

Certificated Employees
Payroll Frequently Asked Questions

<p><i>How is my pay determined? How many payments am I supposed to have per year?</i></p>	<p>For 11 pay employees (BFT - Teachers, Counselors, Others): Your base salary is equalized from August - June.</p> <p>12 pay employees (UBA - Administrators): Your annual base salary is equalized from July - June.</p>
<p><i>What is summer arrears? How does this work</i></p>	<p>For 11 Pay Employees: 8.33% of your NET PAY is saved all year long (shows up as a “SUMMER W/H” deduction on your checks). If you save all year long, you will receive a summer arrears check on the end of July payroll. This combined amount will be an average of your net pays all year. It is essentially like a savings account that we will close out and return to you. Because this money has already been taxed, had benefits, union dues, and other types of deductions assessed, no deductions will come out at all.</p>
<p><i>When is payday?</i></p>	<p>The 2024-25 Payroll Schedule can be found here. Base salary is issued on the last workday of each month, excluding holidays.</p> <p>Extra compensation (timesheet pay) is issued on or around the 15th of each month.</p>
<p><i>How can I sign up for Direct Deposit?</i></p>	<p>Please complete the Direct Deposit Form online by clicking here. You can have up to three accounts - one primary and two optional accounts (you can designate a flat dollar amount or percentage of your net pay to these accounts).</p> <p>NOTE: Please have a scanned copy of a voided check OR a document from your banking institution showing your routing and account numbers. You are required to attach documentation to your form to submit it to Payroll.</p>

<p><i>I opted to receive paper checks. How are they distributed?</i></p>	<p>Paper checks are mailed to the home address we have on file the business day before payday. As such, employees must keep their addresses up to date. We must be notified right away if there is a change. The easiest and most efficient way to update your address is via the Employee Portal. We highly encourage all employees to sign up for direct deposit to reduce the chance of a missed or late check.</p>
<p><i>I need to complete a timesheet to submit extra hours. How can I go about completing one?</i></p>	<p>You will most frequently use the Certificated timesheet (click here) and follow the prompts. Be sure to have your employee ID handy. Timesheets must be submitted by employees immediately after the pay period ends (in this instance, on or around the 24th of the month). Late timesheet submissions may result in delayed payments.</p> <p>Other Certificated timesheets include: School Year Professional Development for part-time employees Emergency Teacher Coverage Adult School Certificated Substitute Teacher</p>
<p><i>Who do I contact if I have questions about timesheet pay or did not receive my timesheet pay on time?</i></p>	<p>We recommend that you refer to the email confirmation you received upon submission of your timesheet. Accessing that timesheet will allow you to track its progress. NOTE: You are not required to have an Informed K-12 account to view this data. The email with a link to the timesheet is sufficient. If your timesheet is still pending approval, we recommend that you reach out to your site administrator. If your timesheet is showing as “completed” or “archived”, please reach out to your Payroll Specialist.</p>
<p><i>How can I sign up for a 403b or 457 plan?</i></p>	<p>Berkeley USD has an authorized third-party administrator for tax annuities called TSA Consulting Group (TSACG). We recommend you review a list of BUSD-authorized investment providers by clicking here. When you have identified a provider you want to use, please contact them directly to establish an account. Once your account is established, you or your financial advisor will need to submit an online Salary Reduction Agreement (SRA), which can be found here, to start deductions from your end-of-month pay. It can take up to 2 weeks after the payroll issue date for your contribution to be posted.</p>

<p><i>What is the Employee Portal? How can I access it?</i></p>	<p>The Employee Portal is an employee self-service portal that allows employees to view and download paystubs and W-2s.</p> <p>Employees can also:</p> <ul style="list-style-type: none">● Verify leave balances● Review and update your current address, phone number, emergency contact info● Update your tax withholdings● Review your benefits

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