

## FREQUENTLY ASKED QUESTIONS FOR PAYROLL

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### **How do I know how much sick leave I have?**

### **Who do I contact if I have payroll questions?**

### **When is Payday?**

Payday for regular/permanent employees is the District's last calendar working day of the month.

Paychecks for regular/permanent employees are distributed at your work site unless you make other arrangements.

Payday for overtime, extra hours, short-term, at-will and substitute employees is the 10<sup>th</sup> of the month but may vary from the 9<sup>th</sup> to the 11<sup>th</sup> if the 10<sup>th</sup> falls on a weekend or holiday.

### **What is the difference between Cycle 1 and Cycle 2 payroll?**

**Cycle 1 payroll** is for regular, permanent and probationary employees. This payroll is calculated from time hired to work for the year and divided evenly over 12 paychecks. This payroll is paid on the last working day of each month.

**Cycle 2 payroll** is for short-term, at-will and substitute employees. It is also for overtime and extra duty. This payroll runs from time reported each month and is paid on the 10<sup>th</sup> of each month.

### **What is the 10<sup>th</sup> of the month (Cycle 2) pay period?**

The pay period for cycle 2 employees is a mid-month payroll cycle. The dates go from the 16<sup>th</sup> of one month to the 15<sup>th</sup> of the following month, paid the 10<sup>th</sup> of the next month. (Ex: Time worked from March 16<sup>th</sup> –April 15<sup>th</sup> will be paid May 10<sup>th</sup>).

### **Can my paycheck be automatically deposited (Direct Deposit)?**

Yes, an automatic deposit form is available in Payroll, and can also be printed from the CUSD website located in the Fiscal Services /Payroll/Forms section. The form should be returned to the payroll department (Located at the District Office) along with a voided check OR a printout from your bank that lists your routing number and account number. It will take two pay periods for the direct deposit to process.

### **Can I make changes for my Federal and State withholdings?**

Yes, you can change your withholding (Form W-4, Federal; Form DE4, State) anytime. Depending on when the forms are submitted, the changes may not affect your next payroll check. The forms need to be turned in to the payroll office (Located at the District Office). The deadline for Regular payroll (Cycle 1) is by the 5<sup>th</sup> of the month and for Supplemental payroll (Cycle 2) is by the 17<sup>th</sup> of the month.

There is no limit to the number of times you can change your tax withholdings unless we receive a Withholding Change from IRS mandating your withholdings to a specific setting. If this is received you are not allowed to make changes beyond the guidelines they provide.

### **Is there a Credit Union available?**

Yes, Golden 1 Credit Union, MOCSE and Valley First Credit Union all have offices in Turlock and Modesto. We can check with Stanislaus County Office of Education for approval if you are affiliated with a credit union not listed. **You must contact the credit union OR payroll to set up payroll deductions for our school district. Payroll deductions will not automatically continue from your prior school district, even if you previously worked in Stanislaus County.**

### **Am I covered by Disability Insurance?**

State Disability Insurance (SDI) is not used at our school district. We have private disability insurance for any employee hired into a position with set work times (disability insurance is NOT available for substitute employees).

### **Certificated & Administrative employees:**

Disability Insurance is optional for you. You have the choice of **The Standard** or **American Fidelity**. It is up to you to meet with one of these companies and sign up for Disability Insurance.

### **Classified, Confidential & Classified Management employees:**

Disability Insurance is mandated by state for you. You are automatically signed up for **American Fidelity Disability Insurance** when you are hired. This is long-term disability insurance. You can look up the booklet explaining the benefits on the CUSD website (Fiscal Services/Payroll/Disability) and print it if you choose to do so.

### **What is the PERS deduction on my paycheck?**

PERS is the acronym for Public Employee Retirement System ([www.calpers.ca.gov](http://www.calpers.ca.gov)). All classified employees hired to work four (4) hours or more per day must contribute to PERS. The rates could vary but are currently;

PEPRA (new member to PERS after 1/1/13) – six percent (7%) annually

Classic PERS (member of PERS prior to 1/1/13) – seven (7%) annually

PERS is tax deferred until retirement benefits are withdrawn. PERS members are also required to pay into Social Security and Medicare taxes.

### **What is the STRS deduction on my paycheck?**

STRS is the acronym for State Teachers Retirement System ([www.calstrs.ca.gov](http://www.calstrs.ca.gov)). All certificated employees working 50% or more contribute to STRS at a rate of 10.25% annually. STRS is tax deferred until retirement benefits are withdrawn. STRS members are required to pay Medicare tax.

### **What are Medicare and Social Security (OASDI) taxes?**

All employees who are not subject to a retirement system are required to pay Social Security and Medicare taxes. The contribution will make you eligible for Social Security Benefits and Medicare coverage upon reaching Federal retirement age requirements.

### **What is a TSA (403b)?**

A 403(b) is a Tax Shelter Annuity (TSA) which is a tax deferred retirement plan available to employees of Public Education institutions. You may set up a monthly payroll deduction for deposit into a TSA. Federal and State taxes are deferred until funds are withdrawn at retirement age. If you are interested, please check online for an approved 403(b) company at [www.403bcompare.com](http://www.403bcompare.com). Be sure to set employer as Stanislaus County Office of Education. This link will give you the official list of approved vendors.

The District also offers a 457(b) plan through Nationwide Retirement Solutions and AIG/VALIC and Teachers Pension.

All forms should be turned in to the Payroll Office and NOT to SCOE or The TDS Group.

### **Why do I have to have an ID #?**

The ID# assigned to you is to help protect your Social Security #. Due to the Social Security Privacy Act, Ceres Unified School District has worked with Stanislaus County Office of Education to provide each employee with their own ID# to use instead of their Social Security # on non-government related paperwork.

This # is unique to you for use at Ceres Unified School District only. Please memorize this number or keep it in an easy to access, yet secure location.

Your ID# will be used to identify you for things like Performance contracts, training sign-ins, phone conversations with Payroll, Overtime/Extra Work Log Sheets, Infinite Campus, AESOP (sub calling system), Technology Agreements, etc.

### **How do I know what my ID# is?**

As a new employee, your ID# will be sent to you in your new hire packet from Payroll (within 30 days of your hire date).

Existing employees can locate their ID# at the top of their paycheck.

### **How do I know how much sick leave I have?**

Memos are sent to each employee in October and March showing you your leave totals. If you would like to see your totals you can log into the attendance tracking program (Digital Schools Access) from any computer (you will not be able to do this from a smart phone or tablet). The instructions for this are on the CUSD website located in Fiscal Services/Payroll/Digital Schools Access.

**Who do I contact if I have payroll questions?**

**Christina Browning (ext. 1310) [cbrowning@ceres.k12.ca.us](mailto:cbrowning@ceres.k12.ca.us)**

Cycle 1 payroll (end of month)  
ID#  
Payroll Deductions  
Calendars  
PERS/STRS

**Kathy Hersey (ext. 1312) [khersey@ceres.k12.ca.us](mailto:khersey@ceres.k12.ca.us)**

Cycle 2 payroll for all regular employees (10<sup>th</sup> of month)  
Extra Work Log Sheets/Overtime  
Performance Contracts  
Digital Schools Audits

**Alicia Gallegos (ext. 1311) [agallegos@ceres.k12.ca.us](mailto:agallegos@ceres.k12.ca.us)**

Health Insurances }  
Extended Illness } (Admin., Certificated, Cl.Mgmt,  
Medical Releases } Confidential, Retired Employees)

**Sandra Chavez (ext. 1333) [sachavez@ceres.k12.ca.us](mailto:sachavez@ceres.k12.ca.us)**

Health Insurances }  
Extended Illness } (Classified Employees)  
Medical Releases }  
Affordable HealthCare Tracking

**Crystal Garcia (ext. 1313) [cgarcia@ceres.k12.ca.us](mailto:cgarcia@ceres.k12.ca.us)**

Absence Tracking  
Comp. Time (certificated and classified)  
Jury Duty  
Bereavement  
Digital Schools Audits

**Jen Jensen (ext. 1314) [jjensen@ceres.k12.ca.us](mailto:jjensen@ceres.k12.ca.us)**

Cycle 2 payroll for Certificated Subs (10<sup>th</sup> of month)  
Verifications of Employment  
Section 125 Open Enrollment  
American Fidelity payments  
Misc. Deductions, TSA, 403(b)

**Katherine Ruane (ext. 1315) [kruane@ceres.k12.ca.us](mailto:kruane@ceres.k12.ca.us)**

Cycle 2 payroll for Classified Subs (10<sup>th</sup> of month)  
AB1522 sick leave  
Verifications of Employment  
Digital Schools Audits

**All of payroll can help with Direct Deposits and Tax forms**