

# **PAYROLL**



# **Training**

**For Transportation**

# OUR TEAM



**McKenzie  
Joseph**

*Payroll Manager*

Started with CCPS July 2015 at East Elementary as a principals secretary. She started in the payroll department in October 2018.



**Victoria  
Marsh**

*Payroll Analyst*

Started with CCPS February 2020. She is a Lemon Bay graduate, and proud to be a part of CCPS.



**Emily  
Lafond**

*Payroll Clerk*

Started with CCPS December 2021. She is excited to be a new member of the payroll department.



**Brenda  
Nease**

*Payroll Clerk*

Started with CCPS in 2004 she retired in 2019. However, she missed all of so much she rejoined our department June 2020 as a Temp. , then full time in August 2021.

# AGENDA

- **Deadlines**
- **Pay**
- **Timesheets**
- **Leave / Personal Time**
- **Pay Stubs (Access & Reading)**
- **Resources**

# Deadlines

(Unless Requested Early)

## Timesheets

- **Thursday:** **Submit all time information:** Timesheet, leave forms, etc.
- **Friday:** Your time information will be submitted to Payroll
- **Monday:** Payroll begins processing

## Pay Schedule:

- **Bi-Weekly:** Every Other Wednesday
- **Semi:** 7th and 22nd Each Month (unless stated otherwise)



# PAY EXPLAINED

Welcome to the real world, kid



- Equal Pay is:
  - Annual salary spread evenly over the entire year.
  - Same amount each pay day  
(Regardless of how many days worked that pay period)

- Calculation:

$$\frac{\text{Calendar Days} * \text{Hours per Day} * \text{Hourly Rate}}{26 \text{ pays}}$$

Example:

$$\frac{194 * 8 * 27.38 = \$42,274.72}{26} = \$1,625.95$$

- For Semi payroll divide by 24 pays.

# TIMESHEETS

## Time Card Reminders

- ❖ **Work week change:** Begins Saturday, ends Friday
- ❖ **Signature:** Blue or black ink ONLY; Signatures are REQUIRED
- ❖ **Prevent Delay:** Incomplete timesheets will be returned for correction  
Ensure the writing is legible (include full name)

**CHARLOTTE COUNTY PUBLIC SCHOOLS  
TRANSPORTATION DEPARTMENT  
WEEKLY TIME SHEET**

Employee name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Location: \_\_\_\_\_ ID Number: \_\_\_\_\_  
 Date Week Began: (SAT) \_\_\_\_\_ Date Week Ended: (FRI) \_\_\_\_\_

	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	PAYROLL
Run/Contract Hours									
Leave	Type								
	Hours								
<b>ADDITIONAL HOURS WORKED</b>									
	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	PAYROLL
ORT	Codes								
	Hours								
	Hours								
	Hours								
Instructors Hours									
Garage Hours									
Courier Hours									

**EXTRA TRIPS**

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	PAYROLL
Trip Number									
Hours									
Meals									
TOTAL HOURS WORKED									

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>ORT Codes:</b></p> <p>Over Route Time ORT          Extended/Extra Route ER          Accidents AC          Breakdowns BD          Shuttle S  <b>SPECIALS:</b> School PRE/NAE (ECT)                            night run NR</p>	<p><b>Additional Codes:</b></p> <p>Administrative AM          Alcohol/Drug Testing AT/DT          Bus Wash BW          In-Service Training IST          Seat Exchange SE          Physical PHY          PBS Meeting PBS          Inspection INSP</p>	<p><b>Leave Type:</b></p> <p>Sick SL          Personal Paid PP          Administrative AL          Military ML          Duty DL          Union Meeting UM          Suspension SUS PD          Suspension SUS N/PD</p>
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White Copy: Finance Revised 06/2022  
 Yellow Copy: Transportation  
 Pink Copy: Employee

# LEAVE

❖ Leave form must be completed, signed and submitted prior to leave

- **Sick Days**

- ❖ 4 Advanced Sick Days after one month
- ❖ 1 Sick Day is Earned Monthly, Accruals stop in February

- **Sick Leave Transfer**

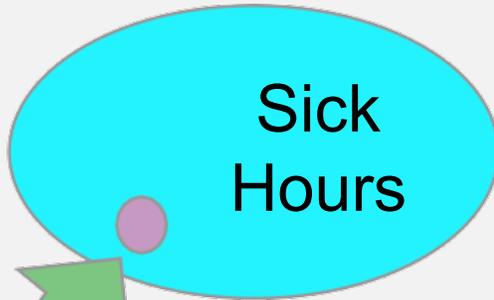
- ❖ To family or non-family
- ❖ A Doctor note is required
- ❖ Only after all other leave has been exhausted
- ❖ Number of days MUST be on the form



## **Vacation Days** (only 251 employees)

- ❖ Cannot be used the first 6 months of employment
- ❖ 1 earned for each whole month worked

# PERSONAL TIME



## Personal Days are:

- Charged to sick (personal days come out of sick and personal)
- Not additional days given to employees, they are a subset of sick days

## Employees:

- Allocated 6 personal days per year.
- Does not rollover (non-cumulative)
- **Can not use** personal leave if they do not have sick hours equivalent to the time requested

# Accessing a Paystub

- Login to ClassLink



- Locate the Employee Online App



- Login using your district credentials

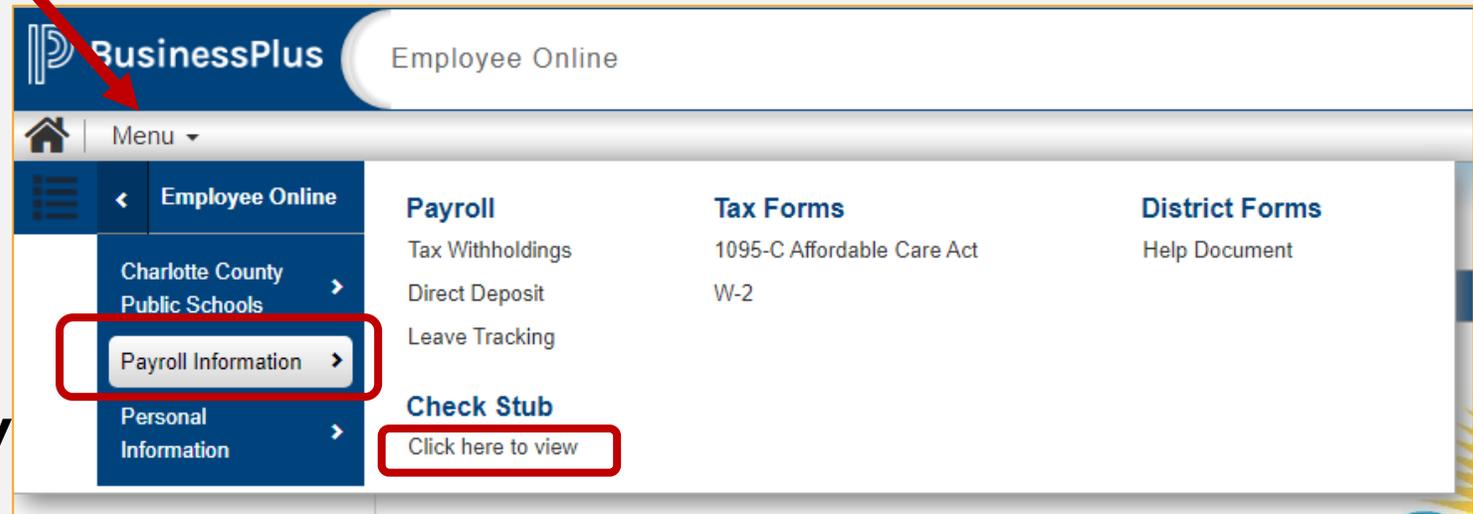
A screenshot of the Employee Online login interface. The window title is "Login" with a lock icon and "Connect to bplus" in the top right. The main heading is "Welcome to Employee Online!". Below this are two input fields: "User:" and "Password:". A "Login" button is located in the bottom right corner of the form area.

# Accessing a Paystub

- After login, the welcome screen appears



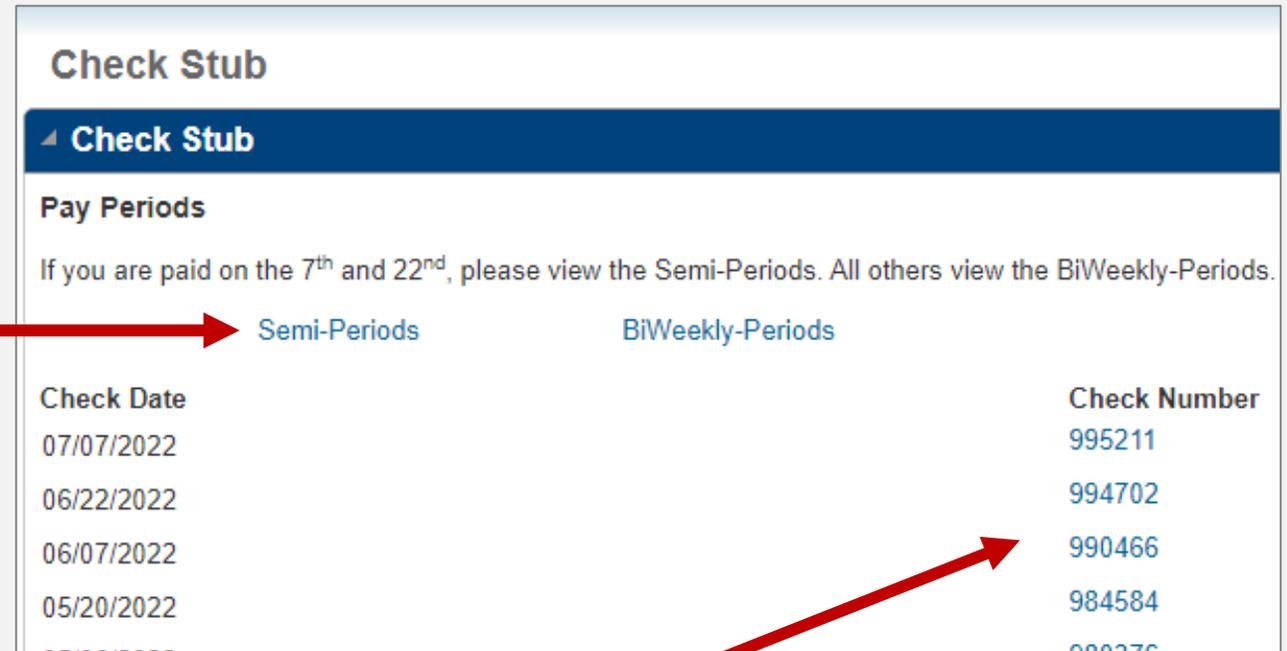
- Click the menu drop down  
Select Payroll Information



- Under Check Stub,  
select 'Click here to view'

# Accessing a Paystub

- Available paystubs are listed
- Links to **pay schedules** are located here also.



The screenshot shows a 'Check Stub' page with a dark blue header. Below the header, there is a section for 'Pay Periods' with a note: 'If you are paid on the 7<sup>th</sup> and 22<sup>nd</sup>, please view the Semi-Periods. All others view the BiWeekly-Periods.' Below this note are two links: 'Semi-Periods' and 'BiWeekly-Periods'. A red arrow points from the text 'Links to pay schedules are located here also.' to the 'Semi-Periods' link. Below the links is a table with two columns: 'Check Date' and 'Check Number'. The table contains several rows of data, with the check numbers highlighted in blue. A red arrow points from the text 'To view a paystub, click on the blue check number.' to one of the blue check numbers.

Check Date	Check Number
07/07/2022	995211
06/22/2022	994702
06/07/2022	990466
05/20/2022	984584
05/03/2022	980276

- To view a **paystub**, click on the blue check number.

# Reading a Paystub

- This is what a paystub looks like in Employee Online

- Wages

- Taxes

- Pre-Tax Deductions

- Wage Summary

- Leave Information

- Additional Information

848612 - 04/01/20				
		Employee Name	Employee ID	
		Check Date		
		Check Number		
		Dept/Loc	Period Ending	03/22/20
<b>Wages</b>				
Description	Hours	Rate	Current Earnings	YTD Amount
WELL CR				150.00
CAPE CON				1,757.88
CNT PAID			1,730.77	12,115.39
<b>TOTAL</b>			<b>1,730.77</b>	<b>14,023.27</b>
<b>Taxes</b>		<b>Employer Paid Benefits</b>		
Federal Withholding	SI	State Withholding	SI	
Federal Additional Withholding	0.00	State Additional Withholding		
Description	Amount	YTD Amount	Description	Amount
FIT	179.33	1,193.67	FICA	107.31
FICA	107.31	743.61	MEDI	25.10
MEDICARE	25.10	173.50	WORKCOMP	14.19
<b>TOTAL</b>	<b>308.74</b>	<b>2,101.18</b>	FRS	146.59
			<b>TOTAL</b>	<b>2,042.87</b>
<b>Pre-Tax Deductions</b>		<b>After-Tax Deductions</b>		
Description	Amount	YTD Amount	Description	Amount
FRS DED	51.92	363.44	WASH NAT	0.00
Cafe	0.00	2,029.92	FTP NEA	0.00
403B ASP	0.00	300.00	<b>TOTAL</b>	<b>421.88</b>
<b>TOTAL</b>	<b>51.92</b>	<b>2,693.36</b>		
<b>Wage Summary</b>		<b>Bank Information</b>		
Description	Amount	YTD Amount	Bank	Account
Gross Wages	1,730.77	14,023.27	SUNCOAST CREDIT UNION	C
Pre-Tax Deductions	51.92	2,693.36		Amount
Taxes	308.74	2,101.18		1,370.11
After-Tax Deductions	0.00	421.88		
<b>Net Pay</b>	<b>1,370.11</b>			
<b>Leave Information</b>				
Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance
Sick Leave Balance	371.75	0.00	0.00	371.75
Personal Leave Balance	45.00	0.00	0.00	45.00
<b>Additional Information</b>				
Category		Description		
Hourly Rate:		30.52750		
Incentive Rate:		0.00		
Step:		02		

- Employee Paid Benefits

- After-Tax Deductions

- Bank Information

# Reading a Paystub

**WAGES = All Earnings**

This example has a

- **Wellness Credit,**
- **Café Contribution (the district's contribution toward your health benefit costs)**
- **Contract Paid**

The year to date will show the calendar year to date earnings (January-

Wages				
Description	Hours	Rate	Current Earnings	YTD Amount
WELL CR				150.00
CAFE CON				1,757.88
ONT PAID			1,730.77	12,115.39
TOTAL			1,730.77	14,023.27

# Reading a Paystub

**TAXES = Your Elections for tax withholdings**  
(Married, Single, and any additional withholdings elected)

Under description you will see

- **FIT (Federal Income Tax)**
- **FICA (Federal Insurance Contribution Act/Social Security)**
- **MEDICARE**

Displayed is the total check amount and the calendar year to date

Taxes			
Federal Withholding	S/0	State Withholding	S/0
Federal Additional Withholding	0.00	State Additional Withholding	
Description	Amount	YTD Amount	
FIT	176.33	1,183.67	
FICA	107.31	743.61	
MEDICARE	25.10	173.90	
<b>TOTAL</b>	<b>308.74</b>	<b>2,101.18</b>	

# Reading a Paystub

**EMPLOYER PAID BENEFITS = Paid by the district on your behalf**

- Taxes (FICA)
- Retirement (FRS)
- Workerscomp

Employer Paid Benefits		
Description	Amount	YTD Amount
FICA	107.31	743.61
MEDI	25.10	173.90
WORKCOMP	14.19	99.33
FRS	146.59	1,026.13
<b>TOTAL</b>	<b>293.19</b>	<b>2,042.97</b>

# Reading a Paystub

**AFTER TAX DEDUCTIONS = Any additional withholdings you've elected**

This example shows:

- **WASH NAT (Washington National Insurance)**
- **FTP NEA (Union Dues)**

After-Tax Deductions		
Description	Amount	YTD Amount
WASH NAT	0.00	262.86
FTP NEA	0.00	159.00
<b>TOTAL</b>	<b>0.00</b>	<b>421.86</b>

# Reading a Paystub

**WAGES SUMMARY = A summary of the categories**

- **Gross Wages**
- **Pre-Tax Deductions**
  - **Taxes**
- **After-Tax Deductions**

Wages Summary		
Description	Amount	YTD Amount
Gross Wages	1,730.77	14,023.27
Pre-Tax Deductions	51.92	2,693.36
Taxes	308.74	2,101.18
After-Tax Deductions	0.00	421.86
<b>Net Pay</b>	<b>1,370.11</b>	

# Reading a Paystub

**BANK INFORMATION = Where your check was direct deposited**

This example was sent to Suncoast Credit Union. You can also see the dollar amount of the deposit.

Bank Information		
Bank	Account	Amount
SUNCOAST CREDIT UNION	C	1,370.11

# Reading a Paystub

## LEAVE INFORMATION =

- Type of Leave
- Balance prior to this paycheck
- Earned time
- Used time
- Ending Balance

**\*Reminder: Personal time is charged to Sick (It's not an additional amount of time, but an allocation, or subset, of your available sick time.)**

Leave Information					
Leave Description	Leave Beginning Balance	Earned	Used	Leave Ending Balance	
Sick Leave Balance	371.75	0.00	0.00	371.75	
Personal Leave Balance	45.00	0.00	0.00	45.00	

# Reading a Paystub

## ADDITIONAL INFORMATION =

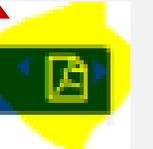
- **Hourly Rate** *(Degree incentive is included here)*
- **Step**
- **Incentive** *(i.e. Longevity, Driver Trainer)*

Additional Information	
Category	Description
Hourly Rate:	30.92790
Incentive Rate:	0.00
Step:	02

# Reading a Paystub

- All paystubs are available in Employee Online
- **Print or Save: Click the PDF button (top right corner)**  
Hourly Rate
- A copy will download to your computer.  
Open it, then save a copy or print from the PDF tools

848612 - 04/01/20



# RESOURCES AND TIPS

<https://www.yourcharlotteschools.net/domain/19>



## PAYROLL

The information below provides resources for answering common payroll questions and additional resources.

- [New Hire Frequently Asked Questions for Payroll \(Video\)](#)
- [New Hire Frequently Asked Questions for Payroll \(Document\)](#)
- [Salary Schedules](#)
- [PAYSTUB: How to access and read your paystub online](#) ↓A
- [DIRECT DEPOSIT: How to change direct deposit in records?](#) ↓A
- [PERSONAL TIME: Personal Time Explained?](#) ↓A
- [W-2: How to access your W-2 Online?](#) ↓A
- [W-4: How to change W-4?](#) ↓A
- [CALENDARS: Employee Calendars](#)

# Resources and Tips

## Contact Information

941-255-0808

[Payroll@YourCharlotteSchools.net](mailto:Payroll@YourCharlotteSchools.net)



**McKenzie  
Joseph**

*Payroll Manager*

Started with CCPS July 2015 at East Elementary as a principal secretary. She started in the payroll department October 2018.



**Victoria  
Marsh**

*Payroll Analyst*

Started with CCPS February 2020. She is a Lemon Bay graduate, and proud to be a part of CCPS.



**Emily  
Lafond**

*Payroll Clerk*

Started with CCPS December 2021. She is excited to be a new member of the payroll department.



**Brenda  
Nease**

*Payroll Clerk*

Started with CCPS in 2004 she retired in 2019. However, she missed all of so much she rejoined our department June 2020 as a Temp. , then full time in August 2021.

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**Thank You  
for All You Do**

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