

Introduction to Payroll



Presented by:
The Payroll Department

Payroll Contact Numbers

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Payroll E-mail: “AskPayroll” (within District Outlook address book) or AskPayroll@martinschools.org

Payroll Office Location

Our office is located at:

1939 SE Federal Hwy., Stuart, FL 34994

Our hours of operation are:

8:00 am to 5:00 pm, Monday – Friday

Payroll Mission Statement

The Payroll Department is responsible for paying approximately 3,200 employees on a biweekly basis. We issue over 78,000 paychecks and direct deposit advices each fiscal year.

The **MISSION** of the Payroll Department is to ensure timely and accurate completion of payroll in accordance with all state, local and federal rules, regulations and standards. In addition, the payroll staff is committed to providing the highest quality of customer service to all employees.

Payroll General Information



- Payroll is processed biweekly.
- Disbursement of checks and advices is completed every other Thursday (unless otherwise noted on the payroll schedule).
- A copy of the payroll schedule is on the website www.martinschools.org.

Payroll Website

www.martinschools.org

(click on Departments, Finance, and then Payroll Department)

Contains information regarding:

- Payroll date schedules
- Employee Information– direct deposit, leave accrual explanation, holidays, sick bank, retirement, etc.
- Tax information – including Form W-4
- Employee work calendars
- Payroll forms – voluntary deduction sign up or cancellation, etc.
- Links – Skyward (online pay stubs and timecards), Direct Deposit Authorization Form, IRS, SSA, FRS, Bencor, etc.

Salary Schedules*

Available on the Human Resources website:

www.martinschools.org

(click on Departments, Human Resources, and
then Salary Schedule)



*Salary schedules are subject to change annually
based on ratification of approved contract

Salary Calculation

- Salary is based on the type of position, level of education (if instructional), and years of experience.
- If you work less than a full contract year, the salary is prorated based upon the number of actual contract days worked. This amount is then divided over the number of remaining payrolls within the fiscal year (July 1 – June 30).
- Hourly employees are paid for hours worked within the pay period processed (see Payroll Schedule).

Salary Calculation – Example



Example:

- First year teacher starting work on November 1, 20xx
- Annual salary: \$48,700.00 for 196 day contract
- Prorated salary (11/1-5/27 = 132 contract days): \$32,797.96
Calculation: $\$48,700.00 / 196 = \$248.4694 \times 132 = \$32,797.96$
- Divided by 19 remaining payrolls: \$1,726.21 biweekly
Calculation: $\$32,797.96 / 19 = \$1,726.21$
- At the start of the following full school year, the biweekly amount will recalculate to \$1,873.08; \$48,700.00 divided by 26 equal payrolls

Salary Overpayment (Oops!)



Keep in mind:

- If you are planning to terminate employment or go on unpaid leave (medical or other) with the District, it is imperative that the Payroll Department be notified as soon as possible.
- Due to the nature of our payroll schedule, an overpayment can easily result. If this occurs, you will be required to reimburse the District for any monies already received in excess of the amount actually due to you.

Online Pay Stubs – Skyward

- All pay stubs are available online (for both direct deposit and physical checks).
- Online access 24/7 to pay stubs via any computer with Internet access.
- Pay stubs are safe, secure and always available.
- Instructions on accessing Skyward are included in your packet.

Skyward Employee Access Instructions

- Your Login ID is what you use to login to a Martin County School District computer.
- Your Password is the password you use to login to a Martin County School District computer.
- Skyward Employee Access can be accessed from outside of the District via the Payroll page on the www.martinschools.org website.

Leave Time

➤ Sick Leave



➤ Personal Leave

➤ Annual (Vacation) Leave



Leave Time - Sick

Sick Leave

- Credited with four (4) days on first payroll of fiscal year (per Florida Statute 1012.61 (2)(a)1.)
- Earn one (1) day per month thereafter
 - Accrues at rate of $\frac{1}{2}$ day twice per month
 - Accrued on the 15th and the last day of each month, until the maximum amount is reached
 - Accrual stops when maximum number of days is reached (approximately end of January/beginning of February due to four days given up front)
- Available balance is indicated in Employee Access section in Skyward
- Unused balance rolls forward to the next year

Leave Time - Personal

Personal Leave

- Six (6) days of accrued sick leave may be used for personal business
- Must be approved by immediate supervisor at least one day in advance, except in emergency situations
- No more than five (5) consecutive personal days
- Personal leave hours are deducted from sick leave hours balance – personal hours memo item on the sick leave balance.

Leave Time Transfer - Sick

- Leave remaining available at other school districts within Florida may be transferred in to Martin County.
- Transferred-in time will be posted in the Skyward system under the Sick Transferred bucket.
- Contact the district where you previously worked to request the transfer. Their completed form should be sent to our Payroll Department.
- Sick leave earned with Martin County may be transferred to other districts within Florida after termination. Provide the Payroll Department with a written request that includes the contact name and address of the receiving district or organization.

Leave Time – Annual (Vacation)

Annual (Vacation) Leave

- Earned only by employees on a 248-day contract
 - Accrues at rate of 0.5 days twice per month for 0-5 years of experience; 0.625 days twice per month for 5-10 years of experience; and 0.75 days twice per month for 10+ years of experience with the District
 - Accrued on the 15th and the last day of the month
 - Available balance is indicated in Employee Access section in Skyward

Direct Deposit

Direct deposit is the BEST method to receive pay.

How do I sign up?

- Via Skyward Employee Access, click on Employee Information, then Personal Information; and then under the Payroll heading, click on Direct Deposit.
- Upload a document containing your voided check (checking), or bank document confirming routing and account number (savings), along with a copy of your MCSD employee ID card. Banks often provide their own direct deposit authorization form that we will accept in lieu of the other documents listed above. You will still need to complete the District's authorization form.
- Once your entries are complete, save your authorization form and required backup electronically in Skyward for processing.

Direct Deposit

In most cases, direct deposit becomes effective with the first payroll processed after the Payroll Department receives your authorization request.

Multiple direct deposit accounts anywhere in the country – you may request deposit into as many as three (3) different bank accounts.

Direct deposit file leaves our office two days prior to the pay date (typically on Tuesday for posting at your bank on Thursday).

IMPORTANT: Notify Payroll immediately when changing or closing your bank account. Once a direct deposit is initiated, it may take up to three (3) business days to be returned to the District if you have closed your account. No re-deposits or checks are reissued until funds are received back.

Other Miscellaneous Payroll Items – Deductions

To stop or change a deduction, the appropriate department must be contacted:

YMCA

→ Contact the Payroll Dept.

Health, Dental, Vision, Life
Insurance, etc.

→ Contact the Benefits Dept.

Connect Credit Union
deduction

→ Contact the Credit Union

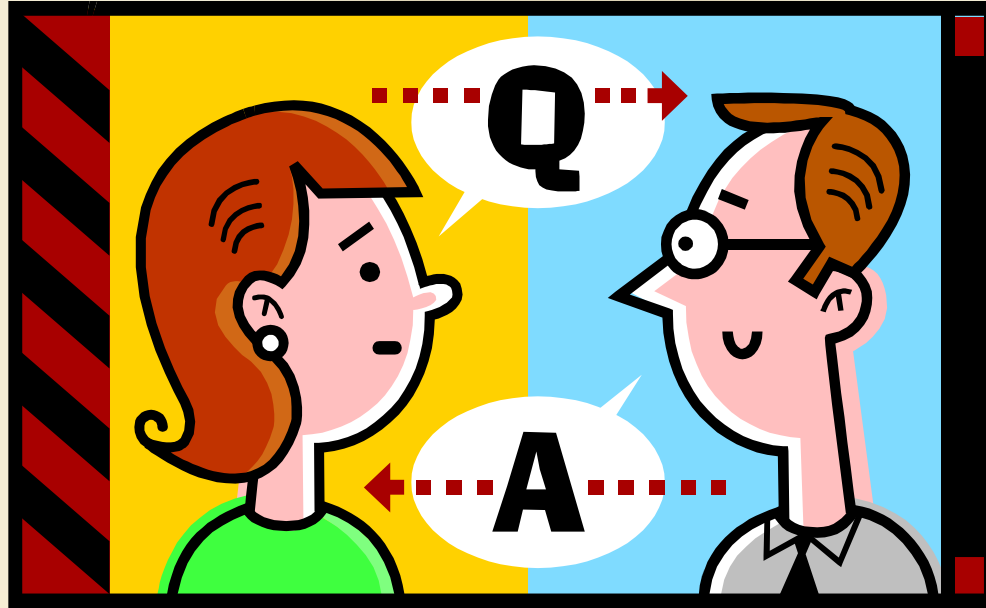
Annuity/Retirement Account
deduction

→ Contact the program vendor

FICA Alternative

- Seasonal, temporary, substitute, and part-time employees of a government employer are not covered under Social Security or the Florida Retirement System (FRS).
- These types of employees of the MCSD are required to contribute 7.5% of their compensation to a private retirement plan in place of Social Security Tax.
- This is a pre-tax withholding, which reduces the amount of Federal Income Tax you pay.
- You always own 100% of your account balance, and the investments are controlled by you.
- Withdrawals may be taken at termination of employment, retirement, total disability, etc.
- If this applies to you, a FICA Alternative Plan Overview document is included in your packet.

??? Questions ???



Reminder: This document is also viewable on the MCSD Payroll web site @ www.martinschools.org (click on Departments, Finance, and then Payroll Department).

You may also submit your questions via email to AskPayroll@martinschool.org at any time.