



**SHARYLAND**  
INDEPENDENT SCHOOL DISTRICT  
**Excellence is our Tradition**  
Trust • Communication • Collective Responsibility • Care • Pride



# PAYROLL GUIDE FOR TRANSPORTATION DEPARTMENT 2022-2023

# PAYROLL TOPICS



- Pay Schedules
- Clocking In/Out
- Timesheets
- Reporting Absences
- Payroll Web Page
- Changes to Payroll Forms



# 2022-2023 BI-WEEKLY Pay Schedule



**SHARYLAND ISD**  
BI-WEEKLY PAY SCHEDULE  
2022-2023 SCHOOL YEAR



1ST DAY OF PAY PERIOD		LAST DAY OF PAY PERIOD		\$ PAY DATE \$	
SAT	August 6, 2022	FRI	August 19, 2022	FRI	August 26, 2022
SAT	August 20, 2022	FRI	September 2, 2022	FRI	September 9, 2022
SAT	September 3, 2022	FRI	September 16, 2022	FRI	September 23, 2022
SAT	September 17, 2022	FRI	September 30, 2022	FRI	October 7, 2022
SAT	October 1, 2022	FRI	October 14, 2022	FRI	October 21, 2022
SAT	October 15, 2022	FRI	October 28, 2022	FRI	November 4, 2022
SAT	October 29, 2022	FRI	November 11, 2022	FRI	November 18, 2022
SAT	November 12, 2022	FRI	November 25, 2022	FRI	December 2, 2022
SAT	November 26, 2022	FRI	December 9, 2022	FRI	December 16, 2022
SAT	December 10, 2022	FRI	December 23, 2022	FRI	December 30, 2022
SAT	December 24, 2022	FRI	January 6, 2023	FRI	January 13, 2023
SAT	January 7, 2023	FRI	January 20, 2023	FRI	January 27, 2023
SAT	January 21, 2023	FRI	February 3, 2023	FRI	February 10, 2023
SAT	February 4, 2023	FRI	February 17, 2023	FRI	February 24, 2023
SAT	February 18, 2023	FRI	March 3, 2023	FRI	March 10, 2023
SAT	March 4, 2023	FRI	March 17, 2023	FRI	March 24, 2023
SAT	March 18, 2023	FRI	March 31, 2023	FRI	April 7, 2023
SAT	April 1, 2023	FRI	April 14, 2023	FRI	April 21, 2023
SAT	April 15, 2023	FRI	April 28, 2023	FRI	May 5, 2023
SAT	April 29, 2023	FRI	May 12, 2023	FRI	May 19, 2023
SAT	May 13, 2023	FRI	May 26, 2023	FRI	June 2, 2023
SAT	May 27, 2023	FRI	June 9, 2023	FRI	June 16, 2023
SAT	June 10, 2023	FRI	June 23, 2023	FRI	June 30, 2023
SAT	June 24, 2023	FRI	July 7, 2023	FRI	July 14, 2023
SAT	July 8, 2023	FRI	July 21, 2023	FRI	July 28, 2023
SAT	July 22, 2023	FRI	August 4, 2023	FRI	August 11, 2023
SAT	August 5, 2023	FRI	August 18, 2023	FRI	August 25, 2023

SHARYLAND ISD PAYROLL DEPARTMENT

# Clocking In/Out



- Select appropriate punch when clocking in/out
  - In
  - Temporary Out of Office
  - Lunch
  - Gone for the Day
- Notify supervisor of adjustments
- Review and **SUBMIT WEEKLY**

# Timesheets

- Follow your work week schedule
  - (6 hours or 8 hours)
- Review and submit to supervisor approver weekly
- Supervisors approve timesheets on Mondays
- MUST complete the work week before submitting

## View Time Sheet

Time Sheet for [REDACTED] (XXXX-XX-7143): 04/30/2022 - 05/06/2022

Period Summary			
Type	Pay	Note	Hours
Work	CAF (CAFETERIA)		40h 01m
Total Hours:			40h 01m
Hours Paid:			40h 00m

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Daily Totals			
	Status	Note	Hours
<b>Monday 05/02/22</b>			
6:27 AM - 1:29 PM	IN		7h 02m
1:29 PM - 2:00 PM	LNCH		0h 31m
2:00 PM - 2:59 PM	IN		0h 59m
05/02/22			Total Hours: 8h 01m
<b>Tuesday 05/03/22</b>			
6:26 AM - 1:26 PM	IN		7h 00m
1:26 PM - 1:55 PM	LNCH		0h 29m
1:55 PM - 2:55 PM	IN		1h 00m
05/03/22			Total Hours: 8h 00m
<b>Wednesday 05/04/22</b>			
6:24 AM - 1:29 PM	IN		7h 05m
1:29 PM - 1:59 PM	LNCH		0h 30m
1:59 PM - 3:05 PM	IN		1h 06m
05/04/22			Total Hours: 8h 11m
<b>Thursday 05/05/22</b>			
6:28 AM - 1:32 PM	IN		7h 04m
1:32 PM - 2:01 PM	LNCH		0h 29m
2:01 PM - 2:51 PM	IN		0h 50m
05/05/22			Total Hours: 7h 54m
<b>Friday 05/06/22</b>			
6:25 AM - 1:29 PM	IN		7h 04m
1:29 PM - 1:59 PM	LNCH		0h 30m
1:59 PM - 2:50 PM	IN		0h 51m
05/06/22			Total Hours: 7h 55m

### Adjustments

No Adjustments For This Timesheet.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

# Reporting Absences



Acc: 05.21.06.00.09 - Google Chrome

skyward.skylandisd.org/scripts/wsba.dll?WServe=wsSky/torque&1001.w?isPopup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	0h 53m			0h 53m			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	4.5 Days			4.5 Days			
NO CHARGE LV	0 Days			0 Days			
Professional Leave	0 Days			0 Days			
School Sponsored	0 Days			0 Days			
STATE PERSONAL	8 Days			8 Days			
STATE SICK	0 Days			0 Days			

Time Off Request

\* Time Off Code: LOCAL LEAVE - Days Hours per Day: 8

\* Reason: FAMILY ILLNESS Details

Description: FAMILY ILLNESS

Maximum characters: 203, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

\* Start Date: 08/06/2021 Friday

Days: 1.0000

Start Time: 06:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

As asterisk (\*) denotes a required field

- Absences submitted through Skyward Employee Access Time Off
- Refer to *How to Create an Absence* guide on the district's Payroll Web Page

Skyward Employee Access

# Payroll Web Page



- Pay Schedules
- Payroll Guides
- Skyward How-To
  - *Employee Access*
  - *True Time*
  - *Time Off*
- Contact Information

Payroll Web  
Page

The screenshot shows the Sharyland Independent School District website. At the top is the district logo and name, with the tagline "Excellence is our Tradition" and the motto "Trust • Communication • Collective Responsibility • Care • Pride". Below the header is a "MENU" button. The main content area is titled "Payroll" and includes a sidebar for "Departments" with links to "Payroll", "Monthly Pay Schedule", "B-weekly Pay Schedule", and "Substitute Pay Schedule". The main content area lists payroll staff: Robbie Guerra (Payroll Director, 1046), Sandra Guerrero (Payroll Coordinator, 1191), Sylvia Medellin (Payroll Specialist, 1021), Irma De La Cerda (Payroll Specialist, 1048), and Daysi Garcia (Payroll Specialist, 1010). It also provides contact information for payroll (fax: (956) 580-5216, direct line: (956) 584-6404). Below this are links for "Payroll District forms", "Extra Duty Pay", "Payroll Guides", "Skyward Employee Access How-To", "Skyward True Time", "Skyward Time Off How-To", "Internal Revenue Service", and "Teacher Retirement System of Texas".

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MENU

**Payroll**

Sharyland ISD / Departments / Payroll

Name	Position	Ext
Robbie Guerra	Payroll Director	1046
Sandra Guerrero	Payroll Coordinator	1191
Sylvia Medellin	Payroll Specialist	1021
Irma De La Cerda	Payroll Specialist	1048
Daysi Garcia	Payroll Specialist	1010

Payroll fax number is (956) 580-5216.  
Payroll direct line is (956) 584-6404.

Payroll District forms available in the [For Staff, District Forms page](#).

**Extra Duty Pay**

[Summer Extra Duty Pay Request Form](#)  
[Extra Duty Pay Request Procedures](#)

**Payroll Guides**

[Payroll Guide for Substitute Teachers](#)  
[Payroll Guide for New Employees](#)  
[Payroll Guide for Campus Secretaries](#)

**Skyward Employee Access How-To**

[Employee Access Overview](#)  
[Employee Access Power-Up: Downloading the Mobile App](#)  
[Employee Access Power-Up: Using the Mobile App](#)  
[Employee Access Power-Up: Updating Your Information](#)  
[Employee Access Power-Up: Tax Information](#)  
[Employee Access Power-Up: Check Estimator](#)

**Skyward True Time**

[Product Overview: True Time](#)  
[Employee Access Power-Up: Downloading the Mobile App](#)  
[Employee Access Power-Up: Using the Mobile App](#)  
[Employee Access Power-Up: True Time](#)  
[Skyward Employee Access True Time Quick Entry Procedures](#)  
[Skyward Employee Access True Time Quick Entry Procedures \(Spanish\)](#)  
[Skyward Mobile Access App Procedures](#)  
[Skyward Mobile Access App Procedures \(Spanish\)](#)  
[Time Clock Agreement](#)

**Skyward Time Off How-To**

[Employee Access Power-Up: Time Off](#)  
[How To Create an Absence in Skyward](#)

**Internal Revenue Service**

[IRS W-4 Form](#)  
[FAQs on the 2020 Form W-4](#)  
[Tax Withholding Estimator](#)

**Teacher Retirement System of Texas**

[TRS I Homepage](#)

# Changes to Payroll Forms/ Update Skyward Passwords

- W-4 Form
- Address Change Form
- Direct Deposit Form-bank information needed
- Update Skyward Passwords





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*Have a great 2022-2023 school year!*