

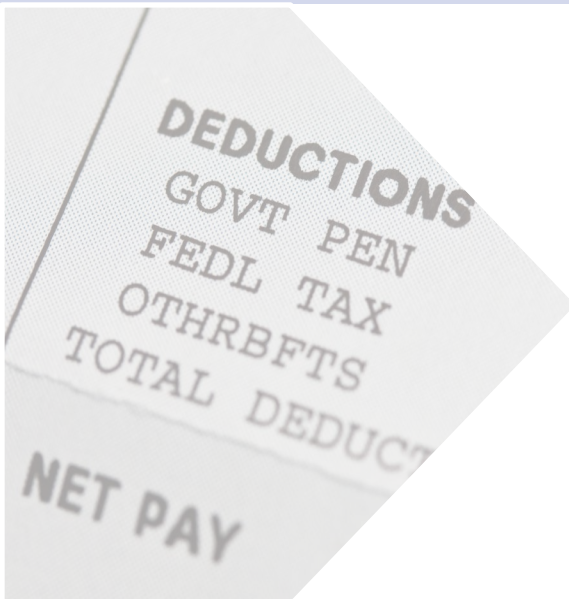
When is Payday?

Contract salaries are paid on **the last calendar working day of the month**. Timesheets for overtime and extra hours July - May are paid a month behind (i.e. August timesheets will be paid the last day of September). Timesheets for extra time, overtime and summer school worked in the month of June will be paid on a special run before July 15th due to the end of the year process.



What are duty days?

Every contracted employee will have a set amount of duty days to work for their contract pay. You will be given a calendar and amount of days upon hire. This will also determine if you will receive eleven-month salary payments or twelve-month salary payments. Please make sure you understand your contract and discuss with HR if you have any questions.



Can I make changes for my Federal and State withholdings?

Yes, [Form W-4](#) and [Form DE4](#) can be found on the Madera Unified website <https://www.madera.k12.ca.us/Page/6840>. Payroll changes are due on the 15th of each month to be effective on the same month.

When are Payroll taxes held?

Federal, State, Medicare, FICA and Unemployment, and retirement deductions (PERS and STRS) are applied to all gross earnings, either eleven or twelve months. Social security (FICA) is applied to all employees unless you are a STRS

When are Voluntary Deductions taken out?

See schedule attached

Ten (10) months

- August through May deductions such as union dues, American Fidelity, Standard, and AFLAC.

Eleven (11) months

- August through June you will have health insurance premium (CVT) deducted. You will **not have** American Fidelity/Standard in June. CSEA dues may have an additional deduction in June, if the \$472.50 annual max has not been met.

Twelve(12) months

- July through June, twelve month employees will have their health insurance premium (CVT) and 403b or TSA deducted. Employees with summer savings withholding will receive their payment in July, no deductions or payroll taxes are applied to this payment.



Am I enrolled in PERS?

- Public Employee Retirement System known as PERS is for Classified employees who work four (4) hours or more per day.
- If you are less than 4 hours or a substitute classified employee, hours are tracked, once you reach 1000 hours in a **fiscal year** you become a PERS member. The hours reset at the beginning of each fiscal year (July).
- Contribution rates are set by CalPERS annually, they vary depending on if you are a PEPR member enrolled after 1/01/2013 or a Classic member enrolled prior to that date. PERS is tax deferred until benefits are withdrawn.

Am I enrolled in STRS?

- State Teacher Retirement System known as STRS is for certificated employees. All contracted employees that work 50%+ contribute to STRS. 100% contracts start contribution upon hire on the 1st pay period. 50% to 99% start contribution on the 2nd pay period, unless you completed a permissive election form on day one, then 50%-99% contributes on the 1st pay period.
- If you are less than 50% or a substitute teacher days are tracked, once you reach 100 days in a **fiscal year** you become a STRS member.
- Contribution rates are set by CalSTRS annually, they vary depending on if you are a PEPR member enrolled after 1/01/2013 or a Classic member enrolled prior to that date. STRS is tax deferred until benefits are withdrawn.

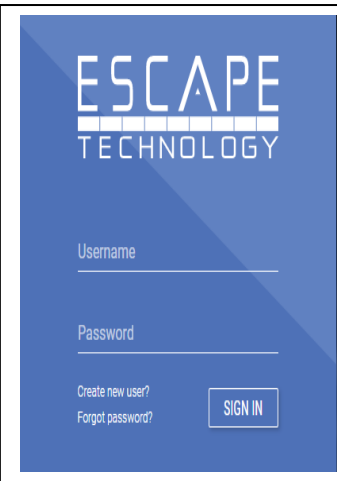
*Did you know your unused sick leave hours can add service credit upon retirement?
Accumulated sick leave hours are reported to STRS/PERS and can add service credit, increasing your retirement benefit
(i.e.: **PERS** 2,000 hours of sick leave = 1 year service credit and **STRS** is day of unused sick leave = .004 year service credit).*

Non-Contract, Extra Work & Summer School

Extra work and Summer School will always have payroll taxes withheld from your gross pay.

These checks (if you choose to work) will appear with your regular contract pay. Please do not confuse the “no taxes in summer” rule as that only applies to your contract pay and not extra work or summer school.

Additional Earnings such as vacation or summer school paid in the mid-month, the gross earnings are combined at the end of the month for Federal & State Taxes purpose. Higher taxes will be held at the end of such month (Usually in July).



This self-service portal allows employees to access their payroll history, personal information, leave balances & activities, health benefit information, assignments, credentials and much more.

To access the employee portal, follow these [instructions](#).

How do I know how much sick leave I have?
Leave balances appear on your pay stub. Upon hire, you will be given login access to AESOP to report your absences. **If absences are submitted prior to or upon a leave, it will adjust properly on your pay stub through the 10th of each month.**

Am I covered by Disability Insurance?
State Disability Insurance (SDI) is not used at Madera Unified. We have private disability insurance through third party administrator if you choose to purchase Disability Insurance (American Fidelity, Standard, Aflac, etc.). Contact any of these vendors to purchase your disability insurance.



Contracted Employee's Voluntary Deductions

Type of Deduction	August	September	October	November	December	January	February	March	April	May	June	July
CTA/MUTA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	None	None
CSEA*	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Only if Max	Not Met
H&W**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	12 mo only
Standard	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	None	None
American Fidelity	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	None	None
Aflac	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	None	None
403B/TSA***	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	12 mo only
Summer Savings****	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Sum Sav Paid
Additional Federal Taxes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	12 mo only
Additional State Taxes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	12 mo only
Summer Assistance Program*****	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Summer Asst. paid+State match (-taxes)
*Deductions are Aug-May unless Max of \$472.50 has not been met. Then an additional deduction will be applied in June.												
**Deductions are Aug-June for 11 mo employee, coverage is until July 31. Deductions are Aug-July for 12 mo employees.												
***Deduction follows employee's contract. Some employees were grandfathered to 10 month deduction few years ago.												
**** Summer Savings payments are paid at the end of July, it doesn't have any taxes or deductions.												
*****Classified employees-State match program, taxes will be held from the State match portion only												

Payroll Distribution

Tonia Vincent, Lead Payroll Accounting (x: 204)

Andrea Pulido Accounting Tech V x: 212	Monica Cardoso Accounting Tech V x: 237	Lucia Berlin Accounting Tech V x: 202	Jasmin Palacios Accounting Tech V x: 233	Stephanie Vela Accounting Tech V x: 227	Alejandra Osuna Accounting Tech V x: 284
2600 Y/R Subs	2601 A-C Subs	2602 D-H Subs	2603 I-M Subs	2604 N-R Subs	2605 S-Z Subs
26 Brd Members	31 Berenda	40 MHS	28 Transportation	30 Adams	35 Furman
26 Students	33 C/Nutrition	42 Madison	29 Alpha	34 Eastin Arcola	39 MLK
26 Central Float	38 La Vina	44 Millview	36 Howard	43 THS	47 Lincoln
27 DO	48 Ripperdan	45 M&O	46 Monroe	63 Chavez	52 Sierra Vista
32 Dixieland	49 MSHS	58 Washington	56 TJ	67 Parkwood	65 Pershing
96 Adult Ed	54 Mt Vista		62 Nishimoto	69 MTEC	66 VLR
	60 Desmond				

MADERA COUNTY
SUPERINTENDENT OF SCHOOLS

Madera Unified School District

ADVICE NO: ACH-00000000

ISSUE DATE
00/00/0000

AMOUNT
\$0,000.00

NON-NEGOTIABLE

BANK	ACCOUNT	AMOUNT
Bank Name for ACH	*****XXXX	0,000.00

TO Employee Name
Employee Address
City, State Zip Code

EXAMINED, APPROVED & ALLOWED

Cecilia A. Massetti

MADERA COUNTY SUPERINTENDENT OF SCHOOLS

Madera County Schools Payroll Advice/Check

Madera Unified School District

Check Number: ACH-00000000

Pay Period: 04/01/2020 Through 04/30/2020

Issued: 04/30/2020

Employee Name		Employee ID	Salary Placement	Pay Site		
			CL: R0/S0	000 - 000 Pay Location		
Pay Detail	Units	Rate	Earnings	Employee Deductions	Current	YTD
1 BUS DRIV Longevity Vacation Monthly 200 } 2 Overtime Extra Time 3 Dock Pay	3.200 % 0.00 0.00 0.00 0.00-	0,000.00 00.00 00.00 00.00	0,000.00 000.00 000.00 000.00 000.00-	* PERS / STRS 7 Federal Withholding Medicare 8 Social Security 9 State Withholding * 403B Plan 10 * Delta Dental * Vision Service Plan AF LT Disability AT AFLAC AT } 11 CSEA / CTA Dues ++Summer Savings 12 Summer Assistance Pr 13	00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00	00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00 00.00
				TOTAL DEDUCTIONS	0,000.00	0,000.00
Current Wages		Taxable Gross Summary		Employer Contributions	Current	YTD
GROSS PAY: 0,000.00 DEDUCTIONS: 0,000.00 4 NET PAY: 0,000.00	FIT SIT OASDI Medicare	Current 0,000.00 0,000.00 0,000.00 0,000.00	Year-to-Date 00,000.00 00,000.00 00,000.00 00,000.00	PERS / STRS Medicare Social Security SUI Workers' Comp } 14 Blue Cross Delta Dental OPEB	00.00 00.00 00.00 00.00 00.00 00.00 00.00	00.00 00.00 00.00 00.00 00.00 00.00
YTD Gross: 00,000.00						
4 NET PAY - The amount of your check after taxes (paid to employee) for this period						
Leave Balances as of 04/01/2020		Tax Information				
SICK LEAVE } 5 PERSONAL NEC No Tell	00.0000 hours 00.0000 hours 00.0000 hours	6 FEDERAL: [\$ 0] STATE: [\$ 0: 0]				
Important Messages						
Please see Employee Portal for more information						
5 LEAVE Balance 6 TAX WITHHOLDINGS						
				7 STRS - Employees Retirement Contribution (Certificated) PERS - Employees Retirement Contribution (Classified) 8 MEDI - State Medicare-for benefits used after age 65 9 OASDI - Social Security 10 TSA - Tax Shelter Annuities-Other retirement such as 403(b) 11 DEDUCTIONS INCLUDE: MUSD - Fingerprints-New Employee one-time deduction Garnishments - IRS, Child Support, ETC Health Ins - Blue Cross/Delta Dental/Vision CSEA - California School Employees Assoc.-Classified Union Local Dues (deducted Aug-May) CTA - California Teacher's Association-Certificated Union Dues (deducted Aug-May) Disability, Cancer, and Life Insurance (American Fidelity, Standards, & AFLAC) 12 SUMMER SAVINGS 13 CSESAP - Summer Assistance Program, Classified Employees 14 EMPLOYER CONTRIBUTIONS - This Section does not affect employees pay		
				TOTAL CONTRIBUTIONS	0,000.00	0,000.00
* Reduces Taxable Earnings ++ Fiscal YTD Total						