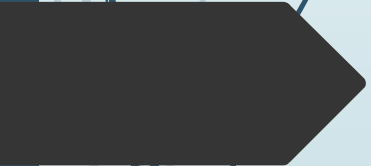


# Understanding your Payroll



**Tahoma School District**  
Payroll Department  
Kathy Thomas  
Jessica Shamseldin  
Shannon Hendrickson

# How is your Base Contract Calculated?



**Rate** / Your Hourly Rate



**Hours** / (All staff – except drivers) Hours Per Day you work  
(Drivers) 4 hours per day



**Days** / Number of days you are contracted for



**Base** / Divided by 12  
(End of Year only) Divided by the start month through June

All staff will be paid on a 12 month cycle, this is not optional. The only expectation to the rule is “End of Year” only employees

Your final Base Pay for the school year could vary due slight rounding.

As a district the way that we calculate your paychecks each month may be different than you are used to with any other employer. If you have additional questions, please contact the payroll department.

#1, as a District we pay MAJORITY staff over the course of 12 months—there is not an option to change this.

What does that mean for you as a 9 or 10 month staff member? You will receive the same base pay for the months of July and August where you don't work. Months like October when you work a lot of days, your base will be the same as February where you work a lot less days. Your check is consistent, it isn't tied to days or hours in any given month

#2 How do we do this?

We look at each individual and identify a few important factors, your placement for experience and classification to give us your rate of pay, we multiply that rate by how many hours per day you work. We take that figure and multiply by the total number of days you are expected to work for the entire year (this includes your paid holidays except for Drivers) and varies depending on your bargained group).

This gives us your total gross pay for the year, which we then divide by 12 (the total # of payrolls for a full year) and this is what you see in your paycheck every month.

## Examples of Contract Breakdown

Rate → \$29.29

Hours → 4

Days → 180

Months → 12

Gross Pay → \$1,757.40

How →  $(\$29.29 * 4 * 180) / 12 = \$1,757.40$

- ▶ In our example we are looking at a Bus Driver, with an hourly rate of pay set at \$29.29. Contracted for 4 hours per day, started the first day of school (180 work days). When we calculate this together and divide by 12 we come up with a monthly gross income of \$1,757.40.
- ▶ Remember gross income is before any deductions take place but this gives you an idea of how we value your total pay and your monthly pay essentially feels like a “salary” even though you are still an hourly staff member
- ▶ Samples of Typical Contracted Employees. We base every employee's contract on this model.

180 Employees

190 Employees

260 Employees

# How Extra Hours are Processed



## 11<sup>th</sup> of the Previous Month through 10<sup>th</sup> of current month

- All extra time outside of your contract is paid off the extra hours schedule.
- Substitutes: All time will processed and paid off the Extra Hours schedule.
- The exception to this rule, is in the month of August, we will attempt to process as much additional time that allows us to have a clean payroll run. This help with budgeting and closing out of the current school year.
- Description Pay of additional hours paid are all driven by a pay code based off the work description and a budget account code determined by your school or department.
- You could see a combination of hours under one description if the rate of pay and pay code match.

- Drivers: Any hours above your 4 contract, will be processed just like extra time. Here is a an example:

Route time in 6.25 hours. 4 hours of that time is built into a 12 month contract to be paid from September through August. The additional 2.25 hours will be paid based on the 11<sup>th</sup> of previous month through the 10<sup>th</sup> of the current month, based from September through June drive times. (subject to change of school closer, late start adjustment, snow days ect)

Sept: Base of 4 hours and above route time from 9.1 – 9.10

Oct: Base of 4 hours and above route time from 9.11 – 10.10

Nov: Base of 4 hours and above route time from 10.11 – 11.10

Dec: Base of 4 hours and above route time from 11.11 – 12.10

Jan: Base of 4 hours and above route time from 12.11 – 1.10

Feb: Base of 4 hours and above route time from 1.11 – 2.10

March: Base of 4 hours and above route time from 2.11 – 3.10

April: Base of 4 hours and above route time from 3.11 – 4.10

May: Base of 4 hours and above route time from 4.11 – 5.10

June: Base of 4 hours and above route time from 5.11 – 6.10

July: Base of 4 hours and above route time from 6.11 – 7.10

Aug: Base of 4 hours only

# Paystub Example

1. Employer Information:  
 ▪ Employer's name and address

2. Employees Information:  
 ▪ Employees name and address

3. Check Detail Information:  
 ▪ Check Date: Pay date  
 ▪ Check Number: This is the warrant number issued this deposit  
 ▪ Check Type: Regular Pay Run or Supplemental Pay Run  
 ▪ Gross Wages: Accumulated wages prior to any deductions  
 ▪ Net Amount: Take home wages after all deductions

4. Taxable Wage Information  
 ▪ Gross Wages: Accumulated wages prior to any deductions that is subject to Federal, State, FICA and Medicare withholding  
 ▪ Minus Deduction that Decrease Tax: Any type of deduction that is not taxable income, for example a DCP contribution, IRA contribution, 403b contribution.  
 ▪ Plus Taxable Benefits:  
 ▪ Taxable Gross Wages: Total income amount that is subject to be taxed to Federal, State, FICA and Medicare withholding.

5. Pays  
 ▪ Description: Will give you a breakdown of all lines of pay income. To include some of the following but limited too. Base Contract/s, Extra Hours, Overtime, Inservice, Training, Holidays, Sub up and Sub Outs, ASB, Pay Adjustments, Class Size Overloads and weight room.  
 ▪ Factor/Hours: Your Contract factor will always be 1 for each contract. The other description lines will be based on the number of hours submitted for payment. This could be a combination of multiple services rendered forms combined with hourly uploads received from other departments if applicable. Based on T-Codes and Rates of pay  
 ▪ Amount: This will be the total in payment of the "Rate" x "Factor Hours".  
 ▪ Retirement Hours: This is based on the information received during the current time period. Please note, you could see an adjustment of the retirement hours on the DRS website to adjust to the actual dates worked not when they were paid paid.  
 ▪ Workers Comp Hours: Hours that are reportable for workers comp, less holiday, vacation or sick hours used.  
 ▪ Work Hours: Reportable work hours  
 ▪ Period End : Pay period ending date

1 -----EMPLOYER INFORMATION-----

Name: **TAHOMA SCHOOL DISTRICT**  
 Address: **25720 MAPLE VLY BLK DIAMOND RD SE  
 MAPLE VALLEY, WA 98038**

2 -----EMPLOYEE INFORMATION-----

Name: **[REDACTED]**  
 Address: **[REDACTED]**

3 -----CHECK DETAIL INFORMATION-----

Check Date: **01/31/2022** Gross Wages: **2,599.78**  
 Check Number: **900138349** Net Amount: **1,958.03**  
 Check Type: **Regular**

4 -----TAXABLE WAGE INFORMATION-----

	FEDERAL	STATE	FICA	MEDICARE
Gross Wages:	2,599.78	2,599.78	2,599.78	2,599.78
Minus Deductions that Decrease Tax:	201.75	0.00	0.00	0.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
<b>Taxable Gross Wages:</b>	<b>2,398.03</b>	<b>2,599.78</b>	<b>2,599.78</b>	<b>2,599.78</b>

5 -----PAYS-----

DESCRIPTION	RATE	FACTOR/HOURS	AMOUNT	RETIRE HOURS	WC HOURS	WORK HOURS	PERIOD END
BASE 614	1,757.40	1.00	1,757.40	76.00	74.31	76.00	01/31/2022
EXTRA HOURS	29.29	19.48	570.57	19.50	19.05	19.48	01/31/2022
HOLIDAY	29.29	9.28	271.81	9.20	9.07	9.28	01/31/2022
<b>Total:</b>			<b>2,599.78</b>	<b>104.70</b>	<b>102.43</b>	<b>104.76</b>	

6 -----DEDUCTIONS-----

DESCRIPTION	AMOUNT	--DECREASE TAX--		
		FED	ST	F/M
Fed Inc Tax	145.68			
FICA	161.19			
Medicare	37.70			
PAID FAM MED LE	11.42			
PSE LOCAL	2.86			
PSE STATE	45.50			
SERS Plan 2	201.75	Y		
Supp LTD	13.18			
WA CARES LT TAX	15.08			
Workers' Comp	7.39			
<b>Total:</b>	<b>641.75</b>			

7 -----BENEFITS-----

DESCRIPTION	AMOUNT	----TAXABLE----		
		FED	ST	F/M
FICA	161.19			
Medicare	37.70			
PAID FAM MED LV	4.18			
SEBB HCA	968.00			
SERS Plan 2	302.87			
Unemployment 00	2.53			
Workers' Comp	144.49			
<b>Total:</b>	<b>1,620.96</b>			

\*\*\*\*\* End of report \*\*\*\*\*

# Paystub Example....continued

## 6. Deductions:

- Employees deduction responsibilities. Deduction amounts will vary from employee to employee depending on elections.
- Fed Inc Tax = Based on employees' selection on their W4 and your gross income
- FICA = Taxable wages by 6.2%
- Medicare = Taxable wages by 1.45%
- Paid Family Medical Leave = .4393%
- Union Dues / PSE or TEA: PSE State 1.75%, PSE local .11 % / TEA is based on selection by employee
- Retirement Selection: PERS 1, SERS 2, or 3, TRS 1, 2, or 3 = based on earnings and employee's selection
- WA Care LT Tax = .58 % (state has paused this tax until July 2023)
- Workers Comp - depends on current rate changes twice a year. Insurance in case you are hurt on the job.

## 7. Benefits: Employers deduction responsibility's

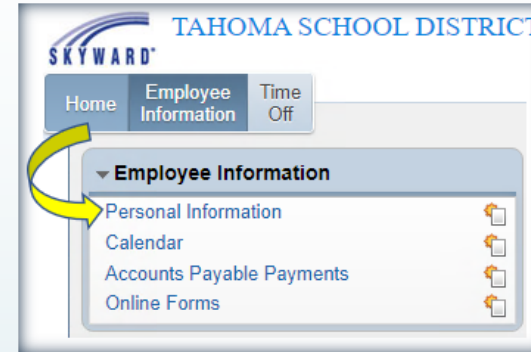
- FICA = 6.2%
- Medicare = Taxable wages by 1.45%
- Paid Fam Medical Leave employers portion paid
- SEBB HCA = 968.00
- Retirement Selection: PERS 1 SERS 2, SERS 3, TRS 1, TRS 2, TRS 3
- Unemployment = based on earnings and current rate
- Workers Comp employers portion of the job insurance

1	-----EMPLOYER INFORMATION-----	2	-----EMPLOYEE INFORMATION-----							
	Name: TAHOMA SCHOOL DISTRICT		Name: ██████████							
	Address: 25720 MAPLE VLY BLK DIAMOND RD SE		Address: ██████████							
	MAPLE VALLEY, WA 98038		██████████							
3	-----CHECK DETAIL INFORMATION-----									
	Check Date: 01/31/2022	Gross Wages: 2,599.78								
	Check Number: 900138349	Net Amount: 1,958.03								
	Check Type: Regular									
4	-----TAXABLE WAGE INFORMATION-----									
		<u>FEDERAL</u>	<u>STATE</u>	<u>FICA</u>	<u>MEDICARE</u>					
	Gross Wages:	2,599.78	2,599.78	2,599.78	2,599.78					
	Minus Deductions that Decrease Tax:	201.75	0.00	0.00	0.00					
	Plus Taxable Benefits:	0.00	0.00	0.00	0.00					
	<b>Taxable Gross Wages:</b>	<b>2,398.03</b>	<b>2,599.78</b>	<b>2,599.78</b>	<b>2,599.78</b>					
5	-----PAYS-----									
	<u>DESCRIPTION</u>	<u>RATE</u>	<u>FACTOR/HOURS</u>	<u>AMOUNT</u>	<u>RETIRE HOURS</u>	<u>WC HOURS</u>	<u>WORK HOURS</u>	<u>PERIOD END</u>		
	BASE 614	1,757.40	1.00	1,757.40	76.00	74.31	76.00	01/31/2022		
	EXTRA HOURS	29.29	19.48	570.57	19.50	19.05	19.48	01/31/2022		
	HOLIDAY	29.29	9.28	271.81	9.20	9.07	9.28	01/31/2022		
	<b>Total:</b>			<b>2,599.78</b>	<b>104.70</b>	<b>102.43</b>	<b>104.76</b>			
6	-----DEDUCTIONS-----					7	-----BENEFITS-----			
	--DECREASE TAX--						----TAXABLE----			
	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FED</u>	<u>ST</u>	<u>F/M</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>FED</u>	<u>ST</u>	<u>F/M</u>
	Fed Inc Tax	145.68				FICA	161.19			
	FICA	161.19				Medicare	37.70			
	Medicare	37.70				PAID FAM MED LV	4.18			
	PAID FAM MED LE	11.42				SEBB HCA	968.00			
	PSE LOCAL	2.86				SERS Plan 2	302.87			
	PSE STATE	45.50				Unemployment 00	2.53			
	SERS Plan 2	201.75	Y			Workers' Comp	144.49			
	Supp LTD	13.18								
	WA CARES LT TAX	15.08								
	Workers' Comp	7.39								
	<b>Total:</b>	<b>641.75</b>				<b>Total:</b>	<b>1,620.96</b>			
***** End of report *****										

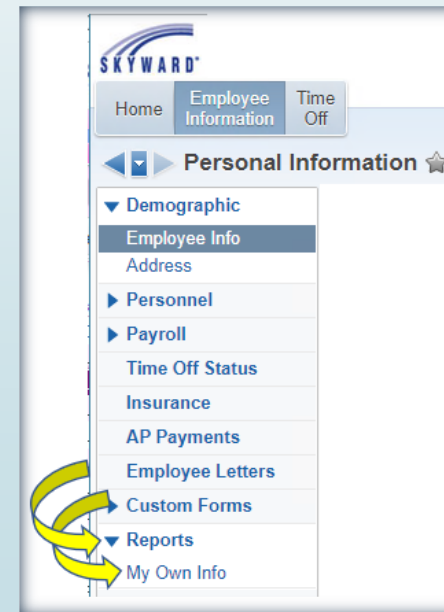
## How to Access your Extra Hours EA Worksheet

- Log into employee access- following this steps

1. Click on employee information
2. Click on personal information

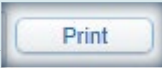


- On the left hand side of screen, scroll down until you see "Reports", if the carrot is closed, click on it to on the file



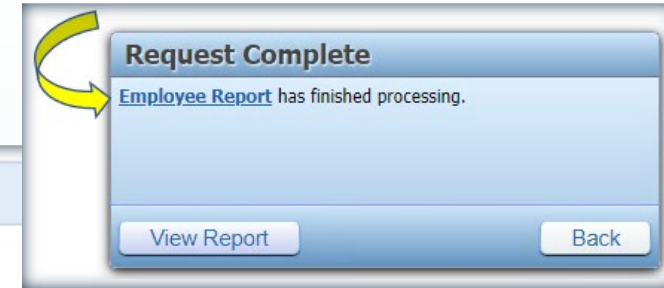
- Highlight the EA worksheet history report for the year needed.



- On right hand side click 
- This will open a report showing you the extra time paid for in that school year. Find the check date you want to view. The information below the check date will correspond with the check. This will show you dates, hours and pay.  
Note: if your time comes through via an upload file, transportation, ready sub or food service you will need to look up the detail information in those systems.
- This information will be available after payroll has posted for the month.



- A pop box will appear, "Request Complete"
  1. Click on Employee Report once the report is done processing



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Check Date	PAY CODE	PAY CODE DESC	PAY AMOUNT	
09/30/2021	T264	EXTRA HOURS	413.57	
	WORK DATE	HRLY RATE	HOURS	
09/10/2021		29.2900	14.1200	
**** Total HOURS				: 14.1200
	TDRIV	DRIVER INCENT	3,000.00	
	WORK DATE	HRLY RATE	HOURS	
09/30/2021		3,000.0000	1.0000	
**** Total HOURS				: 1.0000
	TH015	HOLIDAY	135.91	
	WORK DATE	HRLY RATE	HOURS	
09/06/2021		29.2900	4.6400	
**** Total HOURS				: 4.6400
	T203	MEETINGS	12.93	
	WORK DATE	HRLY RATE	HOURS	
09/01/2021		25.8500	0.5000	
**** Total HOURS				: 0.5000
	T023	TRAINING	219.73	
	WORK DATE	HRLY RATE	HOURS	
08/24/2021		25.8500	7.0000	
08/26/2021		25.8500	1.5000	
**** Total HOURS				: 8.5000

