

### 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 work in the month of June will be paid mid July 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 it with HR if you have any questions.



### Can I make changes to my Federal and State withholdings?

Withholding changes can be entered in the Escape Employee Portal. To access the employee portal, follow these instructions. This self-service portal allows employees to access their check stubs, W-2s, personal information, leave balances, health benefits information, assignments, credentials, and much more.  
**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, Unemployment, & retirement deductions (PERS & 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 member.

### When are Voluntary Deductions taken out?

See schedule attached

<p><b>Ten (10) Months</b></p>	<p>August through May deductions such as union dues, American Fidelity, Standard, and AFLAC.</p>
<p><b>Eleven (11) Months</b></p>	<p>August through June you will have a health insurance premium (CVT) deducted. You will not have American Fidelity/Standard deducted in June. CSEA dues may have an additional deduction in June, if the annual max has not been met.</p>
<p><b>Twelve (12) Months</b></p>	<p>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.</p>

**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 PEPRA 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 contribute to STRS. 100% contracts start contribution upon hire 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 PEPRA 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 Summer Savings withholding and not extra work or summer school gross earnings.

Additional Earnings such as vacation or summer school paid in the supplemental payroll run, the gross earnings are combined with prior month earnings for Federal & State Taxes purpose. Expect higher taxes held during such paid periods (Usually in July).

**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 (Frontline) 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 a 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.



Madera Unified School District  
PAYROLL GUIDE

**Contracted Employee's Voluntary Deductions**

Type of Deduction	Aug	Sept	Oct	Nov	Dec	Jan	Feb	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 employees, coverage is until July 31. Deductions are Aug-July for 12 mo employees.

\*\*\*Deductions follow the employee's contract. Some employees were grandfathered to 10 mo deduction a few years ago.

\*\*\*\*Summer Savings is paid at the end of July, it doesn't have any taxes or deductions.

\*\*\*\*\*CSAP - Summer Assistance Program is paid at the end of July, taxes will be held from the State match portion only.

Tonia Vincent, Payroll Supervisor (x: 204)					
<b>Andrea Pulido</b> Payroll Specialist x: 212 2601 A-B Subs 26 Brd Members 26 Students 26 Central Float 27 DO 32 Dixieland 96 Adult Ed	<b>Monica Cardoso</b> Payroll Specialist x: 237 2602 C-E Subs 31 Berenda 33 C/Nutrition 38 La Vina 48 Ripperdan 49 MSHS 54 Mt Vista 60 Desmond	<b>Lucia Berlin</b> Payroll Specialist x: 202 2603 F-G Subs 40 MHS 42 Madison 44 Millview 45 M&O 58 Washington	<b>Jasmin Palacios</b> Payroll Specialist x: 233 2604 H-K Subs 2607 U-Z Subs 28 Transp 29 Alpha 36 Howard 46 Monroe 56 TJ 62 Nishimoto	<b>Stephanie Vela</b> Payroll Specialist Lead x: 227 2605 L-P Subs 30 Adams 34 EastinArcola 43 THS 63 Chavez 67 Parkwood 69 MTEC	<b>Alejandra Osuna</b> Payroll Specialist x: 284 2606 Q-T Subs 35 Furman 39 MLK 47 Lincoln 52 Sierra Vista 65 Pershing 66 VLR

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
<b>1</b> BUS DRIV Longevity Vacation Monthly 200 } <b>2</b> Overtime Extra Time <b>3</b> 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 <b>7</b> Federal Withholding Medicare <b>8</b> Social Security <b>9</b> State Withholding * 403B Plan <b>10</b> * Delta Dental * Vision Service Plan AF LT Disability AT AFLAC AT } <b>11</b> CSEA / CTA Dues ++Summer Savings <b>12</b> Summer Assistance Pr <b>13</b>	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
				<b>TOTAL DEDUCTIONS</b>	<b>0,000.00</b>	<b>0,000.00</b>
Current Wages		Taxable Gross Summary		Employer Contributions	Current	YTD
GROSS PAY: 0,000.00 DEDUCTIONS: 0,000.00 <b>4</b> 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 Blue Cross Delta Dental OPEB } <b>14</b>	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						
<b>4 NET PAY</b> - The amount of your check after taxes (paid to employee) for this period						
Leave Balances as of 04/01/2020		Tax Information				
SICK LEAVE } <b>5</b> PERSONAL NEC No Tell	00.0000 hours 00.0000 hours 00.0000 hours	<b>6</b> FEDERAL: [ \$ 0 ] STATE: [ \$ 0: 0 ]				
<b>Important Messages</b>						
Please see Employee Portal for more information						
<b>5 LEAVE Balance</b> <b>6 TAX WITHHOLDINGS</b>						
				<b>7 STRS</b> - Employees Retirement Contribution (Certificated) <b>PERS</b> - Employees Retirement Contribution (Classified) <b>8 MEDI</b> - State Medicare-for benefits used after age 65 <b>9 OASDI</b> - Social Security <b>10 TSA</b> - Tax Shelter Annuities-Other retirement such as 403(b) <b>11 DEDUCTIONS INCLUDE:</b> 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) <b>12 SUMMER SAVINGS</b> <b>13 CSESAP</b> - Summer Assistance Program, Classified Employees <b>14 EMPLOYER CONTRIBUTIONS</b> - This Section does not affect employees pay		
				<b>TOTAL CONTRIBUTIONS</b>	<b>0,000.00</b>	<b>0,000.00</b>
* Reduces Taxable Earnings ++ Fiscal YTD Total						