



**Roseville Joint Union High School District
Accounting Department – Payroll**

(916) 782-6565

Ext. 1030 – Employees with Last Names A – K

Ext. 1023 – Employees with Last Names L – Z

Ext. 1028 – District Benefits Coordinator

General Paycheck Information for Employees

District Fiscal Year: July 1 – June 30. **Typical School Calendar:** Mid-August – May

The following may or may not affect your paychecks:

Pay Periods:	Affects:	Action:
July	Teachers – 1 st year with District	New Teachers do not receive a prior-to-school-calendar July paycheck.
July	Teachers – Existing	Continuing Teachers are prepaid in July.
August – May	Teachers – Hired after July 1, 2013)	Newer-hired Teachers receive 10 paychecks August to May. (Will receive two “net checks” – one in June and one in July without any deductions).
August	Teachers – 1 st year with District	1 st Year Teachers health benefits begin September 1. Benefits are pre-paid one month in advance. (August deduction for September coverage.)
August – May Or August - June	Teachers – RSEA and CTA members	Hired after July 1, 2013 – For Teachers receiving 10 paychecks, RSEA and CTA dues are taken out of paychecks over ten months. (Amount is inflated to cover June and July dues.) Hired before July 1, 2013 – For Teachers receiving 12 paychecks, dues are taken September through June. (Amount is inflated to cover July and August dues.)
September – June	CSEA members	CSEA Local dues are taken out of paychecks over ten months, September through June. CSEA State dues are taken monthly with an annual maximum of \$367.50.
September – June	Employees with elective Section 125 Plans (FSA)	Section 125 Plans (Flex Spending Accounts) are effective July 1, however, deductions are taken over ten months, September through June.

Pay Periods:	Affects:	Action:
June	Employees enrolled in District Health Plans	Health Plan changes, as a result of provider rate or voluntary employee changes (Open Enrollment) are effective July 1. Deductions start with the <u>June</u> paycheck for employee premium co-pays. (Prior month, pre-payment required.)
June & July	Teachers – Hired <u>after</u> 7/1/13	Newer-hired Teachers receive 10 paychecks and 2 “Net Checks”. “Net Checks” are received in June and July and do not have withholdings/deductions. The net checks are the result of monthly “Summer Pay Withholdings.” See FAQ #4 below for details.

Payroll Frequently Asks Questions

1. When do I receive my paycheck/direct deposit?

- *Regular, monthly-paid employees -- Last business day of the month*
- *Supplemental Payroll employees, e.g., Substitute Teachers, Coaches, time-sheet employees, period subbing, overtime – 10th day of the month.*
- **December exception for all employees, except CSEA employees – December paycheck/direct deposit is paid on the 1st business day in January.**

2. How do I receive my paycheck/direct deposit?

- *All Employees and Coaches with assigned positions, including most Substitute Teachers, receive their pay with Direct Deposit and have their payroll advice notices e-mailed to them. Payroll advices (pay stubs) are sent to the employee’s district email address. (or personal e-mail address, if requested) E-mails are encrypted and require the last 4 digits of employee’s SSN# to be opened.*
- *Employees without assigned positions that are paid from timesheets or Coaches with stipends receive their pay by Direct Deposit or a manual check. Payroll advice notices are e-mailed to their personal e-mail addresses or manually mailed through the US Post Office.*
- *Substitute Teachers and Coaches electing to receive paychecks are mailed their manual checks the day prior to payday.*
- *During the summer, employees paid with Direct Deposit are e-mailed their payroll advice notices. Manual paychecks are mailed to the address of the employee the day prior to payday.*

3. How do I sign up for Direct Deposit?

- A Direct Deposit form is available on the district's website. The Payroll Department can e-mail the form to employees on request.

4. What is Summer Pay Withholdings?

- Per STRS requirements, Teachers are to be paid over 10 months and not 12 months. (At this time, this requirement affects Teachers hired after July 1, 2013.) The 10 paychecks (August to May) include employee deductions (STRS, taxes, health benefit costs, and other withholdings). In order for Teachers to receive 12 checks, the District creates "Summer Pay Withholdings" so that Teachers are able to receive a June and July check. This is accomplished by deducting "Summer Pay Withholdings" from the 10 paychecks August to May. The June and July checks are then paid from the "Summer Pay withholdings", paying Teachers "Net Checks" (no deductions and no taxes or any other deductions, as this is NOT a regular paycheck. These two "Net Checks" are referred to as the Teacher's "**Summer Pay**".

Simple Example:

- Teacher makes \$50,000/Year divided by 10 = \$5,000.
 - If employee were paid \$50,000/year divided by 12 = \$4,167.
 - So, the District pays \$5,000/month, but holds back a portion monthly ($\$5,000 - \$4,167 = \mathbf{\$833}$), in order for the employee to receive June and July checks. These are "net" paychecks that have no deductions.
- Classified employees working 11 months (or less) may elect to have Summer Withholdings in order to receive a "net check" in the month of July. This voluntary deduction is set up like an automatic savings plan and will be deducted from your paycheck each month. The total amount deducted will then be paid at the end of July as a "net check".

5. Can I make changes to the amount of my HSA (Health Savings Account) or FSA (Flexible Spending Account) contributions after Open Enrollment?

For HSA, yes. For FSA, no. Health Savings Account contributions can be changed at any time by completing a Wells Fargo "salary reduction" form available through the Payroll Department. Flex Spending Account contributions can only be changed when an employee has a "qualifying event" or during Open Enrollment.