

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 746-3437 ext. 1616

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.