

Wills Point Independent School District

Payroll Information and Schedule for 2017-2018 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, December and January payrolls 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 2017	Monday	September 25, 2017	Aug dates: Jul 30 through Sep 2	Friday, Sep 8 th
October 2017	Wednesday	October 25, 2017	Sept dates: Sep 3 through Sep 30	Friday, Oct 6 th
November 2017	Friday	November 17, 2017	Oct dates: Oct 1 through Oct 28	Thursday, Nov 2 nd
December 2017	Friday	December 22, 2017	Nov dates: Oct 29 through Dec 2	Thursday, Dec 7 th
January 2018	Thursday	January 25, 2018	Dec dates: Dec 3 through Dec 30	Thursday, Jan 11 th
February 2018	Friday	February 23, 2018	Jan dates: Dec 31 through Jan 27	Friday, Feb 2 nd
March 2018	Friday	March 23, 2018	Feb dates: Jan 28 through Feb 24	Friday, Mar 2 nd
April 2018	Wednesday	April 25, 2018	Mar dates: Feb 25 through Mar 31	Friday, Apr 6 th
May 2018	Friday	May 25, 2018	Apr dates: Apr 1 through Apr 28	Friday, May 4 th
June 2018	Monday	June 25, 2018	May dates: Apr 29 through June 2	Thursday, Jun 7 th
July 2018	Wednesday	July 25, 2018	Jun dates: June 3 through June 30	Thursday, Jul 5 th
August 2018	Friday	August 24, 2018	Jul dates: July 1 through July 28	Friday, Aug 3 rd

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 works on Sep 1st, they will be paid in Sept's payroll, but if they sub on Sept 4th, they'll be paid in October'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 employee's information: Hourly employee pay is calculated on an hourly basis, but we annualize their salaries so they can be paid all year round like everyone else. 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.