

FAQ – Payroll

*All forms referenced in this FAQ can be found on the district website under Departments>Business Services then under Forms & Procedures in the Payroll & Workday Calendars section:

- Demographic Change Form
- Direct Deposit Authorization
- Monthly Payroll Schedule
- Teacher Salary Scale
- Supplemental Pay Time Sheet
- Employee Access Portal Instructions
- Form W-4

Links to Aesop (including Absence Management for leave and Time & Attendance for timekeeping) and the TxEIS Employee Access portal are under Departments>Staff Resources.

Forms, Documents & Calendars:

Q. How do I find my Wage & Earnings Statement?

A. These are emailed the day before pay day each month to the work email address we have listed for you in our software. Copies are also available via the TxEIS Employee Access portal. If you have not logged on to the portal before, there are Instructions* for first-time users.

Q. Where can I get a copy of my W-2?

A. These are available via the TxEIS Employee Access portal. If you have not logged on to the portal before, there are Instructions* for first-time users.

Q. Where can I get a copy of my 1095c?

A. This is prepared and mailed by a third party, ETC, but we have access to reprint from a file they provide once the forms have been mailed. You can contact the Payroll office to request a reprint.

Q. How do I update my address?

A. You will need to fill out a Demographic Change Form* and turn in the first page to either the Payroll Office or the Deputy Superintendent's Office. The second page must be mailed to TRS at the address at the top of the form; we are not permitted to mail it for you.

Q. How do I find my calendar?

A. All Workday Calendars* are posted online. If you are unsure what calendar you are on, you can refer to the Employee Salary Information sheet you received at the beginning of the year or contact the Payroll Office.

Wages & Deductions:

Q. How is my pay calculated?

A. All employees except for temporary workers and substitutes are paid annualized salaries. This means we take your total salary (your daily rate times your total scheduled calendar work days) and divide that evenly by twelve. If you were hired late, then you will have fewer number of days, and your number of pays might be less than twelve. Ten-month employees (calendars 90-199) are paid from September-August. Eleven-month employees (calendars 200-219) are paid

from August-July. Twelve-month employees (calendars 220-250+) are paid from July-June. Supplemental pay is processed according to the Timesheet Periods on the Monthly Payroll Schedule*.

Q. I worked an Athletic Event/Saturday School/Ignite Tutoring (or other extra duty). How will I be paid for this?

A. This is considered Supplemental Pay and will be added to your monthly paycheck. That being said, you should have filled out either a Supplemental Pay Time Sheet* or an Athletic Event Pay sheet (the game manager maintains these) for this work. All Supplemental Pay should be turned in and is processed and paid according to the Monthly Payroll Schedule*.

Q. How do I change my direct deposit information?

A. You will need to fill out a new Direct Deposit Authorization* and return it to the Payroll Office. Please keep in mind that this form is due ten business days prior to the pay date in which you would like for it to go into effect, as we have to have time to test the account and routing number. You may elect to use up to two accounts for your direct deposit; however, note that the secondary account can only have a specific amount deposited to it. You cannot do percentages.

Q. I've had a qualifying event. How do I update my insurance?

A. You would need to contact the Deputy Superintendent's Office, so they can walk you through the process. Any deduction changes will be forwarded to the Payroll Office once any changes have been made.

Q. I need to notify Payroll of a Wage Garnishment or Association Dues that should be deducted from my paycheck. How do I do this?

A. Wage Garnishments for Child Support come to the Payroll Office directly from the Office of the Attorney General; there is nothing you can provide to Payroll directly. The same goes for IRS, Bankruptcy and/or Student Loan garnishments; they come from those entities directly. Most Associations will forward your deduction authorization after they have processed it, but if they told you to turn it in to the Payroll Office, please do so. The amounts will be verified with them before remitting any dues.

Q. What do the TRS deductions mean? Do I have to have the TRS Insurance deduction taken out if I don't plan on using TRS insurance?

A. The "TRS Salary Red" ("Red" is short for Reduction) deduction refers to your contribution towards your TRS retirement fund. The TRS Insurance deduction is a contribution towards the retirement insurance fund. Both TRS deductions are mandatory employee contributions into TRS based on a percentage of your TRS-eligible income that must be taken regardless of what you elect upon retirement.

Q. How do I change my tax withholding? How can I check to see what I'm currently withholding?

A. You can fill out a new Form W-4* at any time and submit it to the Payroll Office. Your monthly Wage & Earnings Statement shows your current withholding at the top. For example, this employee is withholding Single and Zero:

Date Run: 02-19-2019 10:47 AM	Employee Wage and Earnings Statement	Program: HRS2500
Cnty Dist: 043-908	Melissa ISD	Page: 1 of 1
Emp Nbr: [REDACTED]	Frequency: 6	Primary Campus: [REDACTED]
Employee Name: [REDACTED]		Pay Campus: [REDACTED]
Check Nbr: [REDACTED]	Withhold Stat: S	Exempt: 0
Pay Date: 02-20-2019	Period Begin: 02-01-2019	Period End: 02-28-2019

Leave & Docking:

Q. How do I find out how many days of leave I have left?

A. The balance that shows in Aesop is usually not accurate. It may be, but because leave is processed about a month behind, it is better to use the following method:

1. Get your most recent Wage and Earnings Statement (emailed monthly or accessible via the TxEIS Employee Access portal) and a copy of the Monthly Payroll Schedule*.
2. Pull up Aesop so you can see what leave you have entered for this year.
3. Find the Timesheet Period on the Monthly Payroll Schedule that corresponds to the Pay Date of your most recent W&E Statement (your leave is processed according to this date range).
4. Subtract any leave from your balance that is **after** the range processed. This is your current leave balance.

Example:

1. You have your February 2019 W&E Statement. It says you have a Balance of 5 local days and 5 state days.
2. The Monthly PR Schedule says the Timesheet Period for the February 2019 Pay Date was 1/5/2019-2/1/2019.
3. In Aesop, you have two days of local leave entered that are **after** 2/1/2019. You will need to subtract those from your balance, because they have not yet been processed.
4. Therefore, your current balance is 3 local and 5 state.

Q. I have to attend Jury Duty. How do I handle this?

A. Enter your Jury Duty leave in Aesop, then make sure to get a letter or certificate of attendance before you leave your jury duty. Even if you do not get picked to serve, they will still provide you with a letter that shows you attended and fulfilled your obligation; a jury summons is not sufficient. You can scan/email or send a copy of your proof of attendance via interoffice mail to the Payroll Office once you return to work.

Q. I need to be out for an extended period of time. Who do I need to contact?

A. You will need to contact the Deputy Superintendent's Office as soon as you know you will need off. Once they have gone through your options, any applicable insurance issues, etc. they will contact me to work up a Leave Review sheet. This will outline how much leave you have vs. how much leave you need to take, and the Payroll Office will share this with you and the Deputy Superintendent's Office before any leave or docking is processed.