

Wills Point Independent School District

Payroll Information and Schedule for 2016-2017 School Year

Generally speaking, payday will be the 25th of the month. However, if the 25th is not a workday, the last preceding workday will be the payday. Differences are during the November and December and January due to holidays. Also during the summer months of June & July we won't be paid on a Friday since the office is closed on Fridays.

Wage and earnings statements will be emailed to employees with computer access and sent interoffice to individual campuses and departments for those without access the day of payroll. The new Employee Access program may show payroll information up to two days before payroll, but it will not be deposited into the accounts until the payroll date.

NOTE: THE FEDERAL GOVT REQUIRES PAYROLL REPORTS TO BE CALCULATED AND REPORTED ON A WEEKLY BASIS. SO THE ABSENCE FROM DUTY REPORTS, COMPLETE PAYROLL TIME SHEET REPORTS, HOURLY EMPLOYEE WORKSHEETS, AND ALL EXTRA DUTY PAY REPORTS MUST ALL BE REPORTED IN THE PAY PERIODS OUTLINED FOR EACH PAYROLL.

MONTH	PAYROLL DATES	RUN ALL PAYROLL REPORTS TO			
		INCLUDE PERIODS THROUGH:		DUE TO PAYROLL NO LATER THAN:	
September 2016	Friday	September 23, 2016	Aug dates:	Jul 31 through Aug 27	Friday, Sep 2 nd
October 2016	Tuesday	October 25, 2016	Sept dates:	Aug 28 through Oct 1	Friday, Oct 7 th
November 2016	Friday	November 18, 2016	Oct dates:	Oct 2 through Oct 29	Thursday, Nov 3 rd
December 2016	Friday	December 16, 2016	Nov dates:	Oct 30 through Nov 26	Thursday, Dec 1 st
January 2017	Friday	January 20, 2017	Dec dates:	Nov 27 through Dec 31	Friday, Jan 6 th
February 2017	Friday	February 24, 2017	Jan dates:	Jan 1 through Jan 28	Friday, Feb 3 rd
March 2017	Friday	March 24, 2017	Feb dates:	Jan 29 through Feb 25	Friday, Mar 3 rd
April 2017	Tuesday	April 25, 2017	Mar dates:	Feb 26 through Apr 1	Friday, Apr 7 th
May 2017	Thursday	May 25, 2017	Apr dates:	Apr 2 through Apr 29	Friday, May 5 th
June 2017	Thursday	June 22, 2017	May dates:	Apr 30 through June 3	Wednesday, Jun 7 th
July 2017	Tuesday	July 25, 2017	Jun dates:	June 4 through July 1	Thursday, Jul 6 th
August 2017	Friday	August 25, 2017	Jul dates:	July 2 through July 29	Friday, Aug 4 th

Substitute information: Substitutes who work will receive payment the pay date of the *following* month...see schedule above for specifics since we have to report by the week, not month. For example: if a substitute subs on April 1st, they will be paid in April's payroll, but if they sub on April 2nd, they'll be paid in May's payroll. Substitute payroll information will be turned in once a month – for the dates (shown above) included in that pay period. This is important because many things are matched to the leave information including the hourly sheets, the complete payroll reports and substitute pay. **Secretaries must match employee absences from Aesop reports to the Time Clock program's Absent Report for the dates included in that pay period on all at will employees.** The auditors check employee payrolls including viewing their complete payroll reports and Aesop reports to make sure absences are reported! This should be done **before** the reports are sent to the employees for signatures so that absences can be reported or corrected as needed.

NOTE: "Substitutes" that work for a campus where they do not work in the *place of a current employee that is absent* are to be paid through extra duty reports. This is considered half time work, not substitute work...even if an employee that is classified as a substitute does the work. There are only a few select **retirees** that can work the extra duty "half time" work. Call Cheree if you have any questions about this or who you may use.

Hourly employees information: Hourly employee pay is calculated on an hourly basis, but we annualize their salaries so they can be paid all year round. The way that it works: we take the number of days they work for the entire school year and multiply that by their daily rate (hourly rate times the number of hours worked in a day). Then we divide that total by 12 months for the monthly pay rate. The reason their check is sometimes different: We receive hourly worksheets for each month by the above dates of the *following* month. We add any extra or overtime hours or dock any missed time on the payroll of the following month. For example: if they earn 2 hours of overtime in September, then they will be paid that overtime in October's check in "Supplemental Pay" on the Wage and Earnings Statement. The same is true for docking.