



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



PAYROLL GUIDE FOR NEW EMPLOYEES

2023-2024



PAYROLL TOPICS



- Pay Dates
- Direct Deposit
- Teacher Retirement System
- Deductions/Benefits
- Pay Supplements
- Extra Duty
- Non-Exempt Employees
- Leave
- Reporting Absences
- Employee Access
- Payroll Web Page



2023-2024 Monthly Pay Schedule



\$ PAY DATE \$	Payroll Cut-Off Date	*DUE to PAYROLL DATE
August 25, 2023	August 4, 2023	August 4, 2023
September 22, 2023	September 1, 2023	September 1, 2023
October 20, 2023	September 29, 2023	September 29, 2023
November 17, 2023	October 27, 2023	October 27, 2023
December 20, 2023	December 1, 2023	December 1, 2023
January 24, 2024	December 29, 2023	December 29, 2023
February 23, 2024	February 2, 2024	February 2, 2024
March 22, 2024	February 23, 2024	February 23, 2024
April 24, 2024	March 29, 2024	March 29, 2024
May 24, 2024	May 3, 2024	May 3, 2024
June 25, 2024	May 31, 2024	May 31, 2024
July 25, 2024	June 28, 2024	June 28, 2024
August 23, 2024	August 2, 2024	August 2, 2024

*Laserfiche Extra Duty Pay Requests must be electronically submitted to Payroll for final approval by 5:00 p.m. of Due to Payroll Date. All requests received after *Due to Payroll Date* will be included the following month pay date.

Direct Deposit



- Direct Deposit is mandatory
- Paper form available in the Payroll Office
- Laserfiche electronic submission
- Banking information required to verify bank routing and checking account numbers
- Payroll deposit can be split between 2 bank accounts
- Report banking changes immediately
 - *Deposits to employee closed accounts cannot be reissued until funds are returned to district bank account*



Teacher Retirement System of Texas



A full time employee of Sharyland ISD is required to participate in TRS.

Employee Monthly Deposit to TRS

- TRS = 8.25%
- TRS Care = .65%

District Monthly Deposit to TRS

- TRS = 8.25% (New Member first 90 days)
- TRS Care = .75%

TRS states that a Texas school district employee is not permitted to advise a district employee of their rights regarding retirement funds or specific deposit information. Please contact the Teacher Retirement System of Texas for more information.



1-800-223-8778

www.trs.texas.gov

Deductions & Benefits



Required Deductions

- TRS
- TRS Care
- Federal Withholding
- FICA Medicare



Voluntary Product Deductions

- Health Insurance
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Life Insurance
- Cancer Insurance
- Flex Plan
- Annuity Plans
- Professional Dues

Benefits

- TRS Care
- FICA Medicare
- Health Insurance
- Life Insurance
- Workers Comp



Please contact the district's insurance department for questions regarding voluntary products, flex plan or annuities.

Pay Supplements



- Board Approved Stipends
 - *Human Resources Web Page*
 - *2023-2024 Salary and Stipend Pay Rate Structure*
 - Stipends may be paid monthly, semi-annually, or annually




[Human Resources Web Page](#)

Extra Duty

- Prior approval from Supervisor
- Extra Duty Pay Request Form
 - *Log in to Laserfiche*
 - *Complete and correct*
 - *Non-exempt – attach timesheet*
 - *Submit weekly*
 - *Received by Payroll Due Date*

[Laserfiche Extra Duty Pay Request](#)

Extra Duty Pay Request



LEGAL NAME: GUERRERO

First Name SANDRA

MI M

Last 4 SSN* 1234

Campus* PHS Summer School

Position Code* 02 - Teacher / Librarian

Program Title* Summer School - Teacher

Budgetary Code

FUND	FCN	OBJ	SO	ORG	YR	PIC	LCL
199	11	5118	00	999	0	24	999

Only enter time actually worked. You may enter multiple times per day if necessary.

Example: Employee works from 8am - 3pm, but has lunch from 11:30 am - Noon.

Line 1: Start Time 08:00:00 AM / End Time 11:30:00 AM

Line 2: Start Time 12:00:00 PM / End Time 03:00:00 PM

Date	Start Time	End Time	Total Hours
06/07/2021	08:00:00 AM	12:00:00 PM	4.00 X
06/07/2021	12:30:00 PM	03:00:00 PM	2.50 X

Add

Total hours for the week: 6.50

Pay Rate* \$ 30.00

Gross Amount \$ 195.00

Employee Signature* Sandra Guerrero

Date Date will be captured on form submission

Timesheets must be completed on a weekly basis and turned in to your campus or department for approval. Incomplete/inaccurate forms will be returned to employee for correction. See the Monthly Pay Schedule for out-of-date on our district's website.

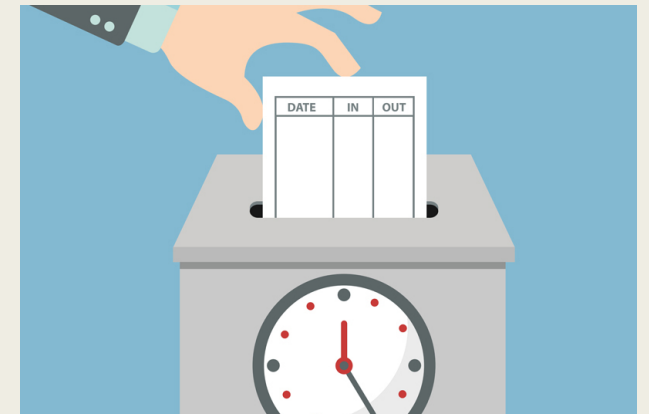
Submit



Non-Exempt Employees



- Para-Professional/Clerical Employee
- Clock In/Out
 - [Skyward Mobile Access App Instructions](#)
 - [Skyward Employee Access True Time Quick Entry Procedures](#)
- Training/Time Clock Agreement Form
 - [Sharyland ISD Time Clock Agreement](#)
- Notify supervisor of adjustments
- Review and submit weekly



Leave



- Awarded 5 days Local Leave and 5 days State Leave
- Local Leave accumulation limits:
 - 30 days – *Professional Employees*
 - 10 days – *Other Full Time Employees*
- State Leave – no accumulation limit
 - *Transferable*
- Absences exceeding available leave
 - *Employee dock = Daily Rate x number of absences exceeding leave balance*



Reporting Absences



- Absences submitted through Skyward Employee Access Time-Off
- Check *Substitute Needed* – routed to SEMS (Substitute/Employee Management System) to enter substitute request
- Refer to [How to Create an Absence](#) guide on the district's Payroll Web Page



[Skyward Employee Access](#)

Skyward Employee Access



- Employee Information
 - *Personal Information*
 - *Payroll Information*
- Time Off
- True Time (non-exempt employees)

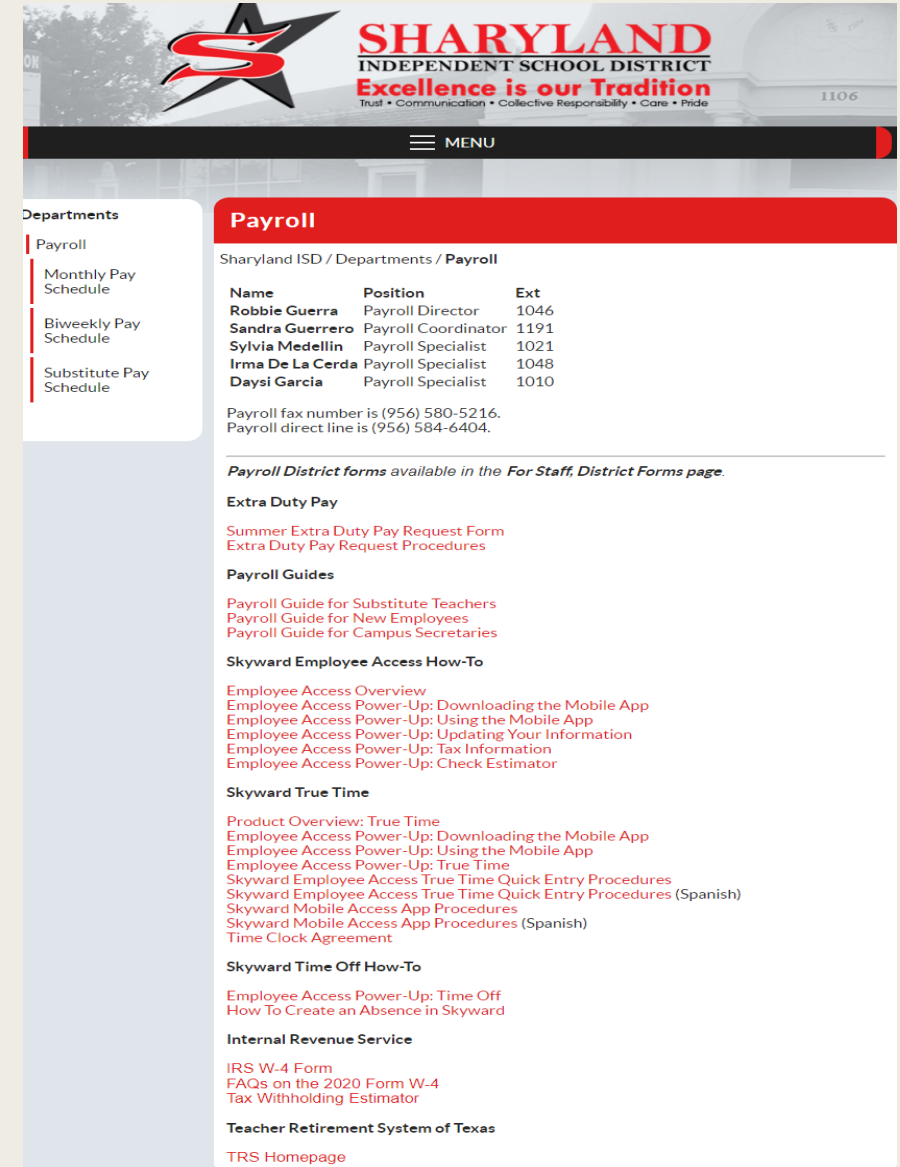


[Skyward Employee Access](#)

Payroll Web Page

- Pay Schedules
- Extra Duty Pay Request
- Payroll Guides
- Skyward How-To
 - *Employee Access*
 - *True Time*
 - *Time Off*
- Internal Revenue Service
- Teacher Retirement System of Texas
- Contact Information

[Payroll Web Page](#)



The screenshot shows the Sharyland Independent School District (ISD) Payroll Web Page. The header features the Sharyland ISD logo and the tagline "Excellence is our Tradition" with the motto "Trust • Communication • Collective Responsibility • Care • Pride". A "MENU" button is visible in the top right corner. The page is divided into a left sidebar and a main content area.

Departments

- Payroll
- Monthly Pay Schedule
- Biweekly Pay Schedule
- Substitute Pay Schedule

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 Cerdia	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 Homepage](#)



Have a great 2023-2024 school year!