

Anaheim Union High School District Payroll Department
2018
Teacher and Counselor Information

Paydays & Extra Pay

Teachers and Counselors are paid the last working day of each month, with the exception of December, when they are paid the first working day in January.

The reporting period for extra hours is the 11th of one month through the 10th of the following month and is included with your salary on the last working day of the month. Timesheets are turned in to the Payroll Department on the 10th of each month (sometimes the deadline is before the 10th due to holidays). Please contact your site secretary for the deadline to turn in extra hours to payroll. Hours reported late and paid on subsequent payrolls will be subject to fines and penalties imposed on the district by STRS. **Please save the district money and report your hours on time.**

Employee Id

For the protection of our employees a random employee identification number has been set up for you. This number is on the timesheet at your site and will also be available on your check stub. Please keep your number confidential and use your employee id number on all payroll paperwork.

Timesheets & Absences

Each month, your secretary sends payroll a timesheet on which are reported any hours to be paid and your absences. Each absence **must** be accompanied by an "Employee Absence Report" signed by the employee. Excused absences for school business must have a reason stated on the form and require a 525 form with an account number to be on file with your site. You must make arrangements for your substitute at least a week before the absence. If you do not have a substitute, you cannot attend the workshop/conference/etc. Please remember to provide an account number for your school secretary. This account number will be used for the cost of your substitute.

Teachers earn 10 days (70 hours) and Counselors earn 11 days (88 hours) of sick leave each school year. Please refer to your contract for information on leaves and absences. A list of unused accumulated sick leave is sent to your site each month and you have access to this information on EIS at employee.ocde.us. If you have questions regarding the number of days of your accumulated illness or personal necessity usage, etc, please contact your site administrative assistant or Cecille in Payroll.

Paychecks

For Teachers your annual contract salary is divided into 10 equal payments, although you are actually paid based upon a 185 duty day school year. The annual contract salary includes Doctorate and Longevity where applicable. Longevity is based upon years of service with AUHSD. Counselors are paid 198 days over 11 months.

If you have column or step changes, they are processed through the Credentials Technician in Human Resources. When column and step changes have been approved by the Board of Trustees, payroll will make these changes effective on your next paycheck, retroactive to the effective date.

Your check stub contains valuable information, including your current address, federal and state withholding allowances, Medicare deductions, retirement contributions, voluntary deductions, etc. Employees with Direct Deposit are required to print their own check stub through the Employee Information System (EIS) at <https://employee.ocde.us>. You will need your ID Number and an email account to register the first time. Please take a moment to look at your check stub **every month**. If you have questions on payday, please have your check stub with you when you call payroll.

Summer Deferred Pay

Please contact Schools First Federal Credit Union, to be set up through their Summer Savers Program or Summer Paycheck Planner. This money will earn interest and can be deducted through payroll and sent to the Credit Union.

State Teachers Retirement System

All permanent 50% or more certificated employees must contribute to the California State Teachers Retirement System. This pretax contribution is deducted at the rate of 10.25% for 2%@60 members and 9.205% for 2%@62 members. Please contact STRS for information regarding your accumulated service credit or funds on file. If you have any questions regarding STRS, please call them at (800) 228-5453 or contact their Web site at www.calstrs.com. As you are a STRS member, you do not contribute to OASDI but all employees hired after 4/1/86 are required to pay into Medicare which is a rate of 1.45%

Voluntary Deductions

Listed below are a few of the deductions available. Deductions for teachers are taken tenthly August through May, with the exception of Direct Deposit. If you have Direct Deposit, **all** of your paychecks will be deposited into your bank account.

Tax Sheltered Annuities/403b and Deferred Compensation/457 are pretax deductions and follow IRS regulations. Please contact Schools First Federal Credit Union for the appropriate paperwork and a list of vendors at www.schoolsfirstfcu.org as they are the district's third party administrator.

A Section 125 deduction for unreimbursed medical expenses and dependent care is available through American Fidelity Assurance Company. A representative will be here at the district office during open enrollment October thru November or you may make an appointment by calling Julie Anderson 866-523-1857 ex 415.

Direct Deposit is available through Schools First Federal Credit Union www.schoolsfirstfcu.org and other financial institutions. Forms are on our website or you may contact payroll for a form. You must provide a voided check with the form. Only Schools First will deposit the employee's funds the day before payday.

AFLAC	800-992-3522
Pacific Educators	714-639-0962
The Standard	800-522-0406

Payroll Contact Persons

Senior Payroll Technician	Phyllis Ticer	714-999-3592
Payroll Technician	Tracy Phan	714-999-5660
Payroll Supervisor	Erin Baker	714-999-5693