**How do I change my direct deposit?**

Notify the payroll department and submit a new direct deposit form with a preprinted voided check or a letter/form from the bank. Please allow 7 days for processing.

**How long does it take for a new direct deposit change to take effect?**

Payroll needs to be notified 7 days in advance of the paycheck date. We understand that there are unusual circumstances at times. If monies are forwarded to a closed account, we must wait for the money to be returned to the district to issue a new deposit/check.

**Why doesn't my contract salary match my W-2 wages?**

**Fiscal year** (July-June) Contract salary is the amount you would earn based on the standard work schedule for your position.

**Calendar Year** (January – December 31) Box 1 on the W-2 statement represent all payments issued during the Calendar Year less any pre-tax deductions, such as 125-plan insurance premiums or deductions to a tax sheltered annuity, The wages listed also include other types of payments such as pay supplements, stipends or miscellaneous pay.

**I think the amount of Federal Income Tax Withheld is incorrect.**

The amount of Federal Income Tax withheld is based on taxable wages and the information on your W-4 Employee's Withholding Allowance Certificate. For tax calculations, total wages are reduced by pre-tax deductions to determine taxable wages. For final tax calculations, these wages are then reduced by the value of the number of exemptions listed on the W-4 form. Refer to the IRS tax table for semi-monthly.

**If my W-2 is lost, how can I get a duplicate?**

Complete the W-2 request form and bring it to the Human Resources/Payroll department.