

Welcome Back to the 2015/2016 School Year

The new timelines are affecting more than just the students. Most employees will be seeing their paychecks a month earlier this year. Miscellaneous deductions like American Fidelity Insurance will come out of paychecks August through May instead of September through June. Ten month employees will receive eleven paychecks this year and this will increase their taxable income. Employees with pretax Tax Sheltered Annuities will need to make sure they do not go over the maximum contribution as they may have an extra deduction this year. Please consult with your tax professional if you have concerns over your taxable income for 2015.

In January we will be sending out a salary and benefits snapshot that will include wages and benefits for the previous calendar year. That letter will correlate your wages to your W-2 form which will be sent to you at the same time. If you need to change your withholding allowances please complete a W-4 form for Federal Tax and/or a DE-4 form for State Tax withholding and send it to Payroll Site 07. Forms are available on the District website and at your school site.

Our third party administrator Schools First Federal Credit Union wants to remind you that 403b and 457 pretax retirement savings accounts are available to all employees. Please contact Schools First for forms and available vendors.

Please use your Employee ID number on all payroll timesheets and forms. This will help Payroll to identify the correct employee to be paid and protect your personal information. A list of sick leave and vacation balances are sent to your site each month. Please contact your site administrative assistant for current balances. You may view sick leave and vacation balances and usage on E.I.S. Timesheets are turned into payroll monthly therefore balances are only updated at the end of the monthly payroll cycle. Late submissions are updated as received.

Direct Deposit is available for ALL employees. If you use Schools First Federal Credit Union, your funds will be deposited the day before payday. If you currently have your paycheck directly deposited into your bank account, you will view and print your own check stubs. The Employee Information System (E.I.S.) <https://employee.ocde.us> provides a secure access to your information. You will need to use your Employee ID number to access this website and you must register the first time you go into the new website even if you had registered on the old website.

Section 125 Open Enrollment – Unreimbursed Medical and Dependent Day Deductions must be renewed each year per IRS regulations to continue your deductions with American Fidelity Assurance Company. Julie Anderson is the agent you will need to contact at 866-523-1857 ex 415.

Summer Deferred Pay is no longer available through the District for Teachers and Counselors – Please contact Schools First Federal Credit Union if you wish to use their Summer Savers or Paycheck Planner programs. These programs earn interest on the money saved and may be set up through a payroll deduction.

If you have any payroll questions, please call the payroll department. Our office hours are from 7:00 am to 4:00 pm, Monday thru Friday.

Thank you,

Erin Baker Payroll Supervisor (714) 999-5693

Certificated Payroll

Phyllis Ticer Senior Payroll Technician (714) 999-3592

Pam Weiland Payroll Technician (714) 999-3594

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Verifications and EIS Information

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